

**IIV INDIA REGISTERED VALUERS FOUNDATION  
INSPECTION POLICY  
FOR THE REGISTERED VALUERS IN IIV RVF**

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### **INTRODUCTION**

The Inspection policy is framed based on the policies given in the IIV – RVF policies and also based on policies like Grievances policy, Disciplinary Policy, Monitoring Policy

- Registered Valuers information's submitted to IIV RVF as per the Regulations and ACT.
- Every Member required to work as per the guide lines and legal frame work given by IIV-RVF and will be inspected by the committee formed by the IIV RVF Board
- Members are required to submit Valuation Assignment details as per IBBI periodically to the RVF.
- Committee will be formed and approved by the IIV – RVF board
- Committee will work according to the guide lines and as per the regulations of the rule in force.
- Committee will submit the findings and report to the Board and action required to be taken for further proceeding will be as per the Disciplinary Policy

Inspection Policy is framed to help the Registered Valuers in the Association to work according to the policy in line with the IBBI legal frame work.

### **AIM OF THE INSPECTION POLICY**

The main aim of the Inspection Policy is to regulate the registered Valuers registered with IIV – RVF and monitoring the services by the members. The policy will also help the members in finding any improvements or education required to improve their standards in their services and fulfill the same as per the requirement of regulation.

The committee will collect information and details from the RV and submit to the IIV RVF board for proceeding without any favoritism or without any bias

## DEFINITION

The following definition requires In this Policy, unless the context otherwise requires -

- "Company" means a company registered under the Companies Act, 2013 (18 of 2013) or under the Companies Act, 1956 (1 of 1956);
- "Act" means the Companies Act, 2013 (18 of 2013);
  
- Asset Class as defined in the IBBI and separate valuers for each asset class as follows
  1. Land & Building
  2. Plant and Machinery
  3. Securities or Financial Assets
  
- IIV – Bye Laws regulated from time to time
  
- "OM" means Ordinary Member on completion of 50 Hours course
  
- "COP" means Certificate of Practice issued by IIV RVF on passing IBBI Examination and after getting Registered Valuers Certificate from IBBI.
  
- "CEP" Continuing Education Program and obtain mandatory required points stipulated in the ACT / Rules and Regulation. The valuers requires to attend the CEP conducted by IIV –RVF and to acquire knowledge on asset class by the Valuers.
  
- "Code of Conduct" as per the Bye Law and International Standards of Practice

## COMPLAINCE

Every Registered Valuers required to submit informations as per the Bye Law and IBBI Legal frame work periodically to IIV-RVF

Nature of Complaints is defined based on the following.

SNO	Grade	Description of Complaint	Nature of Compliance
1	Grade A	100% compliance by the Valuers – Fully Compliance	Following the Rules and Regulation given by the IIV RVF from time to time and other regulations of IBBI regularly
2	Grade B	Less than Average or Delay in Submission by the Registered Valuers– Average Compliance	Delay in submission by members for the reports required by the Bye Law
3	Grade C	Non Compliance	Never Comply with the rules and regulations required by the Registered Valuers.

## PROCEDURE FOR INSPECTION

### 1. AIM OF INSPECTION

- Main aim of the Inspection and procedure applies to all valuers clause of Members of IIV-RVF and as per the provisions of Companies Act, 2013 and Rules made thereunder.
- Members will be selected based on the grade (Compliance status) and inspected periodically. Registered Valuers all records related to their assignment will be inspected.

The Inspection Mainly covers the following

1. Registered Valuers Office and infrastructure available and level of training to their staffs and their standard of working.
2. RV's compliance with code, bye laws and other standards prescribed by RVF

3. Compliance to Valuation standards, method of conducting valuation and engagements to their reporting including quality of reporting.

## 2. PROCEDURE FOR INSPECTION

SNo		Requirements
1	<b>Formation of Committee &amp; Responsibilities</b>	<p>As per the policy the committee formed by the IIV - RVF from time to time from committee member, Board Member, officer of IIV RVF, senior valuer from the IIV-RVF will be advised to carry out the inspection. The inspection will be carried only 3 member committee. The report shall be submitted jointly.</p> <p>The Committee to monitor the functions of the inspection and review monthly about the system and update the same and submit to the board with their recommendations.</p>
2	<b>Selection of Inspection Team</b>	The Team will be selected by the IIV RVF Board.
3	<b>Responsibilities of Team</b>	<p>The team shall submit report without any bias and within 15days from the date of completion of inspection. The team shall not show any favourism to any RV member. The team has do the inspection as per the guide line provided.</p>
4	<b>Aim of Inspection</b>	<p>The main aim of the inspection is to conduct inspection on registered valuer services on valuation to their client under Companies Act 2013. The RV's are expected to submit periodical report to IIV – RVF, the same records will be inspected.</p>

		<p>Following are included for Inspection</p> <ul style="list-style-type: none"> <li>• Compliance to valuation Standards</li> <li>• Compliance on Bye laws, Rules and regulations</li> <li>• Compliance on Code conduct</li> <li>• Method and quality of reports</li> <li>• Training attended and credit points earned during the financial year / during the period of inspection.</li> </ul>
5	<b>Periodical Inspection</b>	<p>The Inspection starts from 1<sup>st</sup> April 2020 for the Registered Valuers in IIV – RVF.</p> <p>Based on the compliance with grades members will be selected and listed and submitted to board and committee.</p> <p>The period of inspection shall be as below</p> <ul style="list-style-type: none"> <li>• Members with 3 years registration</li> <li>• Members with less than 3 years from the date of registration to till date.</li> </ul>
6	<b>Responsibilities of Registered Valuers</b>	<p>The Registered Valuers selected for inspection will be informed well in advance about the inspection.</p> <p>The selected RV has to submit the following to the Inspection team</p> <ul style="list-style-type: none"> <li>• Registration records</li> <li>• Assignment received and reports submitted</li> <li>• Register details submitted to IIV – RVF</li> <li>• Allow team to inspect all records and register maintained by the RV</li> <li>• Pay the inspection team charges as billed by the IIV –RVF</li> </ul>
7	<b>Responsibilities of Inspection Team</b>	<ul style="list-style-type: none"> <li>• The team selected by the board has to complete the inspection within the stipulated time.</li> </ul>

		<ul style="list-style-type: none"> <li>• The team has to inspect only as per the bye law and rules and regulation provided by the board from time to time.</li> <li>• No undue advantageous to be taken from the RV</li> <li>• The team has to inspect only related to the valuation assignment and any other business provided by the RV</li> <li>• The team has to complete the inspection and collect details and datas pertaining to the assignment as provided by the RV in the details report provided to IIV-RVF</li> </ul>
8	<b>Report submission by committee</b>	<ul style="list-style-type: none"> <li>• The Inspection Team has to submit the report in the prescribed format approved by the Board.</li> <li>• The report required to be submitted within 15 days from the date of Inspection.</li> <li>• The bills for the inspection to be submitted to IIV-RVF and IIV will issue the bill to RV for payment. The cost team will be paid by the IIV – RVF. The team should not claim any payment or any advantages from the RV during or after the inspection.</li> </ul>

### **Review of the Inspection Policy**

The Policy will be implemented immediately with immediate effect. The uploaded policy will be in force for IIV-RVF for Registered Valuers.

The Policy will be monitored by the IIV RVF board, Monitoring Committee and Inspection Team regularly.

This Inspection policy will be reviewed by

- Inspection Committee – 3 months once,
- Monitoring committee - by every six months once
- IIVRVF - Board- by yearly once.

The policy will be amended from time to time by IIV - RVF board as per the regulations of IBBI as and when required.