



**NATIONAL COMPANY LAW TRIBUNAL
KOCHI BENCH**

Corporate Bhawan,
BMC Road, Thrikkakara -(PO)
Kakkanad, Kochi-682021(Kerala)
Ph:0484-2988626

Dated Kochi, 02nd April 2025

NOTICE

Attention is invited of all concerned Counsel/Party to the new SOP regarding Rule 28 and 63 of NCLT Rules, 2016 issued from the Principal Bench, attached herewith. All filings done from 04/04/2025 will be governed by the new SOP.

By Order


Deputy Registrar
NCLT Kochi Bench

Encl: New SOP for Rule 28 and 63 of NCLT Rules, 2016 has approved by the Competent Authority.





File No. 25/02/2025-NCLT

राष्ट्रीय कम्पनी विधि अधिकरण / NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3,
सी. जी. ओ. कम्प्लेक्स, लोधी रोड,
6th Floor, Block-3,
CGO Complex, Lodhi Road,
नई दिल्ली / New Delhi- 110003
दिनांक / Dated: 21st March 2025

To,

Shri Kamal Sharma
HOD, ARBID, NIC
Block-A, CGO Complex,
Lodhi Road,
New Delhi

Subject: Implementation of SOP for Rule 28 and 63 of NCLT Rules 2016, on test mode basis.

Dear Sir,

- 1) The competent authority is pleased to approve the SOP for Rule 28 and 63 of NCLT Rules 2016. The approved SOP along with draft templates are being forwarded to NIC for improvising the E-Filing portal of NCLT. **(Annexure-I)**
- 2) NIC is requested to implement the approved SOP and templates on test mode basis with effects from 24/03/2025. NCLT will intimate NIC in future if any modifications are required in the SOP and templates.
- 3) This issues with the approval of Hon'ble President, NCLT.


(Utkarsh Yadav) 21/03/25
Registrar

Annexure-1



National Company Law Tribunal

Block No.3, 6th floor, C.G.O. Complex, Lodhi Road, New Delhi-110003

Date: 19.03.2025

Fresh Matter filed:-

1. A Party filing any Petition/Application/Documents in the e-filing portal of NCLT will be provided with a filing/diary number.
2. The Petition/Application/Documents so filed, will be scrutinized by the Registry and will be registered if it is free of from any defect.

1st Defect Notice Issued: -

3. However, if there are defects in the Petition/Application/Documents, then the same will be intimated to the party concerned vide **Defect Notice-1** through registered E-mail id/User login. **(Template-1)**
4. A party is required to cure the defects intimated by **Defect Notice-1**, within 7 days from the date of Defect Notice-1 and refile.
5. Consequent to **Defect Notice-1**, if the Petition/Application/Documents so refiled is free from all defects, then the matter will be registered.

Matter refiled with Defects: -

6. If in the Petition/Application/Documents refiled consequent to **Defect Notice-1**, same defects/new defects are present, then the Petition/Application/Documents will be forwarded to the Registrar under Rule 28 (2) of NCLT Rules 2016.
7. The party concerned may make a request to cure the defects to the Registrar and the Registrar may on the request of the applicant or otherwise, give 07 days' time to the party to refile, under Rule 28 (3) of NCLT Rules 2016, **vide Registrar Order. (Template-2.1)**
8. If the Party fails to refile within 07 days from the date of **Registrar Order (Template 2.1)** or upon refiling same defects are present/new defects found, then no further opportunity shall be given by the Registrar and the Registrar would decline to register the Petition/Application/Documents, under Rule 28 (4) of NCLT Rules 2016. **(Template-3.1)**

Matter Not refiled after defect notice 1: -

9. If a party fails to refile within 7 days from the date of **Defect Notice-1 (T-1)**, user will not be allowed to refile and the matter will be forwarded to the Registrar for appropriate orders. On receipt of same from the registry, the registrar may give 7 days' time under rule 28(3) of NCLT



Rules 2016 vide registrar order (template 2.1) to party to remove the defects and refile the Petition/Application/Documents.

10. If the Party fails to refile within 07 days from the date of **Registrar Order (Template 2.1)** or upon refiling same defects are present/new defects found, then no further opportunity shall be given by the Registrar and the Registrar would decline to register the Petition/Application/Documents, under Rule 28 (4) of NCLT Rules 2016. **(Template-3.1)**

11. Any Party aggrieved by the Order of the Registrar, may prefer an appeal under Rule 63 of NCLT Rules, 2016 within 15 days from the date of Order, before the designated Appellate Authority.

