



File No. 25/02/2026-NCLT(Reg.)

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: 25th August 2026

CIRCULAR

Subject: Filing of documents pursuant to directions of the Bench

It has been observed that documents directed to be filed by the Bench are in certain cases filed without the order containing the relevant direction making it difficult for the Registry to ascertain compliance with the directions, particularly the period stipulated for filing. It has also been observed that documents are filed as Additional Documents/Affidavits without any specific direction of the Bench.

With a view to ensuring uniformity in the scrutiny and processing of such filings, the following instructions shall be followed by all the Benches of the National Company Law Tribunal:

1. Filing pursuant to directions of the Hon'ble Bench

(i) Whenever a Reply, Rejoinder, Affidavit of Service, Additional Affidavit, Written Submissions or any other document is filed pursuant to a specific direction of the Bench, the order containing such direction (Compliance Order) shall mandatorily be annexed with the filing.

(ii) The filing party shall also indicate the date of the Compliance Order and the date on which the Compliance Order was uploaded on the website of the Tribunal, in the Index.

(iii) A Compliance Order shall not be required for filing of a Vakalatnama, Written Arguments/Short Note or Judgment Compilation.

2. Belated filing

(i) Where a document filed pursuant to a specific direction of the Bench is found upon scrutiny to have been filed beyond the period stipulated in the Compliance Order, the Registry shall raise an objection to that effect and require the filing party to furnish an undertaking (As per Annexure-II to Circular dated 12th August 2026) regarding the belated filing.

6
25/08/26

(ii) Where the document also suffers from any other defects, such defects shall be raised in the usual course along with the objection regarding the belated filing and the requirement of the undertaking.

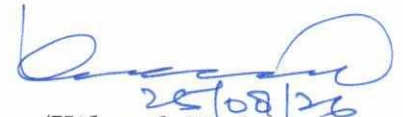
(iii) Upon removal of the curable defects and furnishing of the undertaking, wherever required, the document shall be placed before the concerned Bench in accordance with the procedure prescribed in the Circular dated 12th August 2026, along with the Office Report and with the endorsement **"With Defects"**, wherever applicable.

3. Filing of documents without a direction of the Bench

Where an Additional Affidavit, Additional Document or any other subsequent document is presented for filing without a specific direction of the Bench, the Registry shall not process such filing. The Registry shall require the filing party to obtain an appropriate order or direction of the concerned Bench for filing such document. Upon production of such order or direction, the document will be processed in accordance with the applicable procedure.

These instructions shall come into force with immediate effect and shall be followed uniformly by all Registries of the National Company Law Tribunal.

By Order of the Hon'ble President, NCLT.


25/08/26
(Utkarsh Yadav)
Registrar

Copy to:-

1. P.S. to Hon'ble President, National Company Law Tribunal, New Delhi.
2. P.S to Hon'ble Members, National Company Law Tribunal.
3. All Designated Registrar of NCLT Benches.
4. All Court Masters of NCLT Benches.