

From:

----- **Name of Insolvency professional**

----- **Address of Client**

To,

.....(Name of RV)

.....(Registration Number)

.....(Address of RV)

Sub.: Appointment as Valuer under the provisions of the Companies Act, 2013 and the Insolvency and Bankruptcy Code, 2016, for the following client.

-----**Name of the Client**

----- **Address of Client**

Dear Sir,

You are hereby appointed as Valuer under the provisions of the Companies Act, 2013 and the Insolvency and Bankruptcy Code, 2016, to carry out the Valuation work as detailed below:

1. Details of assets to be valued
2. Purpose of valuation
3. Basis of valuation
4. Nature and extent of work with limitations if any
5. Date for which valuation is required
6. Type of report
7. Format of valuation : As per Annexure-I
8. The nature and sources of information to be relied upon by the valuer
9. List of other users of valuation if any
10. The currency in which value is to be mentioned.
11. Number of Copies
12. Mode of delivery
13. Date by which valuation report has to be submitted by the RV.
14. Restrictions regarding use and confidentiality of the report if any
15. Applicable jurisdiction of valuation
16. Valuer's fee

Note:

1. You should adhere to
 - (a) Time duration
 - (b) Addressing queries to the full satisfaction of clients, within reasonable time.
2. You should timely intimate regarding any changes in agreement or its cancellation
3. You should specify the assumption made by you if any in the valuation process.
4. You should intimate the client if any part or whole of valuation process requires an expert opinion which is beyond the scope of your competency.

For further details and any query you may contact -----
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For provisions of the Act and the Code under which valuations are required to be conducted, you may refer to Annexures A and B respectively.

Thanks & Regards

(.....)

The following persons shall not be appointed as registered valuers, namely:

- An auditor of the corporate debtor at any time during the five years preceding the Insolvency commencement date.
- A relative of the Resolution professional.
- A partner or director of the insolvency professional entity of which the RP is a partner or director.
- A related party of the corporate debtor.

The Letter of Assignment (LOA) is essentially the responsibilities of both the valuer and the client in the assignment and conditions that will govern the use of the valuation report upon the lines as listed above.