

# **Instructions for filing Online Claim Forms**

## **1. Manner of filing the claim Form**

- 1) Open the relevant form from the Company website and fill in the required details
- 2) Download the format of the Affidavit, fill in the required details and get it notarized by notary public or Oath Commissioner and upload it along with other supporting documents.
- 3) After filling in all the details and uploading all the supporting documents, submit the form electronically.
- 4) In case, due to size or other constraints, if the supporting documents cannot be uploaded, you can submit the print version of this form along with the hard copy of the supporting documents via courier at the address mentioned below:

### **Mr. Ramachandran Subramanian**

C/o Tecpro Systems Limited  
Unit no.2, First floor, No.25, First Main Road,  
Gandhi Nagar, Adyar,  
Chennai-600020, Tamil Nadu

## **2. Documents to be attached to the form**

### ➤ **Form C (Operational Creditors except Workmen And Employees)**

- Identity proof (Aadhar card/pan card/etc.)
- Contract for Supply of goods & services with corporate Debtor
- Copy of Invoice
- Purchase order
- Order of court/tribunal
- Financial Accounts
- Proof of Interest Claimed
- Any other information as applicable

### ➤ **Form D (Financial Creditors)**

- Statement of Dues,
- Latest Sanction Letter,
- Financial Contracts,
- Financial Statements,
- Records evidencing amounts committed,
- Security related documents (as mentioned in details of security) ,
- Tribunal/court order
- Any other information as applicable

## **Instructions for filing Online Claim Forms**

➤ **Form E (Workmen And Employees)**

- Identity proof (Aadhar card/pan card/etc.)
- Salary statement
- Bank statements
- Break up of claim amount
- PF statement
- Appointment/Increment/Resignation Letter
- Copy of Full & Final settlement
- Any other information as applicable

➤ **Form F(Authorised Representative of Workmen And Employees)**

- Identity proof (Aadhar card/pan card/etc.)
- Affidavit
- Any other information as applicable

➤ **Form G (Any other Stakeholders)**

- Identity proof (Aadhar card/pan card/etc.)
- Proof of non-payment
- documentary or electronic evidence of his shareholding; and
- an order of a court, tribunal or other authority that has adjudicated upon the non-payment of a claim
- Any other information as applicable

*In case of any query regarding the claim form, email us at [liquidator.tsl@gmail.com](mailto:liquidator.tsl@gmail.com)*