



**NATIONAL COMPANY LAW TRIBUNAL, BENGALURU BENCH
CORPORATE BHAVAN, 12TH FLOOR,
RAHEJA TOWERS, M G ROAD, BENGALURU 560 001.**

No. NCLTB/Estt/2025/01

Date: 09.05.2025

NOTICE

The Registry have noticed that the stakeholders of NCLT, while e-filing in the portal, are overlooking some important matters that they should comply while doing the e-filing. The main matters/documents that the Registry will consider while doing the scrutiny of e-filed petitions, IAs, documents etc. in the e-filing portal are attached along with notice. All stakeholders are advised to go through the list and make sure that all of them are complied before e-filing the matter in the e-filing portal of NCLT Bengaluru Bench. In case of non-compliance of any of the matters, due to non-availability or time constraint that can be brought to the notice of the Registry.


9/05/2025
(MEGHANA V R)
DEPUTY REGISTRAR
NCLT BENGALURU BENCH

Copy:- (i) Notice Board.
(ii) NCLT website.

Checklist for Section 7 and 9 Petitions

1. Memo of parties along with Email ID phone Nos of both the parties
2. Detailed summary along with list of dates and events
3. Financials of Corporate Debtor for latest 2 years
4. Record of default with the information utility, a copy of record to be furnished (Form D)
5. Information is to be furnished under the Sl. No. 8 of Part-II of Form-5 in terms of Notification No. GSR 222 (E) date 14.03.2019 –

For section 9

Information is to be furnished under the Sl. No. 6 of Part-II of Form-1 in terms of Notification No. GSR 222 (E) date 14.03.2019 –

For section 7

6. The Proposed IRP to file:
 - a. The Proposed IRP has to file Consent Form (in **original** signed with seal)
 - b. Affidavit Stating that he is not having any disciplinary proceedings as per IBBI regulations in **original**
- If the IRP not proposed, the details be filled properly asking the Hon'ble Tribunal to appoint
7. Copy of master data from the MCA website in respect of the corporate debtor to be furnished.
8. Verifying Affidavit should be in Stamp paper/E-stamping duly notarised and signed
9. Default amount and date of default to be clearly mentioned in Form
10. Copy of the Demand Notice, Proof of service of Demand Notice along with tracking report and Reply to Demand Notice, if any.
11. Board Resolution or Power of Attorney to be furnished.
12. An Affidavit that no notice of dispute is received from Corporate Debtor on a non-judicial stamp paper u/s 9(3)(b) of I&BC
13. Compliance as per 2D of IBBI Regulation, 2023 as per the format given in the NCLT Website
14. Proof of service on respondents along with tracking report be filed
15. Petition to be digitally signed in the e-filing portal
16. Each document to be bookmarked in the e-filing portal along with annexure number and type of annexure
17. Copies of the invoices/Loan agreements or other relevant documents in accordance with section
18. Fees be paid as prescribed in NCLT Rules
19. Vakalat with welfare stamp or Memorandum of Appearance along with stamp paper be filed by the Advocate/PCS

Checklist for Section 10 Petition

- 1 Memo of parties along with Email ID, Phone Nos, of the Applicant Company
- 2 The proposed IRP to file
 1. The Proposed IRP has to file Consent Form (in original signed with seal)
 2. Affidavit Stating that he is not having any disciplinary proceedings as per IBBI regulations in originalIf the IRP not proposed, the details be filled properly asking the Hon'ble Tribunal to appoint
- 3 Record of default with the information utility, a copy of record to be furnished (Form D)
- 4 Master Data of the Corporate Applicant
- 5 Section 11 Affidavit under IBC be filed
- 6 Financials/Books of Accounts in a pen drive
- 7 Latest Audited Financials containing position of Loans and advances, Debtors and Inventory along with Auditors report
- 8 Provision for the fee of IRP/RP for a period of 6 months
- 9 An affidavit to effect that it has not received an SARFESI Notice and that this application is not to defeat the purposes of Law
- 10 List of creditors with address, email ID, Phone No & with debt amount
- 11 Petition to be digitally signed in the efilng portal
- 12 Each document to be bookmarked in the efilng portal along with annexure number and type of annexure
- 13 Vakalat with welfare stamp or Memorandum of Appearance along with stamp paper be filed by the Advocate/PCS
- 14 Default amount and date of default to be clearly mentioned in Form

Section 59(7)

- 1 Memo of parties
- 2 Index
- 3 COI
MOA
AOA
- 4 Brief Synopsis along with list of dates and events
- 5 Verifying affidavit
- 6 GNL-2 & MGT 14 filed with ROC
Before Preliminary Report
After Final Report (Final Intimation to ROC)
- 7 Original paper clippings of the advertisement made in English and vernacular newspaper
not furnished. Only photo copy of the advertisement is furnished which is not in order.
- 8
 - a. Board Resolution
 1. For approval of dissolution of company
 2. For appointment of liquidator
 3. approving the solvency (if any)
 - b. Special Resolution or consent from shareholders
- 9 Master Data
- 10 Declaration of directors as per Sec. 59(3)
- 11 Intimation to IT be furnished
- 12 Preliminary Report
- 13 Closure of Bank account be furnished
- 14 Copy of the Bank Statement for the last two years be furnished.
- 15 Postal acknowledgement that notice have been sent to ROC and IBBI (Rule 3(2))
- 16 Certified copy of the audited B/s & P /L A/c for last 2 years
- 17 Form H to be furnished
- 18 Final Report
- 19 List of stake holders
- 20 Valuation of assets made by the valuer be furnished Sec 59(3)(b), if any
- 21 Details of claims if submitted (if not submitted liquidator should specify in the final
report) (Receipts and payments) and verification of claim
- 22 Memorandum of Appearance on stamp paper along with board resolution
- 23 Annual status report, if the Liquidation period exceeds 1 year

I MOTION APPLICATION

Company Application

1. Memo of parties along with Email ID Phone Nos. Pan and GST Nos of the Parties
2. Brief Synopsis and along with list of dates and events be filed
3. Notice of admission
4. Scheme to be filed in original
5. All pages of the application to be signed by the applicants
6. List of shareholders certified by CA/Secured Creditors/unsecured Creditors (etc)
7. Consent of shareholders/secured creditors, and unsecured creditors by way of affidavit along with board Resolution (in case of Cos)
8. All annexures to be notarised
9. Memorandum of Association, Articles of Association, Certificate of Incorporation to be attested with the seal and sign of respective companies
10. Latest financial position (i.e. B/s as at 31.3.00) and Provisional Unaudited B/s of the applicant companies to be furnished in original or duly notarised.
11. Board Resolution to be filed in original
12. Mail ID, Telephone Nos of all the applicants
13. If the creditors are from other countries, apostille document duly notarised
14. All affidavits to be signed by the deponents and to be executed on Rs. 20/- non-judicial stamp papers.
15. Vakalat to be signed by all the applicant company along with company seal.
16. Affidavit regarding Corporate Debtor Restructuring, Pending Legal Proceedings, Statutory Regulators
17. Accounting treatment certificate of CA to be filed in original (if any) 133
18. Valuation report
19. Cross Border merger 25 A Affidavit

II MOTION PETITION
Company Petition:

1. Memo of parties
2. Brief Synopsis
3. Index
4. All pages of the application to be signed by the applicants
5. All annexures to be notarised
6. MOA, AOA, COI
7. Board Resolution to be filed in original
8. Mail ID, Telephone Nos of all the applicants
9. Latest financial position (i.e. B/s as at 31.3.00) and Provisional Unaudited B/s of the applicant companies to be furnished in original or duly notarised.
10. All affidavits to be signed by the deponents and to be executed on non-judicial stamp papers.
11. Share exchange ratio certificate (Transferee Co)
12. Accounting treatment certificate of CA to be filed in original (if any) 133
13. Vakalat to be signed by all the applicant company along with company seal.
14. Copy of the free copy of NCLT order (application to be filed within 7 days from the date of receipt of 1st motion order in case of dispensation,)
15. If the meeting is directed, then compliance affidavit for proof of service to regulatory authorities and creditors/shareholders (as case may be) and paper publication (Chairperson Report or Scrutinizer report)
16. Prayer for paper publication along with paper name
17. Affidavit regarding Corporate Debtor Restructuring, Pending Legal Proceedings, Statutory Regulators

Section 252 of companies Act

1. Memo of parties along with Email ID, Phone Nos. of the parties
2. 252 Petition to be filed, signed and attested in the capacity of Shareholder/Member only and to be signed originally
3. All the pages of affidavits to be signed by the deponent including stamp paper and be executed in the capacity of only the shareholder or the member.
4. Memorandum of Appearance along with non-judicial stamp paper or Vakalat along with welfare stamp
5. Reason for restoration be included in the prayer
6. Affidavit for undertaking to file all the pending annual returns within 30 days from the date of the restoration, for not depositing any abnormal amount during demonetisation period and Restoration affidavit be filed by in the Capacity of the shareholder and member only.
7. Balance sheets of the last three years be filed (2 years be filed)
8. STK 7 be filed
9. Certificate of Incorporation, MOA, AOA and Master Data of the Company be filed
10. Proof of service on ROC along with postal acknowledgment and tracking report
11. Petition to be digitally signed in the e filing portal
12. Petition to be bookmarked in the e filing portal

Section 241-242 of Companies

1. Memo of parties be along with Email ID, Phone Nos. all the parties
2. Verifying Affidavit should be in Stamp paper/E-stamping duly notarised and signed
3. Latest 2 years Financials of the Respondent Companies be filed
4. Copy of Register of Members, if available
5. Shareholding pattern as on date of filing be filed separately
6. Proof of service on Respondents along postal acknowledgment and tracking report
7. If the Petitioner does not fulfil minimum requirement of 10% shareholding, a separate Petition/Application be filed for waiver.
8. Petition to be digitally signed in the e-filing portal
9. Petition to be bookmarked in the e-filing portal

Petition filed U/s 66 of the Companies Act 2013

1. Memo of parties be along with Email ID, Phone Nos. of the Applicant Company
2. Petition to be signed by the Petitioner with Seal
3. Synopsis along with list of dates and event be filed
4. COI, MOA and AOA of the company to be filed
5. All the annexures are to be attested
6. All the pages of verifying affidavit to be signed by the deponent including stamp paper with seal
7. Latest audited B/s along with Auditors report to be filed in original (for latest 2 years)
8. Accounting treatment proposed by the company 133 certificate
9. Original list of Creditors and list of shareholders duly certified by two Directors /MD and the auditor
10. Auditors Certificate that the company is not as on the date of filing the application is arrears in the repayment of the deposits or the interest thereon and also director affidavit.
11. Valuation report be filed
12. Prayer for paper publication
13. Special Resolution be filed
14. Proof of Copy of Resolution filed with ROC
15. Master Data of the Company
16. Declaration by the directors that the company is not as on the date of filing the application is arrears in the repayment of the deposits or the interest thereon
17. Petition to be digitally signed in the e filing portal
18. Petition to be bookmarked the e filing portal

COMMON SCRUTINY DEFECTS THAT ARE FOR INTERLOCUTORY APPLICATIONS

1. Memo of parties to be filed separately
2. 100/- stamp & verifying affidavit to be filed separately and to be notarised
3. Digital Signature to be made in Efiling/ file a memo to dispense with Digital Signature
4. In Efiling bookmarks to be made properly with annexures
5. Proof of service on Respondents along with postal acknowledgement & tracking report to be enclosed
6. Blanks relating to page number, name etc has to be filled
7. For Condonation of Delay separate Application has filed
8. All Annexures to be attested
9. The number of the main Petition which IA is filed has to be disclosed
10. Advocate or Applicant should sign in each page
11. 30/- welfare stamp to be affixed in vakalathnama
12. To be filed as Company Application under companies Act
13. To be filed as Contempt Petition under IBC
14. To be filed as Interlocutory Application (Liq) under IBC
15. To be filed as Interlocutory Application (Dis) under IBC
16. To be filed as Interlocutory Application (Res Plan) under IBC
17. Payment to be made correctly as per NCLT Rules, 2016