

**Insolvency and Bankruptcy Board of India**  
**7<sup>th</sup> Floor, Mayur Bhawan**  
**Connaught Place, New Delhi-110001**

**CIRCULAR**

No. IP/001/2018

3<sup>rd</sup> January, 2018

To  
All Registered Insolvency Professionals  
All Registered Insolvency Professional Agencies  
(By mail to registered email addresses and on web site of the IBBI)

Dear Madam / Sir,

**Sub: Insolvency professional to use Registration Number and Registered Address in all his communications.**

It has been observed that a few insolvency professionals are using different addresses and emails while communicating with the stakeholders, despite repeated advice from the Insolvency Bankruptcy Board of India (IBBI) to use the addressees and emails registered with the IBBI in all their communications.

2. It is hereby directed that in all his communications, whether by way of public announcement or otherwise to a stakeholder or to an authority, an insolvency professional shall prominently state: (i) his name, address and email, as registered with the IBBI, (ii) his Registration Number as an insolvency professional granted by the IBBI, and (iii) the capacity in which he is communicating (Example: As Interim Resolution Professional of XYZ Limited, As Resolution Professional of ABC Limited, etc.).

3. Additionally, an insolvency professional may use a process (Example: CIRP, Liquidation, etc.) specific address and email in its communications, if he considers it necessary subject to the conditions that: (i) the process specific address and email are in addition to the details required in Para 2 above, and (ii) the insolvency professional continues to service the process specific address and email for at least six months from conclusion of his role in the process.

4. This circular is issued in exercise of powers under section 196 read with section 208 of the Insolvency and Bankruptcy Code, 2016.

Yours faithfully,

-Sd-

(I. Sreekara Rao)  
Deputy General Manager  
Email: [sreekararao@ibbi.gov.in](mailto:sreekararao@ibbi.gov.in)