



**NATIONAL COMPANY LAW TRIBUNAL
KOLKATA BENCH
5, ESPLANADE ROW (WEST), KOLKATA-700001
PHONE NO. – (033) 2248-6330 E-Mail: registrar-kol@nclt.gov.in**

No. NCLT/KB/C.C./2021-2022/ 2801

Dated, the 06th October, 2021

GENERAL INSTRUCTIONS

To expedite the procedure of providing Certified Copy of Orders of this Tribunal, the Competent Authority is pleased to direct the following instructions for issue of Certified Copy of Orders :

- A) A model format of application for applying for Certified Copy of Orders is attached separately.
- B) Application of Certified Copy of Order must be accompanied with Demand Draft/ IPO of Rs. 5/- per page as prescribed in rule 112 of NCLT Rules, 2016 in favour of "Pay and Accounts Officer, Ministry of Corporate Affairs, Kolkata ".
- C) No Non- Judicial Stamp Paper of Rs. 10/- for each Order is required to be provided by the Professionals.
- D) The last page of the Order will be embossed with the Seal of Certification duly signed by the Designated Officer only.

This order shall come into force with immediate effect and until further orders.

(Dr. Bibhas Ganguly)
Joint Registrar,
NCLT, Kolkata Bench.

To,

The Joint Registrar,
National Company Law Tribunal,
5, Esplanade Row (West), Kolkata-700001

SUBJECT: IN THE MATTER OF C.P./I.A./APPEAL/C.A./CA(CAA)/C.P.(CAA)/
NO. _____ TITLED AS _____ IN COURT NO. _____

Dear Sir,

This has reference to the above captioned matter wherein we represent
the _____ Kindly provide us the certified copy of the **ORDER**
dated _____

The details of the requisite fee for the aforesaid are given as follows :

D.D. Date	Amount	Bank	D.D. No.
_____	_____	_____	_____

Yours sincerely,
