

Check list for Submission of Claims

➤ ***In case of Financial Creditor:***

1. Form C as applicable in case of Financial Creditor
2. Copy of Identity Proof and Authorization Letter in favor of a person who is signing the Form C.
3. Copy of Cancelled Cheque of bank account/pass book containing detail of Bank.
4. Copy of Affidavit with due Stamp duty paid
5. Copy of agreements with Corporate Debtor.
6. Ledger statement of M/s Amzen Machines Private Limited in your books indicating outstanding receivables
7. Proof of payments.
8. Calculation of claim Amount.
9. Security details, if any Other Supporting documents.

➤ ***In case of Operational Creditor :***

1. Copy of Form B as applicable in case of Operational Creditor.
2. Copy of Identity Proof and Authorization Letter in favor of a person who is signing the Form.
3. Copy of Cancelled Cheque of bank account/Pass book containing detail of Bank.
4. Copy of E-way Bill (if Applicable).
5. Copy of Authorized contract / purchase order/ work order for the supply/Transportation of goods and/or services.
6. Proof of delivery/work completion certificate.
7. Copy of all pending Invoices.
8. Ledger statement of M/s Amzen Machines Pvt Ltd Limited in the books of operational creditor indicating outstanding receivables.
9. Calculation of claim Amount.
10. Order of a court or tribunal that has adjudicated upon the non-payment of a debt, if any.
11. Other Supporting documents, if any

➤ *In case of Workmen and Employee :*

1. Form D as applicable in case of Workmen and Employee.
2. Employee ID.
3. Copy of Identity Proof and Address Proof.
4. Copy of cancelled Cheque of bank account/Pass book containing details of Bank.
5. Copy of Service certificate or Appointment letter and Relieving letter (if any).
6. Statement of Bank account in which salary was being transferred.
7. Copy of PF statement.
8. Any documentary or other proof that payment has not been made.
9. Calculation of claim Amount.
10. Last Salary Slip.
11. Other Supporting Papers, if any