



NATIONAL COMPANY LAW TRIBUNAL HYDERABAD
Ground Floor, Corporate Bhavan, Bandlaguda,
Hayatnagar Mandal, Nagole, Hyderabad – 500 068

Ref No. NCLT/HYD/Certified copy/2024

Dated 08.11.2024

GENERAL INSTRUCTIONS

That in order to expedite the procedure and to avoid delay in issuing certified copies of orders on payment of requisite fees as per Rule 50 of NCLT Rules 2016, the Hon'ble Authority is pleased to direct the following instructions for issue of certified copy of orders on payment of requisite fee wef 08.11.2024:

- 1) A model format of application for applying for certified copy of order is attached to be used by the parties as well by the Tribunal for the office purpose.
- 2) Application for certified copy of order to be accompanied with a challan of Rs 5/- per page as prescribed in col No. 31 of schedule of fees under Rule 112 r/w Rule 50 of NCLT Rules 2016
- 3) The mode of payment of Rs 5/- per page through bharatkosh.gov.in (Govt. of India Receipt portal) only
- 4) Discontinuation of usage of India Non-judicial stamp paper worth of Rs 20/-
- 5) The last page of the certified copy of the order would be embossed with the seal of the issuing authority

This is issued with the approval and by the order of the Hon'ble Member-Judicial & HOD of the NCLT, Hyderabad to be implemented from 08.11.2024 until further orders.


(GORTHI VASUDEVA RAO)

**Deputy Registrar
NCLT, Hyderabad**

**जी. वासुदेवा राव
G. VASUDEVA RAO
उप पंजीयक / DEPUTY REGISTRAR
नेशनल कंपनी लॉ ट्रिब्यूनल
NATIONAL COMPANY LAW TRIBUNAL
हैदराबाद बेंच / HYDERABAD BENCH**

NATIONAL COMPANY LAW TRIBUNAL HYDERABAD

APPLICATION FOR CERTIFIED COPY OF ORDER/DOCUMENT

Ref No. NCLT/HYD/

Dated

1. Name address and contact No. of the Applicant :

2. Case No. : _____
3. Particulars of Document /Order/ Proceeding required : _____
4. Date of order applied for : _____
5. particulars of payment of fees : _____
Rs and Bharatkosh challan No. _____
Transaction No. & date _____
5. Purpose of obtaining certified copy : _____
(to be filled in by an applicant who is not a party to the proceedings) : _____

Signature of the Applicant

For office use

1. Date of receipt of applicant : _____
2. Total No. of pages : _____
3. Fee per page : _____
4. Total fee : _____
5. Total Fees paid by applicant : _____
6. Date on which fee remitted : _____
7. Mode of payment of fees : _____
8. Date on which copy ready : _____
9. Date on which copy issued : _____
10. Name and Signature of dealing staff with date : _____
11. Date and sign of issuing Authority : _____

ACKNOWLEDGEMENT BY PARTY

- 1. Name address and mobile No. of
Receiver /Applicant**
- 2. Date of receipt of certified copy**
- 3. Signature of Receiver/Applicant**