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.

CASH BOOK

Name of Corporate Debtor.....(in liquidation)

Date	Particulars	Ledger Folio No.	Receipt					Payments				Balance		
			Voucher No.	Cash	Bank	Total	Voucher No.	Cash	Bank	Total	Cash	Bank	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

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

	(Head of account)												
Date	Particulars	Dr. (Rs.)	Cr. (Rs.)	Balance (Rs.)									
1	2	3	4	5									

Debtor.....(in

liquidation)

Instructions:

Name

- 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

of

Corporate

- (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

- (13) Other expenses
- (14) Suspense account
- (15) Secured creditors
- (16) Dividend account.
- 2. The entries in the General Ledger should be posted from the Cash Book.
- 3. 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 Number	Rs.	Rs.
1	2	3	4	5	6	7
1.						
2.						

REGISTER OF ASSETS

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

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 number and name of the corporate debtor	Date of investment	Nature and particulars of security in which investment is made	Amount Invested (Rs.)	Dividend or interest received with date of receipt (Rs.)	Date of disposal	Remarks
1	2	3	4	5	6	7	8
1.							
2.							

REGISTER OF BOOK DEBTS AND OUTSTANDINGS

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

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	Realisatio	on	Balance	Remarks
	Amount (Rs.)	Date	Amount (Rs.)	Amount (Rs.)	
1	2	3	4	5	6
January					
February					

SUITS REGISTER

SI. No.	Number of suit or appeal and court	Name and address of plaintiff/ appellant and his advocate	Name and address of defendant/ respondent and his advocate	Amount of claim	Date of filing	Dates of hearing	Date of decree or final order	Nature of relief granted	Amount decreed	Costs decreed	Reference to Decree Register	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1.												
2.												

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 of suit or appeal and court	Name and address of judg- ment debtor	Amount Decreed (Rs.)	Date of decree	Action taken	Amount realized (Rs.)	Date of realisa- tion	Reference to Suits Register
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 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. No.	Name and Address of creditor	Amount claimed (Rs.)	Nature of claim (Rs.)	Amount admitted (Rs.)	Whether ordinary or preferential	Date	Amount (Rs.)	Date and Mode of Payment	Rate	Amount (Rs.)	Date and mode of payment	Rate	Amount (Rs.)	Date and mode of payment	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.															
2.															

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	Retur	ns of share	capital	Remarks
	address of contributory	of shares or extent of interest held, and amount paid thereon	Pirs Date of call and amount called	Amount paid and date of payment	2 nd call/ 3 rd call (Repeat columns as under first call)		Date of return	Date of Payment	Amount paid (Rs.)	
1	2	3	4	5	6 to 9	10	11	12	13	14
1.				·		_				
2.				·		_				

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 which fee are payable	Amount distributed on which fee are payable	Fee payable on the amounts in the two preceding columns	Fee, if any payable otherwise under order of Adjudicating Authority	Total fee payable	Date of payment
1	2	3	4	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.
- 2. There should be a separate opening for each person.

DOCUMENTS REGISTER

Sl. No.	Description of document	Date of receipt	From whom received	Reference number of shelf in which document is kept	How disposed of	Remarks
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 this Register.

BOOKS REGISTER

Date	From whom received	Serial Number	Description of books, including files	Shelf number	How disposed of	Remarks
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 should be entered in this Register.

REGISTER OF UNCLAIMED DIVIDENDS AND UNDISTRIBUTED ASSETS DEPOSITED

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