

### **Submission of the forms**

1. How do I sign the form and submit it?
  - In case of **option A (online form)**, after the form is duly completed click the tab 'submit' at the bottom of the page which shall take you to the next page- 'declaration and verification'.

Please click on the tab 'download PDF' and take a print out of the entire form. The declaration and verification tab forms a part of the form. The form along with the declaration and verification page should be signed at the relevant places, scanned and uploaded along with the other documents by clicking on the tab 'upload other supporting documents'. Once the form has been uploaded, it shall be considered as submitted.

In case of **option B (email method)**, the forms should be appropriately filled, printed and signed at relevant places. Post which it should be scanned and e- mailed to the given email address- [ilfs.claims@in.gt.com](mailto:ilfs.claims@in.gt.com) along with the other supporting documents.

### **Submission of proof of claims**

1. If a creditor is claiming any interest and/or penalty amount, they must provide supporting documents (interest calculation workings and any other proof) substantiating the interest/ penalty component. These supporting documents can be uploaded by clicking on the tab 'upload other supporting documents'. This tab is found on the last page, after the form has been entirely filled.
2. Where to submit the documents and maximum size of documents that can be uploaded?
  - During the process of filing a claim, there are two places a creditor will be required to upload documents.
    - a. The creditor will be required to upload the Identity proof and authorisation letter as applicable (PDF format only). The size for the same is 15MB each. This step of uploading the identity proof and authorization letter will come right after the declaration and verification page has been submitted.
    - b. Please ensure that the maximum size of the additional documents (proof of claim) supporting the claim amount is 20MB each. These additional documents may be in any format (Excel, Word, PDF, etc.). The tab for uploading additional documents will be found once the form has been submitted.
3. What if I have additional documents that need to be submitted after the submission of my claim?
  - Please note that the link generated for filing the claim will be active for submitting additional documents (proof of claims) even after submitting the form. You may do the same by revisiting the link emailed to you and clicking on the tab 'upload other supporting documents' to upload the additional documents.
4. Claims denominated in foreign currency shall be valued in Indian currency at the official exchange rate as on 15<sup>th</sup> October, 2018.

### **Claim status**

1. How do I check the status of my claim?
  - Once the claim amount has been admitted by the Claims Management Advisors' team, the status of the same may be viewed on the corporate debtors' website [www.ilfsindia.com](http://www.ilfsindia.com). An email will also be sent to the creditor informing them about the amount that has been admitted and reasons for difference between the amount claimed and admitted if any.

### **Revision of claim amount**

1. How do I revise the claim amount after submission? Or what is the procedure to revise the claim amount?
  - After the form has been submitted, the claim cannot be revised. However if revisions need to be made to the claim amount, you can contact us for the same using the query tab or email us on [ilfs.claims@in.gt.com](mailto:ilfs.claims@in.gt.com) and we shall generate a new link and the form will have to be re filled entirely.

### **Contact Information**

1. Whom do I contact in case of any queries?
  - You can reach us on –

Email- [ilfs.claims@in.gt.com](mailto:ilfs.claims@in.gt.com)

Contact no- 022 26384875 / 76

Click on the tab 'query section' to write to the Claims Management Advisors team. The above mentioned link will remain active even once the form has been submitted and the query tab will be found on the last page after submitting the form.