**SCHEDULE II**

*(Under Regulation 10 of the Insolvency and Bankruptcy Board of India (Voluntary Liquidation Process)*

*Regulations, 2017)*

**The formats contained in this Schedule are indicative in nature, and the liquidator may make such**

**modifications to them as he deems fit in view of the facts and circumstances of the liquidation.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **CASH BOOK** |  |  |  |  |  |  |  |  |  |
|  | Name of Corporate person....................................................... |  |  |  |  |  | (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 column 'particulars', the head of account to which the entry relates to should be indicated so that the entry may be posted under the proper head in the General Ledger.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **GENERAL LEDGER** |  |  |  |
|  | Name of Corporate person....................................................... |  | (in liquidation) |  |
|  | ....................................................... | (Head of account) |  |  |  |
| *Date* | *Particulars* | *Dr. (Rs.)* |  | *Cr. (Rs.)* | *Balance* |
|  |  |  |  |  | *(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 and Outstandings account
4. Calls
5. Rent Collected/rent receivable
6. Interest on Securities and Deposits
7. Advances received
8. Miscellaneous receipts payments
9. Establishment
10. Legal charges
11. Rents, Rates and Taxes payable

1. Fees and Commission account
2. Other expenses
3. Suspense account
4. Secured creditors
5. Dividend account.
6. The entries in the General Ledger should be posted from the Cash Book.
7. 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 person’s (in voluntary liquidation) account with the Scheduled Bank**

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

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

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

**SECURITIES AND INVESTMENTS REGISTER**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Sl. No.* |  | *Petition* |  | *Date of* |  | *Nature* | *Amount* |  |  |  | *Dividend* |  | *Date of* | *Remarks* |  |
|  |  | *number and* |  | *investment* |  | *and* | *Invested* |  | *or interest* |  | *disposal* |  |  |
|  |  | *name* |  |  |  |  | *particulars* | *(Rs.)* |  | *received with* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | *of the* |  |  |  |  | *of security in* |  |  |  |  |  | *date* |  |  |  |  |
|  |  | *corporate* |  |  |  |  | *which* |  |  |  |  | *of receipt* |  |  |  |  |
|  |  | *person* |  |  |  |  | *investment* |  |  |  |  |  | *(Rs.)* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | *is made* |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *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 bar* |  | *Amount* |  | *Action* |  | *Date of* | *Reference* | *Remarks* |  |
|  |  | *address* |  | *of debt* | *due* | *by* |  | *realised* |  | *taken* |  | *realisation* | *to Suits* |  |  |
|  |  | *of debtor* |  |  |  | *(Rs.)* | *limitation* |  | *(Rs.)* |  |  |  |  |  |  | *Register* |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.* |  | *2* |  | *3* | *4* |  | *5* |  | *6* |  | *7* |  | *8* |  | *9* | *10* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Instructions:*

1. All debts due to the corporate person, 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 assets:
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 assets:
8. Advance received, if any:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Month* |  | *Demand* |  |  | *Realization* |  |  | *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* | *Date* | *Nature* | *Amount* |  | *Costs* | *Reference* | *Remarks* |
| *No.* | *of* |  | *and* | *address of* | *of* |  | *of* | *of* | *of* |  | *of* | *decreed* |  | *decreed* | *to* |  |
|  | *suit or* |  | *address* | *defendant/* | *claim* | *filing* | *hearing* | *decree* | *relief* |  |  |  |  | *Decree* |  |
|  | *appeal* |  | *of* | *respondent* |  |  |  |  |  | *or* | *granted* |  |  |  |  | *Register* |  |
|  | *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 person which are in the nature of suits should also be entered in this Register.

**DECREE REGISTER**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Number* | *Name* | *Amount* | *Date of* | *Action* | *Amount* | *Date of* | *Reference to* |
| *of suit or* | *and address* | *Decreed* | *decree* | *taken* | *realized (Rs.)* | *realisa- tion* | *Suits* |
| *appeal* | *of judg- ment* | *(Rs.)* |  |  |  |  | *Register* |
| *and court* | *debtor* |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* |

1.

2.

*Instructions:*

1. The purpose of the Register is to enable the liquidator to keep watch on the progress of the realization of decrees in favor of the corporate person in his charge.
2. Every decree or order for payment of money or delivery of assets in favor of the corporate person 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* |  |  | *Rem* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | *arks* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *Sl. No.* |  | *Name* | *Amou* | *Nat* |  | *Amo* | *Whet* | *Da* | *A* | *Date* | *Rate* | *Amo* | *Date* | *Rate* | *Amo* | *Date* |  |
|  |  | *and* | *nt* | *ure* |  | *unt* | *her* | *te* | *mo* | *and* |  | *unt* | *and* |  | *unt* | *and* |  |
|  |  | *Addr* | *claim* | *of* |  | *admi* | *ordin* |  | *un* | *Mod* |  | *(Rs.)* | *mod* |  | *(Rs.)* | *mod* |  |
|  |  | *ess of* | *ed* | *clai* |  | *tted* | *ary or* |  | *t* | *e of* |  |  | *e of* |  |  | *e of* |  |
|  |  | *credit* | *(Rs.)* | *m* |  | *(Rs.)* | *prefe* |  | *(R* | *Pay* |  |  | *pay* |  |  | *pay* |  |
|  |  | *or* |  | *(Rs.* |  |  | *renti* |  | *s.)* | *ment* |  |  | *ment* |  |  | *ment* |  |
|  |  |  |  | *)* |  |  | *al* |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1* |  | *2* | *3* | *4* |  | *5* | *6* | *7* | *8* | *9* | *10* | *11* | *12* | *13* | *14* | *15* | *16* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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 shares* |  |  |  |  |  |  |  |  |  |
|  | *contributory* | *or extent* |  |  |  |  |  |  |  |  |  |
|  | *First call* | *2nd* |  | *Date* | *Date of* | *Amount* |  |  |
|  |  | *of* |  |  |  |
|  |  |  |  | *call/* |  | *of* | *Payment* | *paid* |  |  |
|  |  | *interest* |  |  |  |  |  |
|  |  |  |  |  | *return* |  | *(Rs.)* |  |  |
|  |  | *held, and* |  |  | *3rd call* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | *amount* |  |  |  |  |  |  |  |  |  |
|  |  | *paid* | *Date of* | *Amount* | *(Repeat* |  |  |  |  |  |  |
|  |  | *thereon* | *call and* | *paid and* | *columns* |  |  |  |  |  |  |
|  |  |  | *amount* | *date of* | *as under* |  |  |  |  |  |  |
|  |  |  | *called* | *payment* | *first call)* |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6 to 9* | *10* | *11* | *12* | *13* | *14* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |
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*Instructions:*

Only contributories settled on the list 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 re-entered 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 distributed on which* | *Fee payable on the amounts in* | *Total fee* | *Date of* |
| *which fee are payable* | *fee are payable* | *the two preceding columns* | *payable* | *payment* |
|  |  |  |  |  |
| *1* | *2* | *3* | *5* | *6* |
|  |  |  |  |  |
| 1. |  |  |  |  |
|  |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*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.

1. 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 of* | *Remarks* |
|  | *document* |  | *received* | *shelf in which* |  |  |
|  |  |  |  | *document is kept* |  |  |
|  |  |  |  |  |  |  |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* |
|  |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
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*Instruction:* All documents of title like title-deeds, shares, promissory notes, etc., should be entered in this Register.

**BOOKS REGISTER**

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

*Instruction*: All books and files of the corporate person which come into the hands of the liquidator should beentered in this Register.

**REGISTER OF UNCLAIMED DIVIDENDS AND UNDISTRIBUTED ASSETS DEPOSITED**

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