



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: 12th August 2026

CIRCULAR

Subject: Administrative Instructions regarding Registry Practice, Listing of Cases and Preparation of Daily Cause Lists before the National Company Law Tribunal– reg.

In order to ensure uniformity of procedure in registration and listing of cases across all the Benches of the National Company Law Tribunal, the following administrative instructions are hereby issued for compliance by all Registries.

These instructions supplement Rule 28 and 89 of the National Company Law Tribunal Rules, 2016 and shall be read harmoniously with the provisions of the Companies Act, 2013, the Insolvency and Bankruptcy Code, 2016 and any specific directions issued by the Hon'ble President or the concerned Hon'ble Bench.

1. Scrutiny of Petitions and Applications

- (i) The Registry shall scrutinize every petition, application or appeal in accordance with the provisions of the National Company Law Tribunal Rules, 2016, the applicable statutory requirements, the Scrutiny Checklist annexed to this Circular as **Annexure-I**, the SOP dated 02.04.2025 issued by the Principal Bench and such other instructions as may be issued by the Tribunal from time to time.
- (ii) The Registry shall, as far as practicable, identify and communicate all defects in a single scrutiny so as to avoid repeated re-filing and facilitate expeditious listing of matters. Fresh objections shall not be raised subsequently unless necessitated by any document or pleading filed thereafter, any material change in circumstances, or where an objection could not reasonably have been identified during the initial scrutiny.
- (iii) The Registry shall distinguish between:
 - (a) Curable office defects requiring compliance before registration; and
 - (b) Objections involving questions requiring judicial determination.

- (iv) Curable office defects, including defects relating to filing requirements, court fees, affidavits, authorisations, vakalatnama, pagination, bookmarking, OCR of files, prescribed forms, filing of requisite documents and other procedural compliances, shall be cured before registration of the matter.

However, where a party demonstrates that, despite due diligence, a particular defect cannot reasonably be cured before registration, and such defect does not prevent the matter from being placed before the Hon'ble Bench, the Registry may, for reasons to be recorded and subject to the approval of the Deputy Registrar/Joint Registrar in charge of scrutiny, permit registration of the matter upon obtaining an appropriate undertaking from the party. The undertaking shall, as far as practicable, be in the format prescribed in **Annexure-II** to this Circular.

Illustratively, such cases may include filing of illegible documents obtained from statutory records or public portals; documents not presently available in a legible or complete form despite reasonable efforts; documents executed or obtained outside India in respect of which Apostille, Consularisation/Legalisation or other authentication is awaited or could not presently be obtained; or similar circumstances where the party undertakes either not to rely upon such documents unless permitted by the Hon'ble Bench, or to file duly authenticated, legible or complete copies, as the case may be, within such time as may be directed by the Hon'ble Bench.

- (v) Where the objections raised by the Registry involve questions requiring judicial determination, including but not limited to issues relating to jurisdiction, maintainability, limitation, interpretation of statutory provisions, applicability or necessity of any prescribed form or document, or any other issue which the Registry is not competent to decide, and the party requests that the matter be placed before the Hon'ble Bench, the Registry shall not assume an adjudicatory role by finally determining such objections or indefinitely withholding the matter solely on that ground.

Where appropriate, the Registry may also obtain an undertaking from the party in the format prescribed in **Annexure-II**, subject to orders of the Hon'ble Bench.

- (vi) In cases covered under clauses (iv) and (v), after assigning a case number, recording the outstanding objections in brief and obtaining the undertaking, wherever required, with the approval of the Joint Registrar/Deputy Registrar in charge of scrutiny, the Registry shall prepare an Office Report in the format prescribed in **Annexure-III** to this Circular, record the outstanding objections

therein and list the matter before the appropriate Hon'ble Bench with the endorsement '**With Defects**' for appropriate judicial orders..

- (vii) The Hon'ble Bench may pass such orders as it deems fit, including directing removal of defects, deciding the objections, granting time for compliance, or passing such other orders as may be considered appropriate. The Registry shall ensure compliance with such directions.
- (viii) In respect of pleadings, affidavits, documents or applications filed during the pendency of proceedings pursuant to the directions of the Hon'ble Bench or otherwise, the Registry shall endeavour to ensure that scrutiny does not result in avoidable delay in placing such filings before the Hon'ble Bench, keeping in view the statutory timelines prescribed under the applicable laws.

2. Registration and Marking of Cases

- (i) Every petition or application shall, immediately upon completion of scrutiny and registration, be assigned a case number and marked to the appropriate Court.
- (ii) No registered case shall remain unmarked beyond the close of working hours of the day on which it is registered.
- (iii) At Benches having only one Court, every registered matter shall be marked to that Court.
- (iv) At Benches having more than one Court, cases shall be allocated to the appropriate Court with the approval of the Head of Department of the concerned Bench, till the implementation of electronic allocation of cases in the CIS.
- (v) Wherever connected matters are required to be heard by the same Court under any statutory provision or administrative direction, including matters covered under Section 60(3) of the Insolvency and Bankruptcy Code, 2016, the Registry shall ensure that such matters are marked to the appropriate Court.

3. First Listing

- (i) Immediately upon allocation of a matter to the concerned Court, the same shall be reflected in the Court Information System (CIS).
- (ii) The Court Master shall ensure that every newly marked matter is listed before the Hon'ble Bench at the earliest available opportunity and not later than three working days from the date of such marking.
- (iii) Where any matter is not listed within the aforesaid period, the reasons therefor shall immediately be brought to the notice of the concerned Hon'ble Bench by the Court Master concerned. Such instances shall also be reported by the Court

Master at the close of Court working hours every Friday to the designated Registrar of the concerned Bench and to the Registrar, National Company Law Tribunal, Principal Bench, along with the reasons for such delay.

- (iv) The Registry shall endeavour to ensure that no matter remains pending at any administrative stage, including scrutiny, registration, marking or first listing, for reasons attributable to the Registry.
- (v) The Joint Registrar/Deputy Registrar at the respective benches shall periodically review matters awaiting first listing and take appropriate administrative measures to avoid delay.

4. Preparation of Daily Cause List

- (i) Daily Cause Lists shall be prepared in accordance with Rule 89 of the National Company Law Tribunal Rules, 2016. The format of the Cause List, including the first page containing the general instructions, Court timings and such other information as may be considered necessary, shall be in conformity with the format followed by the Principal Bench, New Delhi, as revised from time to time.
- (ii) Every Cause List shall clearly indicate:
 - (a) Case Number (Main matter, IA, etc.);
 - (b) Cause Title;
 - (c) Purpose of Listing;
 - (d) Relevant statutory provision(s), wherever applicable;
 - (e) Names of learned Counsel/Authorised Representatives appearing for all the parties, as available on record; and
 - (f) Remarks, wherever necessary.
- (iii) Connected matters shall be listed together before the same Hon'ble Bench.
- (iv) Supplementary Cause Lists shall be issued only where necessary and shall be published in the same manner as the regular Cause List. Once a Regular Cause List has been published, no Revised Cause List shall be issued. Any addition of a matter to the Cause List shall be notified through a Supplementary Cause List. Where any matter is required to be deleted from the Cause List, a Deletion Note shall be issued with the approval of the concerned Hon'ble Bench. Any correction in the Cause List, including clerical or typographical errors, shall be notified through a Corrigendum.
- (v) Where any matter forming part of the Supplementary Cause List could not be taken up due to paucity of time or for any other reason, the same shall, unless

otherwise directed by the Hon'ble Bench, be carried forward and included in the Supplementary Cause List of the next working day. Such matters shall be taken up first in the Supplementary list of the next working day.

- (vi) The Court Master shall be responsible for timely preparation and publication of the Daily Cause List including Supplementary List in accordance with these instructions.

5. Sequence of Listing

- (i) The sequence of listing prescribed under Rule 89 of the National Company Law Tribunal Rules, 2016 shall strictly be followed while preparing the Daily Cause List.
- (ii) Within the respective categories under Rule 89, matters shall be arranged in the following sequence, till the implementation of electronically generated Cause List mechanism in NCLT.

A. INSOLVENCY AND BANKRUPTCY CODE, 2016

- (a) Admission Matters under Sections 7, 9 and 10;
- (b) Withdrawal of CIRP under Section 12A;
- (c) Approval of Resolution Plans under Section 31;
- (d) Liquidation Proceedings under Section 33;
- (e) Voluntary Liquidation under Section 59
- (f) Matters under Sections 94/95.
- (g) Bankruptcy Proceedings under Sections 106 and 112;
- (h) Discharge Applications under Sections 121 and 123;
- (i) Dissolution under Section 54;

B. COMPANIES ACT, 2013

- (a) Compromises, Arrangements and Amalgamations (Sections 230–232);
- (b) Restoration of Companies (Section 252);
- (c) Oppression and Mismanagement (Sections 241 and 242)
- (d) Investigation into the affairs of a Company (Section 213);
- (e) Rectification of Register of Members/Refusal of Registration (Sections 58 and 59);
- (f) Reduction of Share Capital (Section 66);
- (g) Winding-up by the Tribunal (Section 271 and allied provisions);
- (h) Repayment of Deposits and allied matters (Sections 73, 74 and 76);

- (i) Class Action (Section 245) (Principal Bench);
 - (j) Voluntary Revision of Financial Statements or Board's Report (Section 131);
 - (k) Meetings under Sections 97 and 98;
 - (l) Compounding of Offences (Section 441);
 - (m) Other Company Matters.
- (iii) Within each statutory category, matters shall be arranged in chronological order based on the date of institution/registration, with the oldest pending matter being listed first, followed by subsequently instituted matters in ascending order of age.
- (iv) While preparing the Cause List, the Registry shall endeavour to list matters in such a manner as to facilitate effective utilisation of judicial time and ensure expeditious adjudication of matters.
- (v) The above sequence is intended solely for effective court management. The Hon'ble Bench may, having regard to the facts and circumstances of any case, urgency involved, statutory timelines, directions of the Hon'ble Supreme Court, Hon'ble High Courts or the Hon'ble National Company Law Appellate Tribunal, or otherwise in the interest of justice, direct that any matter be listed as a **'Specially Directed Matter'**.

6. Listing of Company Matters and IBC Matters

- (i) The designation of a particular day of the week for hearing matters under the Companies Act, 2013 is intended to facilitate orderly case management and shall ordinarily be adhered to by the Registry.
- (ii) Nothing contained in these instructions shall preclude listing of matters under the Insolvency and Bankruptcy Code, 2016 on the designated Company Day, wherever considered appropriate by the Hon'ble Bench or where necessitated by the nature or urgency of the matter.
- (iii) Likewise, where exceptional circumstances or urgency so warrant, a matter under the Companies Act, 2013 may, with the approval of the concerned Hon'ble Bench, be listed on any other working day notwithstanding the designated Company Day.

7. Standard Court Slips and Procedure

- (i) The standard formats of the Mentioning Slip, Adjournment Slip and Appearance Slip are appended as **Annexures IV, V and VI** respectively. All the benches will strictly adhere to the prescribed formats in order to ensure uniformity in practice and procedure.
- (ii) Any party seeking urgent mentioning of a matter before the Hon'ble Bench shall submit a Mentioning Slip in the prescribed format to the Court Master before commencement of the Court or at such time as may be permitted by the Hon'ble Bench. The Court Master shall place the same before the Hon'ble Bench for appropriate orders and, where the request is allowed, shall forward the endorsed slip to the Registry for taking necessary action.
- (iii) Any request for adjournment shall be made through an Adjournment Slip in the prescribed format. Where an adjournment is sought prior to the date of hearing, the request shall be addressed to the Designated Registrar of the concerned Bench, with a copy marked to the Respondent(s) or their learned Counsel/Authorised Representative(s) and the concerned Court Master. Such request shall ordinarily be submitted through e-mail or such other mode as may be prescribed, so as to reach the Registry not later than 2:00 p.m. on the working day preceding the date of hearing. The Court Master shall place the request before the Hon'ble Bench for appropriate orders, obtain the necessary directions of the Hon'ble Bench thereon, and ensure prompt compliance with such directions.
- (iv) Learned Counsel/Authorised Representatives appearing in any matter may mark their appearance by submitting an Appearance Slip in the prescribed format before the Court Master. The Appearance Slip shall form part of the Court record for the purpose of recording appearances. The Court Master shall ensure that the prescribed Appearance Slips are made readily available in the Court.
- (v) In cases where appearance is made through Video Conferencing, the learned Counsel/Authorised Representative may submit the duly filled Appearance Slip through the electronic mode notified in the Cause List by the concerned Court Master, before or during the course of the hearing.
- (vi) Nothing contained in this paragraph shall restrict the powers of the Hon'ble Bench to permit oral mentioning, entertain oral requests for adjournment, or adopt such other procedure as may be considered appropriate in the interest of justice.

8. Responsibility of the Registry

- (i) The Joint Registrar/Deputy Registrar at the respective benches shall ensure compliance with these instructions and periodically review matters pending at the stages of scrutiny, marking and first listing.

This Circular shall come into force with immediate effect.

By Order of the Hon'ble President, NCLT.


(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.

ANNEXURE – I

1. GENERAL CHECK LIST

S.no.	Details	Remarks
1.	Name of the parties, registered office address, Full name, parentage, age, description of each party. Complete details including mobile No, e-mail address, Phone No. of the Petitioner and Respondent(if known), Provision of Law under which the application/petition has been filed should be same in the memo of parties, filed document and case details in the dashboard (online portal).	
2.	Registered Office Address of the Corporate Debtor falling within the territorial jurisdiction of the NCLT bench before which filling has been done. (If not, register the petition with defect to be decided before the bench)	
3.	Synopsis and List of dates and Events	
4.	Every appeal or petition or application or caveat petition or objection or counter presented to the Tribunal shall be in English and in case it is in some other Indian language, it shall be accompanied by a true translated copy in English	
5.	Every appeal or petition or application or caveat petition or objection or counter shall be fairly and legibly type written with no overwriting, lithographed or printed in double spacing on single side of standard petition paper with an inner margin of about four centimetre width on top and with a right margin of 2.5. cm, and left margin of 5 cm, duly paginated, indexed and stitched together in paper book form, unless otherwise directed	
6.	The cause title/case type shall state “Before the National Company Law Tribunal” and shall specify the Bench to which it is presented and also set out the proceedings or order of the authority against which it is preferred.	
7.	Appeal or petition or application or counter or objections shall be divided into paragraphs and shall be numbered consecutively	

8.	Full name, parentage, age, description of each party and address and in case a party sues or being sued in a representative character, shall also be set out at the beginning of the appeal or petition or application	
9.	The names of parties shall be numbered consecutively and a separate line should be allotted to the name and description of each party.	
10.	Every proceeding shall state immediately after the cause title the section and provision of law	
11.	Every interlineations, eraser or correction or deletion in any appeal or petition or application or document shall be initialled by the party or his authorised representative presenting it.	
12.	At the foot of every petition or appeal or pleading there shall appear the name and signature of the authorised representative.	
13.	Every petition or appeal shall be signed and verified by the party Email, Aadhar no. , PAN and Address.	
14.	Complete detail of counsel including full name email address enrolment no., postal address and Signature of the Counsel for the Petitioner has been affixed at the last page of the Petition, index memo of parties	
15.	Affidavit verifying the Application executed in a Non – Judicial Stamp paper, duly signed, notarized by a Notary Public or attested by an Advocate with date and enrolment number (Rule 127 of NCLT Rules, 2016) as stipulated in Form No. NCLT 6 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>).	
16.	Vakalatnama has been properly stamped (<i>Court Fee Stamp Rs 3/-, Advocate Welfare Stamp Rs. 25/-, and Clerk Welfare Stamp</i>) duly signed by all the Advocates with date and Enrolment Number. It should also contain the case number and/if IA number. The Advocate attesting the Vakalatnama shall mention the date and Enrolment number. In case of an Authorized Representative, the Memorandum of Appearance should be in a Non – Judicial Stamp paper and attested by a Notary with date. The Vakalatnama should contain the name of the parties,	

	advocate contact details and signatures clearly. Additionally, if the Vakalatnama is signed by more than one advocate, then the details of all the advocates should be entered in the Representation tab of the dashboard (online Portal)	
17.	Vakalatnama is mandatory while filing the Petition, Application and Reply. In case of Application and reply, if the Vakalatnama is on record then the same is to be mentioned in the index clearly.	
18.	All documents shall be accompanied by an index. In case filling has been done in more than a single volume there should be a volume wise index and an internal index in each volume	
19.	Documents accompanying the Petition have been duly certified by the Advocate / Authorized Representative./ Party in person	
20.	In the pending matters, all applications shall be presented after serving copies thereof in advance on the opposite side or his authorised representative. (Proof of service mandatory)	
21.	OCR on all pages	
22.	Date should be mentioned on the Index, Memo of party, affidavit and Vakalatnama.	
23.	All Annexures to have “True Copy” and Signature. No need in orders of any court/tribunal	
24.	Bookmarking with pagination as per Index. Pagination on all the pages.	
25.	In case of filling additional document, compliance order/latest order if any is mandatory	

2. APPLICATIONS CHECK LIST

S.no.	Details	Remarks
1.	In case of all applications a. Memo of Parties b. Application with Prayer c. Affidavit of the Applicant/Petitioner d. Vakalatnama e. Relevant Annexures	
2.	In case of Contempt or intervention application, Synopsis and List of dates and Events is mandatory.	
3.	In case of Reports of RP/COC/IRP/Liquidator only the Report with Affidavit is to be filed as an Interim Application. In case the report is filed by the RP u/s 99(10) of IBC, then proof of Service of IA (to debtor and creditor) is to be annexed	
4.	In case of application for recall of order, the relevant order is to be attached as an annexure.	
5.	In case of application of Condonation of Delay, the document for which condonation is sought is to be attached as an annexure.	
6.	In case of Rule 63 Appeal, the order of the Registrar, declining the registration under Rule 28 is to be annexed with the defect sheets. The filing number of the declined filing is to be mentioned in the prayer. The defective document is also to be annexed with the application.	

3. SECTION – 7 OF IBC (FINANCIAL CREDITOR)

S. no.	Particulars	Remarks
1.	Petition has been filed in Form – 1 of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority) Rules, 2016</i> .	
2.	Debt amount Rs. 1 Crore and above [Form – 1, Part – IV (Sl. No. 2) of the Application].	
3.	Documents filed by the Financial Creditor along with the Application to prove “Financial Debt” viz. Loan Agreement, Promissory Note, any other document evidencing disbursement of debt. (<i>Part – V, Sl. No. 8 of the Application</i>)	
4.	Date of Default (Sl. No. 2 of Part – IV of the Application). Applicant may mention multiple dates or time bracket instead of specific date.	
5.	Limitation: Petition filed within 3 years from the date of default. Otherwise, any other document or acknowledgement of debt to prove the extension of limitation under Section 18 of Limitation Act, 1963 to be filed.	
6.	Master Data of the Corporate Debtor.	
7.	Name of the Interim Resolution Professional (IRP) along with his consent (Form 2) and Authorization for Assignment in Form AFA (Part – III of the Application).	
8.	A copy of the Board Resolution authorizing the person to file the Application, in case the Financial Creditor is a Company.	
9.	Proof of serving a copy of the Petition to the Corporate Debtor and IBBI.	

4. SECTION – 9 OF IBC (OPERATIONAL CREDITOR)

S.no.	Particulars	Remarks
1.	Petition has been filed in Form – 5 of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority) Rules, 2016</i>	
2.	Debt amount Rs. 1 Crore and above [Form – 5, Part – IV (Sl. No. 2) of the Application].	
3.	Date of Default(Sl. No. 2 of Part – IV of the Application).	
4.	Limitation: Petition filed within 3 years from the date of default. Otherwise, any other document or acknowledgement of debt to prove the extension of limitation under Section 18 of Limitation Act, 1963 to be filed.	
5.	Record of default issued by the Information utility (Regulation 21 (4) of IBBI Information Utility Regulations, 2017) in Form D, if any available	
6.	Copy of Certificate Issued by the Financial Institution/Bank maintaining the accounts of the Operational Creditor, in Form 5A (Under section 9(3)(c) of IBC).	
7.	Copy of Statement of account of the Operational creditor in respect of debt of the Corporate debtor.	
8.	Copy of relevant extracts of Form GSTR-1 and Form GSTR-3B filed by the Operational Creditor under provisions of the relevant laws relating to Goods Services Tax, and copy of e-way bill wherever applicable.	
9.	Serving of Demand Notice issued under Section 8 to the Corporate Debtor along with the proof of service.	
10.	Affidavit under Section 9(3)(b) of IBC, 2016 to be enclosed, in case there is no reply to the Demand Notice.	
11.	Master Data of the Corporate Debtor.	
12.	The name of Interim Resolution Professional (IRP)	

	proposed is not mandatory. However, if mentioned in Part – III of the Application, the consent of the IRP in Form AA (Regulation 3(1A) of IBBI (Resolution process for Corporate Persons) Regulations, 2016 and Authorization for Assignment in Form AFA are to be enclosed).	
13.	Documents filed by the Operational Creditor along with the Petition to prove “Operational Debt” viz. Invoices, Purchase Order, Cheques, Agreement etc. (<i>Part – V, Sl. No. 8 of the Application</i>).	
14.	A copy of the Board Resolution authorizing the person to file the Petition in case the Operational Creditor is a Company.	
15.	Proof of serving a copy of the Petition to the Corporate Debtor and to IBBI.	

5. SECTION –10 OF IBC (CORPORATE APPLICANT FOR INITIATION OF CIRP)

S.no.	Particulars	Remarks
1.	Petition has been filed in Form – 6 of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority) Rules, 2016</i>	
2.	Documents filed by the Corporate Applicant along with the Application to prove “Financial Debt” or “Operational Debt” viz. Loan Agreement, Promissory Note, and any other document evidencing debt.	
3.	Copy of the Board Resolution passed by the board of directors of the corporate Debtor for initiating CIRP under section 10 of IBC, 2016.	
4.	Copy of the special resolution passed by the shareholders of the Corporate Debtor for initiating CIRP under Section 10 of IBC, 2016 along with the list of Shareholders who have attended the meeting are to be attached.	
5.	Copy of Audited financial statements of the Corporate Debtor for the last two financial years and provisional financial statement for the current financial year (Not earlier than 14 days from the date of Application)	
6.	A copy of the Board Resolution authorizing the person to file the Application/ Authorization letter from the CD.	
7.	Master Data of the Corporate Debtor	
8.	Date of Default (Sl. No. 2 of Part – IV of the Application).	
9.	Limitation: Petition filed within 3 years from the date of default. Otherwise, any other document or acknowledgement of debt to prove the extension of limitation under Section 18 of Limitation Act, 1963 to be filed.	
10.	Debt amount Rs. 1 Crore and above [Form – 6, Part – IV (Sl. No. 2) of the Application].	

11.	Serving of copy of the Application to the Corporate Debtor and IBBI along with proof of service.	
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6. SECTION –12A OF IBC (WITHDRAWAL OF CIRP)

S.no.	Particulars	Remarks
1.	The Application has been filed under the category of “Interlocutory Application” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	Application has been filed as per Regulation 30A of IBBI (Insolvency Resolution Process for Corporate Person) Regulations 2016 read with Section 12A of IBC, 2016 has to be filed within 3days of approval by COC.	
3.	After constitution of CoC, the Application is to be filed by the IRP / RP with a copy of the Resolution passed by 90% of the CoC for withdrawal of CIRP along with Form FA [Regulation 30A of IBBI (IRPCP) Regulations, 2016]	
4.	Copy of the order passed by the Tribunal admitting CIRP against the Corporate Debtor.	
5.	Bank guarantee/demand draft towards estimated expenses.	

7. SECTION –12 OF IBC (EXTENSION OF CIRP PERIOD)

S.no.	Particulars	Remarks
1.	Application should be filed under the category of “Interlocutory Application”. (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	Copy of the order passed by the Tribunal admitting CIRP of Corporate debtor.	
3.	Copy of the minutes of the CoC seeking extension of CIRP Period of 66% of votes.	
4.	In case of prayer for extension number of days of extension sought along with the date with effect from which it is sought should be specifically mentioned in the prayer. In case of prayer for exclusion, period for which exclusion is sought should specifically mentioned in the prayer.	

8. SECTION –22 OF IBC (APPOINTMENT OF RESOLUTION PROFESSIONAL)

S.no.	Particulars	Remarks
1.	The Application has been filed under the category of “Interlocutory Application” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	Copy of the order admitting the CIRP against the Corporate Debtor.	
3.	Copy of the Resolution Passed by the CoC with 66% voting share for replacement of IRP.	
4.	The CoC can delegate any person to file this Application, and if so, copy of the Resolution passed in this regard to be enclosed.	
5.	Consent of the proposed RP in Form 2 and the ‘Authorization for Assignment’ (AFA).	
6.	Advance copy of the Application to be served to the Respondent and the proof of the service to be enclosed.	

9. SECTION –27 OF IBC (REPLACEMENT OF RESOLUTION PROFESSIONAL)

S.no.	Particulars	Remarks
1.	The Application should be filed under the category of “Interlocutory Application” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>Rule 34 of NCLT Rules, 2016</i>)	
2.	The Application to be filed by the CoC for replacement of RP with another RP. The CoC can delegate any person to file this Application, if so, copy of the Resolution which has been passed to be enclosed.	
3.	Copy of the order admitting the CIRP against the Corporate Debtor.	
4.	Copy of the resolution passed by the CoC with 66% voting shares for replacement of the RP.	
5.	The Application to be filed by the CoC for replacement of RP to another RP. The CoC can delegate any person to file this Application, if so, copy of the Resolution which has been passed to be enclosed.	
6.	Consent of the proposed RP in Form 2 and also the ‘Authorization for Assignment’ (AFA) are to be filed.	
7.	Advance copy of the Application to be served to the Respondent and the proof of the service to be enclosed.	

10. SECTION –30 AND 31 OF IBC (SUBMISSION OF RESOLUTION PLAN AND APPROVAL)

S. no.	Particulars	Remarks
1.	The Application to be filed under the category of “Interlocutory Application” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	The Application to be filed only by the RP.	
3.	Copy of the order of admitting the CIRP against the Corporate Debtor.	
4.	Copy of minutes of meeting of CoC in which the Resolution approving the Resolution plan was passed by the CoC with 66% voting share to be enclosed along with Voting Results.	
5.	Copy of affidavit executed by the Successful Resolution Applicant under section 29 A IBC	
6.	Copy of the Performance bank guarantee executed by Successful Resolution Applicant	
7.	Form A – Public Announcement	
8.	Form G – Expression of Interest (Regulation 36A(1) of IBBI (Resolution process for Corporate Person) Regulation, 2016) to be attached.	
9.	Form H – Compliance Certificate to be attached.	

11. SECTION –59(7) OF IBC (VOLUNTARY LIQUIDATION)

S. no	Particulars	Remarks
1.	The Application should be filed under the category of “Company Petition” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	The Cause title should be in the name of “Liquidator”.	
3.	Copy of special resolution passed by the members of the company in a general meeting for voluntary liquidation of Corporate Applicant and Appointment of IP as Liquidator.	
4.	Copy of Declaration by an affidavit from the majority of directors of the company stating that full enquiry into the affairs of the company has been made and opinion has been formed that the company has no debt or it will be able to pay the debt in full from the proceeds of assets to be sold under voluntary liquidation.	
5.	Copy of audited financial statement and record of business operation of the company for the previous two years or for the period since its incorporation whichever is later	
6.	Copy of the valuation report of assets of the Corporate Applicant prepared by the Registered Valuer, if any.	
7.	Copy of the resolution passed by creditors (2/3 rd value of the debt) of the Corporate Debtor, within seven days from the date of special resolution passed for voluntary liquidation.	
8.	Copy of the intimation to the ROC and IBBI for voluntary liquidation of the company within 7 days of such resolution or subsequent approval by the Creditors as the case maybe.	
9.	Copies of Certificate of Incorporation, Memorandum of Association and Article of Association of Corporate Applicant to be attached.	
10.	Master Data of the Corporate Applicant is to be enclosed.	

11.	Copy of the Board resolution filed with the Registrar of Companies in e-form MGT-14	
12.	Copy of Public announcement by the Liquidator in Form A [Under Regulation 14 of IBBI (Voluntary Liquidation Process) Regulations, 2017]	
13.	Copy of Preliminary report by the Liquidator under Regulation 9 of IBBI (Voluntary liquidation process) Regulations, 2017.	
14.	Copy of List of Stakeholders under Regulation 30 of IBBI (Voluntary liquidation process) Regulations, 2017	
15.	Copy of Compliance Certificate in Form H under Regulation 38 of IBBI (Voluntary liquidation process) Regulations, 2017	
16.	Copy of details of opening of bank account by the Liquidator under Regulation 34 of IBBI (Voluntary liquidation process) Regulations, 2017	
17.	Copy of the letter issued by the Liquidator to the bank for closure of bank account of Voluntary Liquidation along with copies of statement of account.	
18.	Copy of report of Liquidator for distribution of proceeds from realization under Regulation 35 of IBBI (Voluntary liquidation process) Regulations, 2017	
19.	Copy of final report sent to RoC and IBBI under regulation 38 of IBBI (Voluntary liquidation process) Regulations, 2017	

12. SECTION – 94 OF IBC (INSOLVENCY RESOLUTION PROCESS INITIATED BY PERSONAL GUARANTOR)

S. no.	Particulars	Remarks
1.	Petition to be filed in Form – A of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority for Insolvency Resolution Process for Personal Guarantors to Corporate Debtor) Rules, 2019</i>	
2.	Minimum default / debt amount is Rs. 1000 and above.	
3.	List of all Debts.	
4.	Date of Default to be entered in the Application (<i>Sl. 7, Part-III</i>).	
5.	Copy of the order admitting CIRP against the Corporate Debtor to be attached. If the CIRP against the Corporate Debtor has not been initiated, please mention.	
6.	Limitation: Application has been filed within 3 years from the date of default (Date of Invocation of Guarantee). Otherwise, any other document or acknowledgement of debt to prove the extension of limitation under Section 18 of Limitation Act, 1963.	
7.	Invocation of guarantee Deed	
8.	Documents filed by the Debtor along with the Application viz. Guarantee Agreement/ Deed of Guarantee.	
9.	Master Data of the Corporate Debtor is to be enclosed.	
10.	The name of Interim Resolution Professional (IRP) is not mandatory. However, if mentioned in Part – III of the Application, the consent of the IRP in Form AA and Authorization for Assignment in Form AFA to be enclosed.	

13. SECTION –95 OF IBC (CIRP AGAINST PERSONAL GUARANTOR)

S.no.	Particulars	Remarks
1.	Petition to be filed in Form – C of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority for Insolvency Resolution Process for Personal Guarantors to Corporate Debtor) Rules, 2019</i>	
2.	Minimum default / debt amount Rs. 1000 and above.	
3.	Copy of the order admitting CIRP against the Corporate Debtor. If there is no admission order of Corporate Debtor, then kindly mention.	
4.	Date of Default (Date of invocation on Bank Guarantee) (<i>Sl. 4, Part-III of the Application</i>).	
5.	Limitation: Application has been filed within 3 years from the date of default. Otherwise, any other document or acknowledgement of debt to prove the extension of limitation under Section 18 of Limitation Act, 1963.	
6.	Master Data of the Corporate Debtor is to be enclosed.	
7.	Documents filed by the Creditor along with the Application viz. Guarantee Agreement,/Deed of Guarantee.	
8.	Copy of Income Tax returns of the Guarantor for the previous three years.	
9.	Serving of Demand Notice in Form – B to the Personal Guarantor along with the proof of service.	
10.	Serving of copy of the Application to the Respondent along with proof of service.	
11.	The name of the Interim Resolution Professional (IRP) is not mandatory. However, if mentioned in Part – III of the Application, the consent of the IRP in Form 2 and Authorization for Assignment in Form AFA to be enclosed.	
12.	Serving of copy of the Application to the Respondent	

	along with proof of service.	
13.	The matter to be listed before the same Court where the CIRP / Liquidation proceeding in respect of the Corporate Debtor is pending.	

14. SECTION – 114 OF IBC (REPAYMENT PLAN)

S. no.	Particulars	Remarks
1.	The Application should be filed under the category of “Interlocutory Application” (IBC) as stipulated in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	The Application is to be filed only by the RP.	
3.	The Report of the RP under Section 112 of IBC, 2016 is to be enclosed	
4.	Repayment Plan, whether approved or rejected by the creditors.	
5.	The minutes of all the meetings of the Creditors is to be enclosed.	
6.	Voting Results along with Copy of Resolution passed by Creditors, whether approving or rejecting the repayment plan.	
7.	Copy of the order of admission of Insolvency Resolution Process against the Personal Guarantor to be enclosed.	

15. SECTION – 122 OF IBC (APPLICATION FOR BANKRUPTCY BY A GUARANTOR)

S.no.	Particulars	Remarks
1.	Petition to be filed in Form – A of Rule 6(1) of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority for Bankruptcy Process for Personal Guarantors to Corporate Debtors) Rules, 2019</i>	
2.	Detail of Debt outstanding	
3.	Copy of the order of admitting of Insolvency Resolution Process against the Personal Guarantor to be enclosed.	
4.	Copy of the Order of rejection of Repayment Plan by the Adjudicating Authority, if applicable.	
5.	The guarantor shall serve a copy of the application to every creditor and the corporate debtor proof of service.	

16. SECTION – 123 OF IBC (APPLICATION FOR BANKRUPTCY BY A CREDITOR)

S. No	Particulars	Remarks
1.	Petition to be filed in Form – B of Rule 7(1) of the <i>Insolvency & Bankruptcy (Application to Adjudicating Authority for Bankruptcy Process for Personal Guarantors to Corporate Debtors) Rules, 2019</i>	
2.	Details of Debt outstanding	
3.	Copy of the order of initiation of Insolvency Resolution Process against the Personal Guarantor to be enclosed.	
4.	Copy of the Order of rejection of Repayment Plan by the Adjudicating Authority, if applicable.	
5.	The Applicant / Creditor shall serve a copy of the application to the guarantor and the corporate debtor.	
6.	Remarks of the Scrutiny Clerk.(Proof of Service)	

17. SECTION – 66 OF COMPANIES ACT (REDUCTION OF SHARE CAPITAL)

S. no.	Particulars	Remarks
1	The Petition should be filed under the category of “Company Petition(Companies Act)” as detailed in Form No. RSC 1 of NCLT (Procedure for Reduction of Share Capital of Company) Rules, 2016	
2	The Petition should contain the following documents: (i) Copy of the special resolution passed by the Board of Petitioner Company for reduction of share capital along with the explanatory statement. (ii) Copy of Board resolution passed by the Petitioner Company approving the reduction of share capital. (iii) Copy of notice sent to the members and all stakeholders of the Petitioner Company along with the annexure for reduction of share capital. (iv) Copy of attendance sheet of AGM/EGM meeting. (v) Copy of Certificate of Incorporation, Memorandum of Association and Articles of Association of the Petitioner Company. (vi) Copy of Minutes proposed to be filed with RoC. (vii) The list of creditors duly certified by the Managing Director, or in his absence, by two directors, which is made as on a date not earlier than fifteen days prior to the date of filing of an application showing the details of the creditors of the company, class-wise, indicating their names, addresses and amounts owed to them; (viii) A certificate from the auditor of the company to the effect that the list of creditors referred to is correct as per the records of the company verified by the auditor;	

	(ix) A certificate by the auditor and declaration by a director of the company that the company is not, as on the date of filing of the application, in arrears in the repayment of the deposits or the interest thereon; and (x) A certificate by the company's auditor to the effect that the accounting treatment proposed by the company for the reduction of share capital is in conformity with the accounting standards specified in section 133 or any other provisions of Act. (xi) List of Statutory Authorities to whom notices are required to be ordered.	
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18. SECTION –230-232 OF COMPANIES ACT (AMALGAMATION, MERGER, COMPROMISE AND ARRANGEMENT) (FIRST MOTION)

S.no.	Particulars	Remarks
1.	The Application should be filed under the category of “CA (CAA) Merger and Amalgamation (Companies Act)” as detailed in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	Master Data of the Company	
3.	The Annexures of the First Motion Application should contain the following documents: (i) A copy of the Scheme (ii) Certificate of Incorporation, Memorandum of Association and Articles of Association of Each Company (iii) Board Resolution of the Applicant Company (iv) Accounting Treatment Certificate under Section 133 of CA, 2013 for all the Companies involved in the Scheme. (v) Audited balance sheet for the last two proceedings financial years and unaudited provisional balance sheet six month prior to filing of the petition. (vi) Valuation Report from a Chartered Accountant in relation to Share Exchange ratio, if applicable. (vii) Certificate of Chartered Accountant for class of Shareholders/ Members (viii) Certificate of the Chartered Accountant for class of creditors (ix) Affidavit under Section 230(2) (x) If dispensation for holding meeting is sought – (a) Consent of the Shareholders by way of Affidavit (b) Consent of the Creditors by way of Affidavit	

19. SECTION 230-232 OF COMPANIES ACT(AMALGAMATION, MERGER, COMPROMISE AND ARRANGEMENT)(SECOND MOTION)(AS APPLICATION)

S.no.	Particulars	Remarks
1.	The Application should be filed under the category of “CP (AA) Merger and Amalgamation (Companies Act)” as detailed in Form No. NCLT 1 of NCLT Rules, 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>)	
2.	A brief synopsis as per the format prescribed by NCLT to be attached along with the Application.	
3.	The report of Chairman of the meeting to be filed with NCLT within three days from the date of meeting.	
4.	The Second Motion petition is to be filed within a period of 7 days from the date of filing of the Report of the Chairman with NCLT.	
5.	First Motion Case number and Copy of the order of first motion	
6.	If dispensation for holding meeting is sought, the Second Motion petition is to be filed within a period of 14 days from the date of order of the first motion.	
7.	The Second Motion Application should contain the following documents: (i) A copy of the Scheme (ii) Certificate of Incorporation, MOA & AOA of the applicant company (iii) Board Resolution of the Applicant’s Company (iv) Accounting Treatment Certificate under Section 133 of CA, 2013 for all the Companies involved in the Scheme. (v) List of Statutory Authorities to whom notices are required to be ordered. (vi) Audited balance sheet for the last two years and unaudited provisional balance sheet six month prior to filing of the petition.	

	(vii) Chairman Report, if meetings are conducted.	
	(viii) Valuation Report from a Chartered Accountant in relation to Share Exchange ratio, if applicable.	

20. SECTION –241-242 OF COMPANIES ACT(OPPRESSION AND MISMANAGEMENT)

S. No.	Particulars	Remarks
1.	The Petition should be filed under the category of “Company Petition (Companies Act)” as detailed in Form NCLT 1 of NCLT Rules 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>).	
2.	The persons filing the Petition under Section 241 of the Companies Act, 2013 should have – (a) Not less than one hundred members or not less than 1/10th of the total number of members of the Company whichever is less, or Any member or members holding not less than one-tenth of the issued share capital of the company. (b) A Company not having a share capital not less 1/5th of the total number of members.	
3.	If any of the requirement specified in 2 above, an application for waiver of the requirement to be filed by the Petitioner under section 244 of the Companies Act.	
4.	Notice of motion as per Form No. NCLT 3 to be annexed (<i>See Rule 34 of NCLT Rules, 2016</i>)	
5.	The Petition has to be served to the Respondents, concerned Regional Director, Registrar of Companies and the proof of service is required to be filed.	
6.	Certificate of Incorporation	
7.	Memorandum and articles of association	
8.	Master Data from MCA	
9.	Board Resolution	

21. SECTION –252 OF COMPANIES ACT(APPEAL AGAINST STRIKING OF NAME OF THE COMPANY)

S. No.	Particulars	Remarks
1	The Petition should be filed under the category of “Company Appeal(Companies Act)” as detailed in Form NCLT 9 of NCLT Rules 2016 (<i>see Rule 34 of NCLT Rules, 2016</i>).	
2	The Petition has to be filed only by a member, creditor, workmen or any other company.	
3	The Petition under Section 252(1) & 252(3) shall contain following documents; (i) Date of striking off under Section 248 should be mentioned. (ii) Certificate of Incorporation of the Company. (iii) Copy of Memorandum of association and Article of association of Appellant Company. (iv) Copy of master data of the Appellant Company (v) Last available Balance Sheet and Financial Statement of the Company (vi) STK-1, STK – 5 and STK – 7 issued by the concerned Registrar of Companies and reply if any by the Applicant Company (vii) Copies of Income Tax Returns filed by the Applicant Company two years prior to the date of strike off. (viii) GST Returns, if applicable. (ix) Copy of bank statements preceding two years from the date of strike off. (x) Any other document to show that the company has been active and carrying on business two years preceding the date of strike off.	
4	The Petition has to be served to the concerned Registrar of Companies and the proof of service for the same.	

ANNEXURE - II

UNDERTAKING FOR REGISTRATION AND LISTING OF MATTERS "WITH DEFECTS"

(To be furnished by the Petitioner(s)/Applicant(s)/Appellant(s))

Before the NATIONAL COMPANY LAW TRIBUNAL
_____ BENCH

Filing No.: _____

Case No. (if allotted): _____

Case Title: _____

Section: _____

UNDERTAKING

I/We, _____, the Petitioner(s)/Applicant(s)/Appellant(s) in the above matter, do hereby solemnly undertake as under:

1. During scrutiny of the above matter, the Registry has communicated the following outstanding office objection(s):

S.no.	Outstanding Registry Objections/Defects
1.	
2.	
3.	
4.	

2. Despite due diligence, the aforesaid objection(s) could not presently be complied with for the following reason(s):

Accordingly, I/We respectfully request that the matter may kindly be registered and placed before the Hon'ble Bench with the endorsement "**With Defects**".

3. I/We undertake to comply with such directions as may be issued by the Hon'ble Bench in respect of the aforesaid objection(s) within such time as may be granted by the Hon'ble Bench.
4. Wherever applicable, I/We further undertake that:

(a) I/We shall file legible, complete or duly authenticated copies of the document(s), including Apostilled, Consularised/Legalised or otherwise authenticated documents, wherever required, within such time as may be directed by the Hon'ble Bench;

(b) pending such compliance, I/We shall not rely upon the document(s) presently under objection unless specifically permitted by the Hon'ble Bench; and

(c) I/We shall abide by all further directions that may be issued by the Hon'ble Bench in relation to the aforesaid objection(s).

5. I/We understand and acknowledge that registration of the matter and its listing "**With Defects**" shall not be construed as acceptance by the Registry of the correctness, admissibility, sufficiency or legal validity of the documents or as waiver of any outstanding Registry objection.
6. I/We further undertake that this undertaking shall remain binding upon me/us until the outstanding objection(s) are duly complied with or appropriate orders are passed by the Hon'ble Bench.

Verified at _____ on this ____ day of _____, 20__ that the contents of this undertaking are true and correct to my/our knowledge and belief and that nothing material has been concealed therefrom.

Signature of the Petitioner(s)/Applicant(s)/Appellant(s)

ANNEXURE - III

NATIONAL COMPANY LAW TRIBUNAL
_____ BENCH

OFFICE REPORT
(Matter Listed "With Defects")

Filing No.: _____

Case No. (if allotted): _____

Case Title: _____

Section: _____

Date of Filing: _____

Date of Registration: _____

It is respectfully submitted as under:

1. The above matter was scrutinized by the Registry in accordance with the provisions of the National Company Law Tribunal Rules, 2016, the notified checklist of defects and the applicable administrative instructions.
2. During scrutiny, the Registry identified and communicated the following office objections to the filing party:

(i) _____

(ii) _____

(iii) _____

3. The filing party has complied with all office objections except the following:

(i) _____

(ii) _____

4. The filing party has submitted that despite due diligence, the aforesaid objection(s) could not presently be complied with for the following reason(s):

5. The filing party has further submitted that:

(a) the outstanding objection(s) involve issue(s) requiring consideration of the Hon'ble Bench;
or

(b) the defect(s) cannot presently be cured despite due diligence; or

(c) the document(s) in question are not proposed to be relied upon unless permitted by the Hon'ble Bench; or

(d) the document(s) have been obtained from a statutory/public authority or portal in the form presently available.

6. The filing party has furnished an undertaking that:

(a) it shall comply with such directions as may be issued by the Hon'ble Bench regarding the outstanding objection(s);

(b) wherever applicable, it shall file legible/complete documents or otherwise cure the defect within such time as may be granted by the Hon'ble Bench; and

(c) it shall not rely upon the document(s) presently objected to unless permitted by the Hon'ble Bench.

7. The undertaking furnished by the filing party has been examined and approved by the Deputy Registrar/Joint Registrar (Scrutiny).

8. The Registry submits that the remaining objection(s) require appropriate orders of the Hon'ble Bench.

Accordingly, the matter is respectfully placed before the Hon'ble Bench and listed as "With Defects" for appropriate orders.

Submitted for kind consideration.

Date: _____

Joint Registrar / Deputy
Registrar/Assistant Registrar
(In-charge, Scrutiny)

ANNEXURE - IV

NATIONAL COMPANY LAW TRIBUNAL
_____ BENCH

MENTIONING SLIP

Date: _____

CP/CA/IA No.: ____ of ____

Petitioner/ Applicant

Versus

Respondent

It is respectfully submitted: -

1. That the above-mentioned matter is pending in scrutiny/listed before this Hon'ble Bench on _____
2. The present mentioning is being made for:

It is, therefore, most respectfully prayed that this Hon'ble Bench may kindly permit mentioning of the matter; and pass appropriate directions for _____.

**[Name of Counsel / Party/Authorised Representative]
[Enrolment Number]
[Contact Details]**

Remarks of Court Master:-

Signature of Court Master

ANNEXURE - V

NATIONAL COMPANY LAW TRIBUNAL
_____ BENCH

ADJOURNMENT SLIP

To,
The Registrar,
National Company Law Tribunal

Subject: - Request for Adjournment

Sir,
Kindly adjourn the hearing of the case, particulars whereof are given below:

1. Case Number:
2. Bench:
3. Name of the Applicant (Petitioner/Respondent):
4. Reason for Adjournment:
5. Period of Adjournment:
6. Whether Intimation given to all the parties (Mention the Names of Advocates appearing for other parties with confirmation of Intimation)
7. Next date of hearing:
8. Whether any interim order is operating in the case:
9. Number of adjournment/s already taken:

(Name/signature)

ANNEXURE - VI

NATIONAL COMPANY LAW TRIBUNAL
_____ BENCH

APPEARANCE SLIP

Date of Listing -

Court No: –

Item No: –

Case/I.A. No: -

In the matter of:

S.no.	Name of the Advocate/ Authorised Representative/RP/Liquidator	Enrollment Number)If Any)
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1.

2.

Appearing for Petitioner(s) / Respondent(s) No.

Signature of the Counsel