**SCHEDULE III**

*(Under Regulation 6 of the Insolvency and Bankruptcy Board of India (Liquidation Process)*

*Regulations, 2016)*

**The formats contained in this Schedule are indicative in nature, and the liquidator may make such modifications to them as he deems fit in the facts and circumstances of the liquidation.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | **CASH BOOK** | | |  |  |  |  |  |  |  |  |  |  |  |
|  | Name of Corporate Debtor....................................................... | | |  |  |  |  |  | (in liquidation) | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Date* | *Particulars* | *Ledger* |  | *Receipt* | | |  |  | *Payments* | |  |  | *Balance* | | |  |  |
|  |  | *Folio No.* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  | |  |  | |  |
|  |  |  | *Voucher* | *Cash* | *Bank* | *Total* | | *Voucher* | *Cash* | *Bank* | *Total* | *Cash* | | *Bank* | *Total* | |  |
|  |  |  | *No.* |  |  |  |  | *No.* |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* |  | *7* | *8* | *9* | *10* | *11* | *12* |  | *13* |  | *14* |  |
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Under 'particulars', the head of account to which the entry relates should be indicated so that the entry may be posted under the proper head in the General Ledger.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **GENERAL LEDGER** | |  |  |  |
| Name | of | Corporate | Debtor....................................................... | | (in | liquidation) | |
| ....................................................... | | (Head of account) | | |  |  |  |
| *Date* |  | *Particulars* |  | *Dr.* | *Cr.* |  | *Balance* |
|  |  |  |  | *(Rs.)* | *(Rs.)* |  | *(Rs.)* |
|  |  |  |  |  |  |  |  |
| *1* |  | *2* |  | *3* | *4* |  | *5* |
|  |  |  |  |  |  |  |  |
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*Instructions:*

1. A General Ledger should be maintained with such heads of account as the liquidator may think necessary and appropriate. The following heads of account may be found suitable:
   1. Asset account
   2. Investments account
   3. Book Debts & Outstandings account
   4. Calls
   5. Rents Collected
   6. Interest on Securities and Deposits
   7. Advances received
   8. Miscellaneous receipts payments
   9. Establishment
   10. Legal charges
   11. Rents, Rates and Taxes
   12. Fees and Commission account

1. Other expenses
2. Suspense account
3. Secured creditors
4. Dividend account.
5. The entries in the General Ledger should be posted from the Cash Book.
6. The total of the debit balances and the total of the credit balances of the several heads of account in the General Ledger should agree, after taking into consideration the cash and bank balances as shown in the Cash Book. The totals should be tallied once a month.

**BANK LEDGER**

**Corporate debtor’s (in liquidation) account with the Scheduled Bank**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Date* | *Particulars* | *Deposits* |  | *Withdrawals* |  | *Balance* |
|  |  |  |  |  |  |  |
|  |  | *Challan Number* | *Rs.* | *Cheque* | *Rs.* | *Rs.* |
|  |  |  |  | *Number* |  |  |
|  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |
|  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
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**REGISTER OF ASSETS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* |  | *Description of* | *Date of* | *Serial* | *Date of* | *Date of* | *Amount* | *Remarks* |
|  |  | *assets* | *taking* | *number of* | *sale* | *realization* |  |  |
|  |  |  | *possession* | *Sales* |  |  |  |  |
|  |  |  |  | *Register* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| *1* |  | *2* | *3* | *4* | *5* | *6* | *7* | *8* |
|  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |
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| 2. |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| *Instructions:* | |  |  |  |  |  |  |  |

1. All the assets of the corporate debtor except the liquidator’s investments in securities and outstandings to be realized should be entered in this Register.

**SECURITIES AND INVESTMENTS REGISTER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Petition* | *Date of* | *Nature and* | *Amount* | *Dividend* | *Date of* | *Remarks* |
|  | *number and* | *investment* | *particulars* | *Invested* | *or interest* | *disposal* |  |
|  | *name* |  | *of security* | *(Rs.)* | *received* |  |  |
|  | *of the* |  | *in which* |  | *with date of* |  |  |
|  | *corporate* |  | *investment* |  | *receipt* |  |  |
|  | *debtor* |  | *is made* |  | *(Rs.)* |  |  |
|  |  |  |  |  |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
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**REGISTER OF BOOK DEBTS AND OUTSTANDINGS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Name and* | *Particulars* | *Amount* | *Date of* | *Amount* | *Action* | *Date of* | *Reference* | *Remarks* |  |
|  | *address* | *of debt* | *due* | *bar by* | *realised* | *taken* | *realisation* | *to Suits* |  |  |
|  | *of debtor* |  | *(Rs.)* | *limitation* | *(Rs.)* |  |  | *Register* |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* | *10* |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

1. All debts due to the corporate debtor, both secured and unsecured, including amounts due for arrears of calls made prior to the liquidation, should be entered in this Register.

**TENANTS LEDGER**

1. Description of property:
2. Name and address of tenant:
3. Date of tenancy:
4. Period of tenancy:
5. Rent (monthly or annual):
6. Special terms, if any:
7. Arrears on date of taking charge of property:
8. Advance received, if any:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Month* |  |  |  | *Demand* | |  |  | *Realisation* | | | |  |  | *Balance* | |  |  | *Remarks* |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | *Amount* | | | | *Date* | |  | *Amount* | |  | *Amount* | |  |  |  |  |  |
|  |  |  |  | *(Rs.)* | |  |  |  |  |  | *(Rs.)* | |  | *(Rs.)* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1* |  |  |  | *2* |  |  |  | *3* |  |  | *4* |  |  |  | *5* |  | *6* | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| January |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| February |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  | **SUITS REGISTER** | | | | | |  |  |  |  |  |  |  |  |  |
| *Sl.* | *Number* | *Name* | | *Name and* |  | *Amount* |  | *Date* |  | *Dates of* | | *Date* | *Nature* | | *Amount* | *Costs* |  | *Reference to* | *Remarks* |  |
| *No.* | *of suit* | *and* | | *address of* |  | *of claim* |  | *of* |  | *hearing* | | *of* | *of relief* | | *decreed* | *decreed* |  | *Decree* |  |  |
|  | *or* | *address* | | *defendant/* |  |  |  | *filing* |  |  |  | *decree* | *granted* | |  |  |  | *Register* |  |  |
|  | *appeal* | *of* | | *respondent* |  |  |  |  |  |  |  | *or* |  |  |  |  |  |  |  |  |
|  | *and* | *plaintiff/* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *and his* |  |  |  |  |  |  |  | *final* |  |  |  |  |  |  |  |  |
|  | *court* | *appellant* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *advocate* |  |  |  |  |  |  |  | *order* |  |  |  |  |  |  |  |  |
|  |  | *and his* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *advocate* | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
| *1* | *2* | *3* |  | *4* |  | *5* |  | *6* |  | *7* |  | *8* | *9* | | *10* | *11* |  | *12* | *13* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

1. Applications made by or against the corporate debtor which are in the nature of suits should also be entered in this Register.

**DECREE REGISTER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Number* | *Name and* | *Amount* | *Date of* | *Action* | *Amount* | *Date of* | *Reference to* |
|  | *of suit or* | *address of* | *Decreed* | *decree* | *taken* | *realized* | *realisa-* | *Suits* |
|  | *appeal* | *judg- ment* | *(Rs.)* |  |  | *(Rs.)* | *tion* | *Register* |
|  | *and court* | *debtor* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* |
|  | 1. |  |  |  |  |  |  |  |
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|  | 2. |  |  |  |  |  |  |  |
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| *Instructions:* | |  |  |  |  |  |  |  |

1. The purpose of the Register is to enable the liquidator to keep watch on the progress of the realization of decrees in favour of the corporate debtor in his charge.
2. Every decree or order for payment of money or delivery of property in favour of the corporate debtor including an order for payment of costs whether made in a suit, appeal or application, should be entered in this Register.

**REGISTER OF CLAIMS AND DISTRIBUTIONS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | *Claims* |  |  |  |  |  |  | *Distributions declared and paid* | | |  |  |  | *Remarks* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sl.* | *Name* | *Amount* | *Nature* | *Amount* | *Whether* | *Date* | *Amount* | *Date* | *Rate* | *Amount* | *Date* | *Rate* | *Amount* | *Date* |  |  |
| *No.* | *and* | *claimed* | *of* | *admitted* | *ordinary or* |  | *(Rs.)* | *and* |  | *(Rs.)* | *and* |  | *(Rs.)* | *and* |  |  |
|  | *Address* | *(Rs.)* | *claim* | *(Rs.)* | *preferential* |  |  | *Mode of* |  |  | *mode of* |  |  | *mode of* |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | *of* |  | *(Rs.)* |  |  |  |  | *Payment* |  |  | *payment* |  |  | *payment* |  |  |
|  | *creditor* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* | *10* | *11* | *12* | *13* | *14* | *15* | *16* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

1. Only claims admitted either wholly or in part should be entered in this Register.
2. The page on the left side should be reserved for claims and the page on the right side for Distributions.

**CONTRIBUTORY’S LEDGER**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Name and* | *Number* |  | *Calls* |  | *Remarks* | *Returns of share capital* | | | *Remarks* |  |
|  | *address of* | *of* |  |  |  |  |  |  |  |  |  |
|  | *First call* | | *2nd* |  | *Date* | *Date of* | *Amount* |  |  |
|  | *contributory* | *shares* |  |  | *call/* |  | *of* | *Payment* | *paid* |  |  |
|  |  | *or* |  |  |  |  |  |
|  |  |  |  | *3rd call* |  | *return* |  | *(Rs.)* |  |  |
|  |  | *extent of* |  |  |  |  |  |  |  |  |  |
|  |  | *interest* | *Date of* | *Amount* | *(Repeat* |  |  |  |  |  |  |
|  |  | *held,* | *call and* | *paid* | *columns* |  |  |  |  |  |  |
|  |  | *and* | *amount* | *and date* | *as under* |  |  |  |  |  |  |
|  |  | *amount* | *of* |  |  |  |  |  |  |
|  |  | *called* | *first* |  |  |  |  |  |  |
|  |  | *paid* | *payment* |  |  |  |  |  |  |
|  |  |  | *call)* |  |  |  |  |  |  |
|  |  | *thereon* |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6 to 9* | *10* | *11* | *12* | *13* | *14* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |
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| 2. |  |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

Only contributories settled on the list of stakeholders should be entered in this Register and they should be entered in the same order as in the list.

**DISTRIBUTIONS REGISTER**

Date on which distribution is made:

Total amount payable in this round of distribution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Date* | *Number on list of stakeholders* | *Particulars* | *Receipts* | *Payments* |
|  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* |

1.

2.

*Instructions:*

1. Separate pages should be set apart for preferential and ordinary distributions.
2. The payments should be entered as and when they are made. Any amount which is returned unpaid should be reentered in the account under ‘Receipts’.
3. The number in column 2 should be the number of the stakeholders in the list of stakeholders as finally settled.
4. The total amount of unclaimed distribution payable into the Public Account of India, and the amount paid into the Bank with the date of payment, should be shown at the end of the account.

**FEE REGISTER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Amount realized on* | *Amount* | *Fee payable on the* | *Fee, if any payable* | *Total fee* | *Date of* |  |
| *which fee are payable* | *distributed on* | *amounts in the two* | *otherwise under* | *payable* | *payment* |  |
|  | *which fee are* | *preceding columns* | *order of* |  |  |  |
|  | *payable* |  | *Adjudicating* |  |  |  |
|  |  |  |  |  |  |
|  |  |  | *Authority* |  |  |  |
|  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* |  |
|  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| *Instructions:* |  |  |  |  |  |  |

1. There should be a fresh opening for each year.
2. The fees due to the liquidator should be entered in the Register as soon as the audit of the account for a quarter is completed.

**SUSPENSE REGISTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Date* | *Particulars* | *Debit (Rs.)* | *Credit (Rs.)* | *Balance (Rs.)* |
|  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* |
|  |  |  |  |  |
| 1. |  |  |  |  |
|  |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Instructions:* |  |  |  |  |

1. Advances made by the liquidator to any person should be entered in this Register.
2. There should be a separate opening for each person.

**DOCUMENTS REGISTER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Description of* | *Date of receipt* | *From whom* | *Reference number of* | *How disposed* | *Remarks* |
|  | *document* |  | *received* | *shelf in which* | *of* |  |
|  |  |  |  | *document is kept* |  |  |
|  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |
|  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Instruction:* All documents of title like title-deeds, shares, promissory notes, etc., should be entered in thisRegister.

**BOOKS REGISTER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Date* | *From whom* | *Serial* | *Description of* | *Shelf number* | *How* | *Remarks* |
|  | *received* | *Number* | *books,* |  | *disposed of* |  |
|  |  |  | *including files* |  |  |  |
|  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |
|  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*Instruction*: All books and files of the corporate debtor which come into the hands of the liquidator shouldbe entered in this Register.

**REGISTER OF UNCLAIMED DIVIDENDS AND UNDISTRIBUTED ASSETS**

**DEPOSITED**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* | *Name of* | *Whether* | *Number on list* | *Date of* | *Rate of dividend* | *Total* |  |
|  | *person* | *Creditor or* | *of stakeholders* | *declaration* | *or return* | *amount* |  |
|  | *entitled to* | *Contributory* |  | *of dividend or* |  | *payable* |  |
|  | *the* |  |  | *return* |  |  |  |
|  | *dividend or* |  |  |  |  | *(Rs.)* |  |
|  | *return* |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |  |
|  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |