STANDARD OPERATING PROCEDURE
FOR ISSUANCE AND VERIFICATION OF e-CERTIFIED COPIES OF RECORDS OF THE NATIONAL COMPANY LAW TRIBUNAL

1. INTRODUCTION

1.1. This SOP lays down a step-by-step procedure for applying, processing, issuing and verifying a certified copy of an order, judgment or other record of the National Company Law Tribunal (NCLT), in electronic form (e-Certified Copy), through the e-Certified Copy module of the NCLT, in accordance with the applicable provisions of the National Company Law Tribunal Rules, 2016, including Rule 50 thereof.

1.2. This SOP shall apply to all applications for certified copies, whether Free of Cost or Paid, of final orders, interim orders and other proceedings forming part of the record of any NCLT Bench, where such certified copy is issued in electronic form through the e-Certified Copy module.

2. DEFINITIONS

2.1. For the purposes of this SOP, unless the context otherwise requires:

a) "e-Certified Copy" means a certified copy of an order, judgment or other document forming part of the record of the Tribunal, issued in electronic form from the digitized case record maintained in the Case Information System (CIS)/e-Filing repository of the NCLT, digitally authenticated by the Digital Signature Certificate (DSC) of the authorised Registry officer, and accompanied by the digitally signed Facing Sheet bearing the unique reference/hash value or QR code provided for verification of the certified copy.

b) "Facing Sheet" means the digitally signed sheet forming an integral part of the e-Certified Copy, containing the particulars of the application and the order(s)/document(s) for which the e-Certified Copy has been issued, and bearing the unique application Number and QR code through which the e-Certified Copy may be verified through the NCLT portal.

c) "Applicant" means an Advocate, party-in-person, authorised representative, stakeholders or third party applying for an e-Certified Copy in accordance with the applicable provisions of the National Company Law Tribunal Rules, 2016 and this SOP.

d) "Third Party" means a person who is not a party to the proceedings and who applies for an e-Certified Copy by disclosing the reason for seeking the certified copy and his bona fide interest in the matter, along with an affidavit to that effect, as required under the Circular dated 11.05.2026 issued vide File No 25/02/2026-NCLT.

e) "Registry" means the section of the NCLT Bench responsible for scrutinising, preparing, certifying, issuing and authenticating certified copies.

f) "Portal" means the designated NCLT electronic platform accessible through efiling.nclt.gov.in / nclt.gov.in.

g) “CIS Entry” means the case record entry maintained in the Tribunal's Case Information System against which the applicant's credentials, including enrolment number/mobile number are linked.

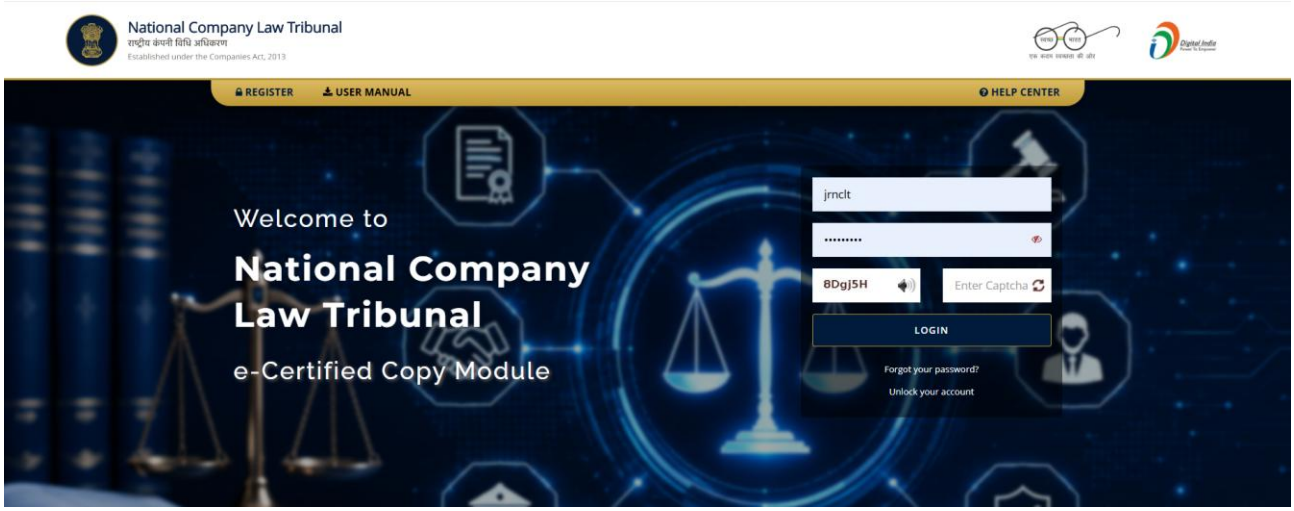
h) “Technical Failure” means a failure of the hardware, software, network facility of the Tribunal including payment gateway resulting in inability of the applicant to submit or process an electronic application.

i) “Application Number” means the unique identification number generated by the Portal upon successful submission/payment of an application for an e-Certified Copy and used by the applicant for tracking and verification of the application.

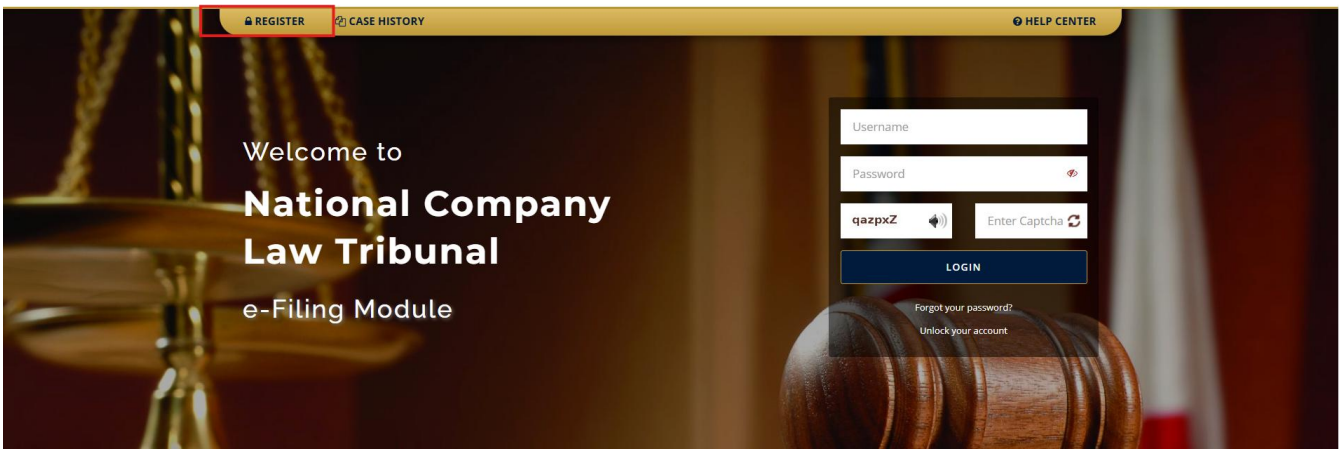
j) “Digital Signature Certificate (DSC)” means the digital signature certificate authorised for use by the designated Registry officer for digitally signing the e-Certified Copy and/or Facing Sheet in accordance with the electronic workflow of the NCLT e-certified copy module.

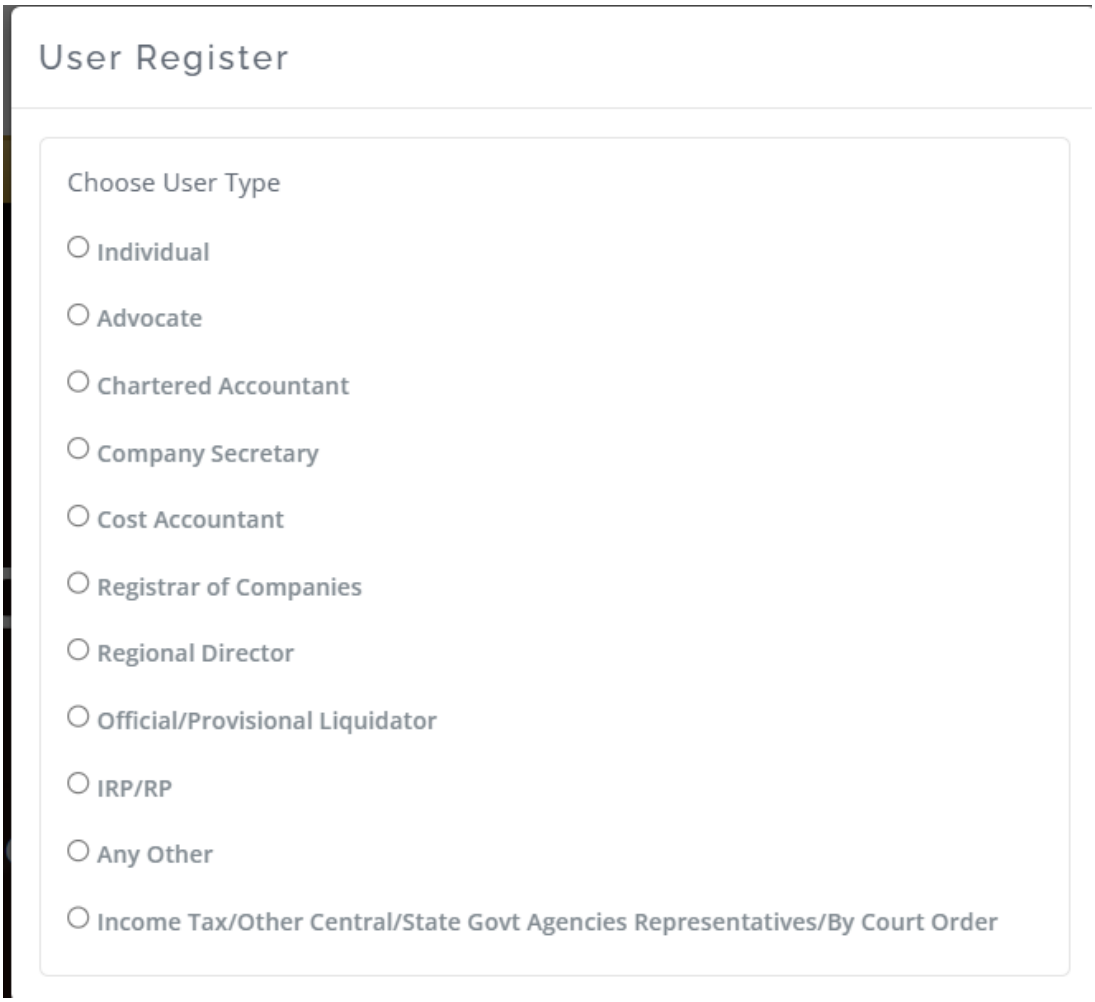
3. REGISTRATION

3.1. A registered user of the NCLT e-Filing portal shall apply for an e-Certified Copy by logging in his account by visiting the official NCLT website/e-Certified Copy portal (efiling.nclt.gov.in).



3.2. If the user is not already registered, the user shall register by clicking on “Register” option on the portal.





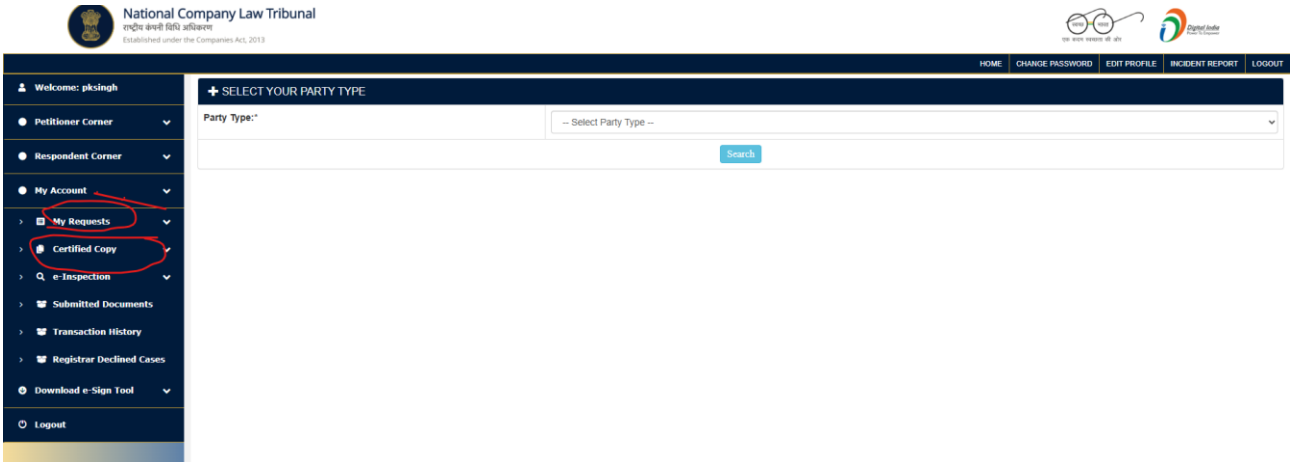
3.3. Upon successful registration, a system-generated password shall be sent to the applicant's registered mobile number and email ID. The applicant shall change the system-generated password upon first login.

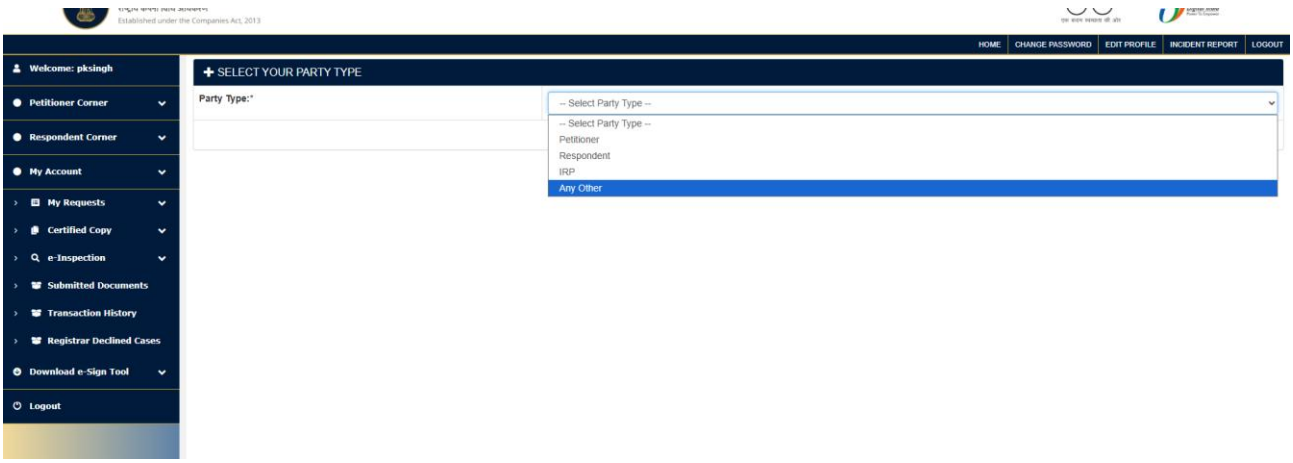
3.4. An applicant who is already registered on the NCLT e-Filing portal for the purpose of case filing shall not be required to register separately for the e-Certified Copy service and shall use the same login credentials for accessing the service.

4. LOGIN AND SUBMISSION OF APPLICATION

4.1. The user shall log in using the User ID and password.

4.2. To submit a new application, the user shall, under the tab "My requests", select "e-Certified Copy" and then "Request e-Certified copy". The user shall thereafter select the party type (Petitioner, Respondent, IRP any other), the concerned Bench, Case Type and Case Number and identify the specific order, document or proceeding for which the copy is being applied.





4.3. In case of an application by a third party, the user shall select "Any Other option", fill in the details manually and furnish the reason for seeking the certified copy along with an affidavit to this effect. The affidavit shall be uploaded at the time of applying for e-certified copy on the portal. In case of application by a party, the applicant will be required to upload the vakalatnama

Established under the Companies Act, 2013

HOME | CHANGE PASSWORD | EDIT PROFILE | INCIDENT REPORT | LOGOUT

- Welcome: pksingh
- Petitioner Corner
- Respondent Corner
- My Account
- My Requests
- Certified Copy
- e-Inspection
- Submitted Documents
- Transaction History
- Registrar Declined Cases
- Download e-Sign Tool
- Logout

SELECT YOUR PARTY TYPE

Party Type:* -- Select Party Type --

- -- Select Party Type --
- Petitioner
- Respondent
- IRP
- Any Other

National Company Law Tribunal
राष्ट्रीय कंपनी विधि अधिकरण
Established under the Companies Act, 2013

HOME | CHANGE PASSWORD | EDIT PROFILE | INCIDENT REPORT | LOGOUT

- Welcome: pksingh
- Petitioner Corner
- Respondent Corner
- My Account
- Download e-Sign Tool
- Logout

Case Type:* Company Petition IB(IBC) | Case No:* 100 | Location* National Co | Case Year:* 2023

Search

CORRESPONDING CASE DETAILS

Sr. No	Reg.No.	Date of Filing	Case Title
1	0710102013282023	2023-02-05	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD

CORRESPONDING PARTY DETAILS

Name * Enter Full Name | Address * Enter Address

State Name Enter State | District Name Enter District | PIN Code * Enter 6-digit PIN

Mobile Number * Enter 10-digit Mobile | Email Address * Enter Email Address

Apply For Free Copy* ○ Yes ◉ No

Document Type*

Proceed

HOME | CHANGE PASSWORD | EDIT PROFILE | INCIDENT REPORT | LOGOUT

Case Type:* Company Petition IB(IBC) | Case No:* 763 | Location* National (| Case Year:* 2023

Search

CORRESPONDING CASE DETAILS

Sr. No	Reg.No.	Date of Filing	Case Title
1	0710102100792023	2023-11-23	DBL KIDSKART ONLINE PRIVATE LIMITED Vs.

CORRESPONDING PARTY DETAILS

Name * Enter Full Name | Address * Enter Address

State Name Enter State | District Name Enter District | PIN Code * Enter 6-digit PIN

Mobile Number * Enter 10-digit Mobile | Email Address * Enter Email Address

Apply For Free Copy* ◉ Yes ○ No

Selected Documents: Order-NCLT

No. of Page *@ 5: 3 | Page Fees Amount*: 15

Requested Documents:
- INTERIM-ORDER-2024-01-09
- INTERIM-ORDER-2024-04-18
- INTERIM-ORDER-2024-06-03

Remarks * Enter Remarks

Supporting Document *
(In case of Petitioner/Respondent/IRP please upload already filed Vakalatnama and in Any Other please upload Affidavit disclosing Bonafide interest in the matter.)

Choose File No file chosen

Submit | Reset

4.4. The affidavit furnished by a third-party applicant shall disclose the bona fide interest in the matter. Merely being a third party shall not, by itself, be a ground for rejection of the application.

4.5. In case of a party or an authorised representative who is a party to the Interim Application pending in the main case petition, but not a party to the main case, such user shall apply for the certified copy through the "Any Other option", stating the IA in which he is a party, and apply for the order in the Interim Application.

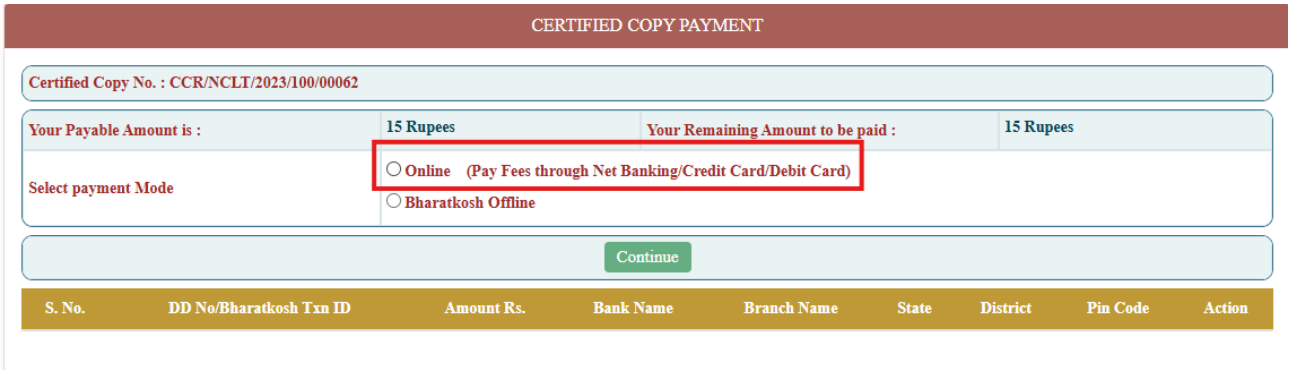
4.6. The user shall choose whether the application is for a Free of Cost Copy or a Paid Copy. A Party or his authorised representative can apply for a Free of Cost Copy of the final order only once.

4.7. By a single application, only one e-Certified Copy can be applied for. If an applicant requires multiple copies, a separate application shall be submitted for each copy.

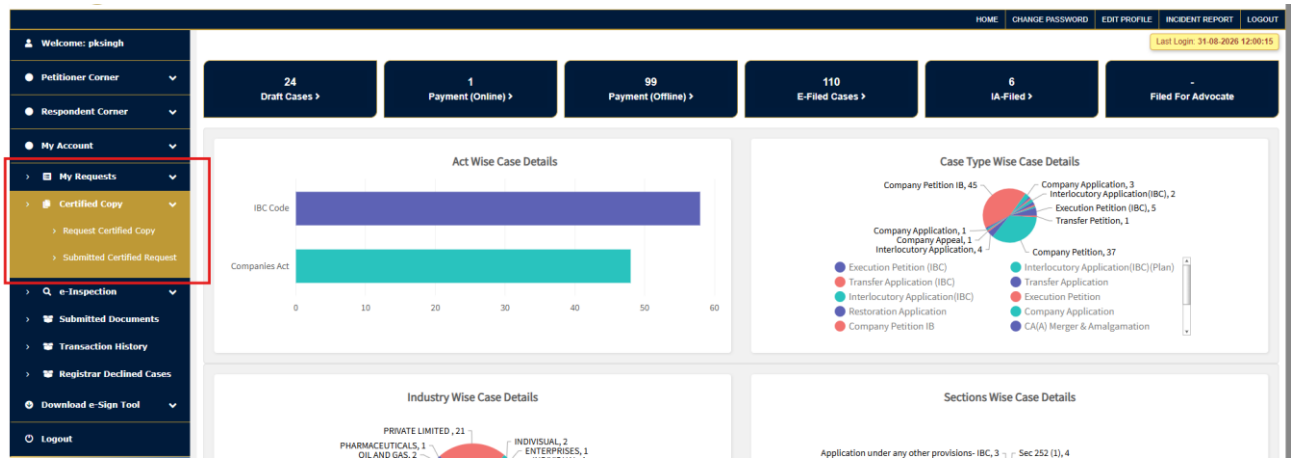
4.8. The Home Dashboard displays the status of all previous e-certified copy application requests of the user.

5. PROCESSING, PAYMENT AND DOWNLOAD OF E-CERTIFIED COPY

5.1. Once the application is approved, in case of a Paid Copy, the user shall pay the prescribed fee online through the integrated payment gateway. On successful payment, a unique Application ID and receipt shall be generated and displayed on the dashboard.



5.2. The user can track the status of the application under "My requests" from the dashboard.



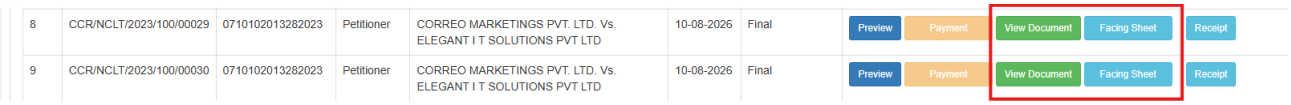
+ SUBMITTED REQUESTS (DIGITAL AND MANUAL ENTERED CASE)

S. No.	Certified Copy No.	Filing No.	Party	Case Title	Request Date	Status	Action				Acknowledge Receipt
1	CCR/NCLT/2023/100/00022	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	31-07-2026	Certified Copy uploaded	Preview	Payment	View Document	Facing Sheet	Receipt
2	CCR/NCLT/2023/100/00023	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	31-07-2026	Certified Copy uploaded	Preview	Payment	View Document	Facing Sheet	Receipt
3	CCR/NCLT/2017/121/00024	07100204000082017	Petitioner	SOHAN MISHRA VS IBBI	31-07-2026	Approved by JR	Preview	Payment	View Document	Facing Sheet	Receipt

5.3. In case the applicant fails to make the payment within 7 days from the date of approval by the DR, such an application shall stand declined automatically and the applicant portal shall show the following message: -

"Declined due to non- Payment"

5.4. Once the certified copy is ready, an intimation shall be sent to the user via email, and the user shall also be able to download the e-Certified Copy and Facing Sheet (digitally signed PDF bearing the application Number) directly from the dashboard. A Certified Copy shall be valid only with the Facing Sheet.



8	CCR/NCLT/2023/100/00029	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	10-08-2026	Final	Preview	Payment	View Document	Facing Sheet	Receipt
9	CCR/NCLT/2023/100/00030	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	10-08-2026	Final	Preview	Payment	View Document	Facing Sheet	Receipt

5.5. The applicant shall ensure that the e-Certified Copy and Facing Sheet downloaded from the dashboard are preserved in their original form and are not altered or tampered with.

5.6. Where the application is rejected by the Registry, an intimation of the rejection shall be sent to the user. Where the question of entitlement of a third-party applicant gives rise to any doubt, the matter shall be placed before the HoD of the concerned Bench for appropriate orders.

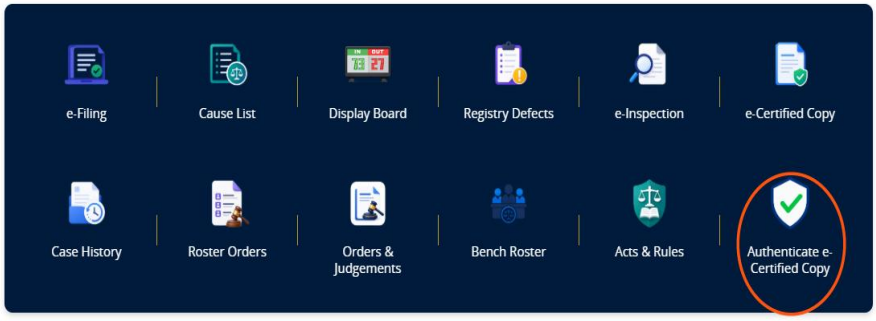
5.7. In case the amount is debited from the applicant's account but successful payment is not reflected on the dashboard, the applicant shall not submit a fresh application and shall approach the designated Registry official of the concerned Bench with the Application ID/transaction particulars, as applicable.

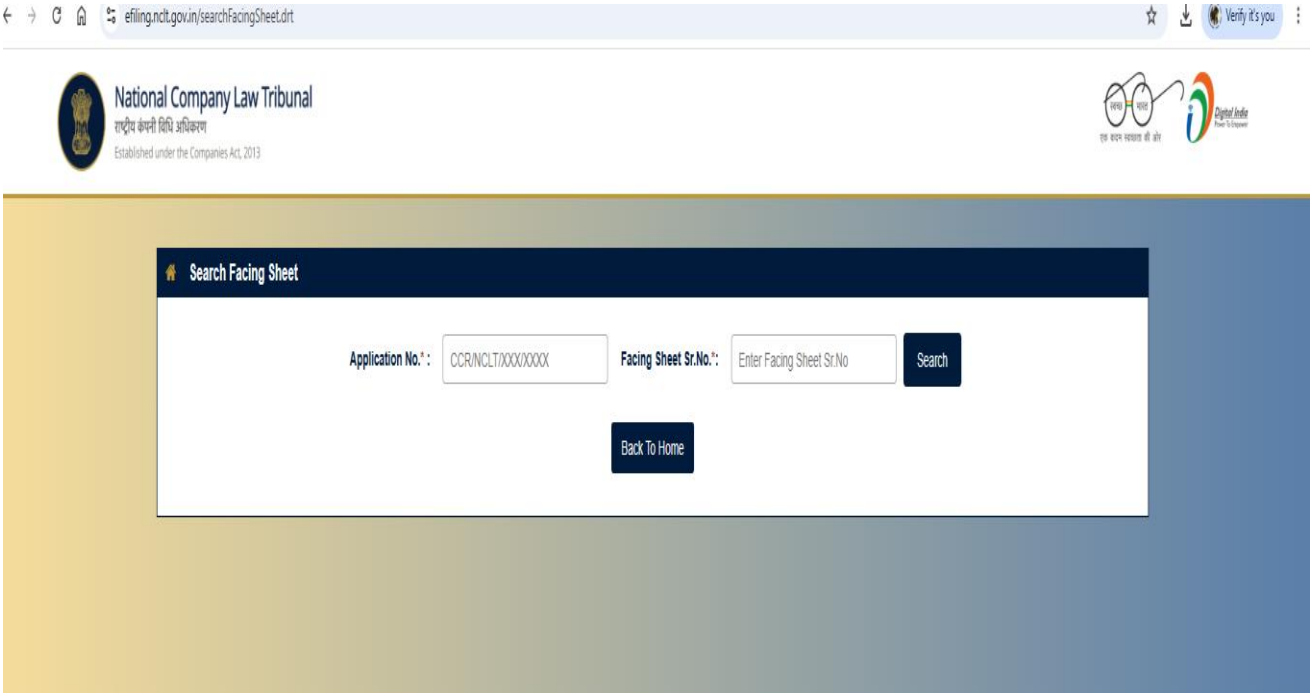
5.8. Where the order/document sought is not available in the digitized case record maintained in the CIS, the applicant may approach the concerned Registry for further necessary action and, where the e-Certified Copy cannot be processed, may avail the existing facility for issuance of a physical certified copy.

6. VERIFICATION AND USE OF AN E-CERTIFIED COPY

6.1. An e-Certified Copy issued by the NCLT may be produced before the Supreme Court, High Court, NCLAT or any other Court, Tribunal, authority or forum where a certified copy of the order or record is required. The Registry or other authorised officer of the concerned Court, Tribunal, authority or forum may verify the authenticity of the e-Certified Copy through the verification facility provided on the NCLT portal in the manner specified below.

a) For authentication of an e-Certified Copy, the official verifying the authenticity of the e-Certified Copy filed before it, shall visit the "Authenticate e-Certified Copy" tab on the NCLT portal and enter the Application Number and facing sheet number (as in scribed on the top right side of the facing sheet). Upon entering the Application Number and facing sheet number the Facing Sheet corresponding to that Application Number shall open.





b) Alternatively, the QR code affixed on the Facing Sheet may be scanned to access the authentication facility.

S.No.: QVH7VG855T

National Company Law Tribunal, New Delhi

e-Certified Copy

Facing Sheet

0710102013282023	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	C.P. (IB)/100/ND/2023

Application Number	:	CCR/NCLT/2023/100/00825
The date on which the application was made	:	01/09/2026 06:48 am
Type of certified copy	:	Free Copy
Applicant Name	:	[redacted]
Mobile No.	:	[redacted]
Email id	:	[redacted]

S.No	Document Name	No. of Pages	Issued Date	Status	Action
1	203 dt 13.09.2023.pdf	1	01-09-2026 12:20	Approved	Authenticate
2	101.pdf	1	01-09-2026 12:21	Approved	Authenticate

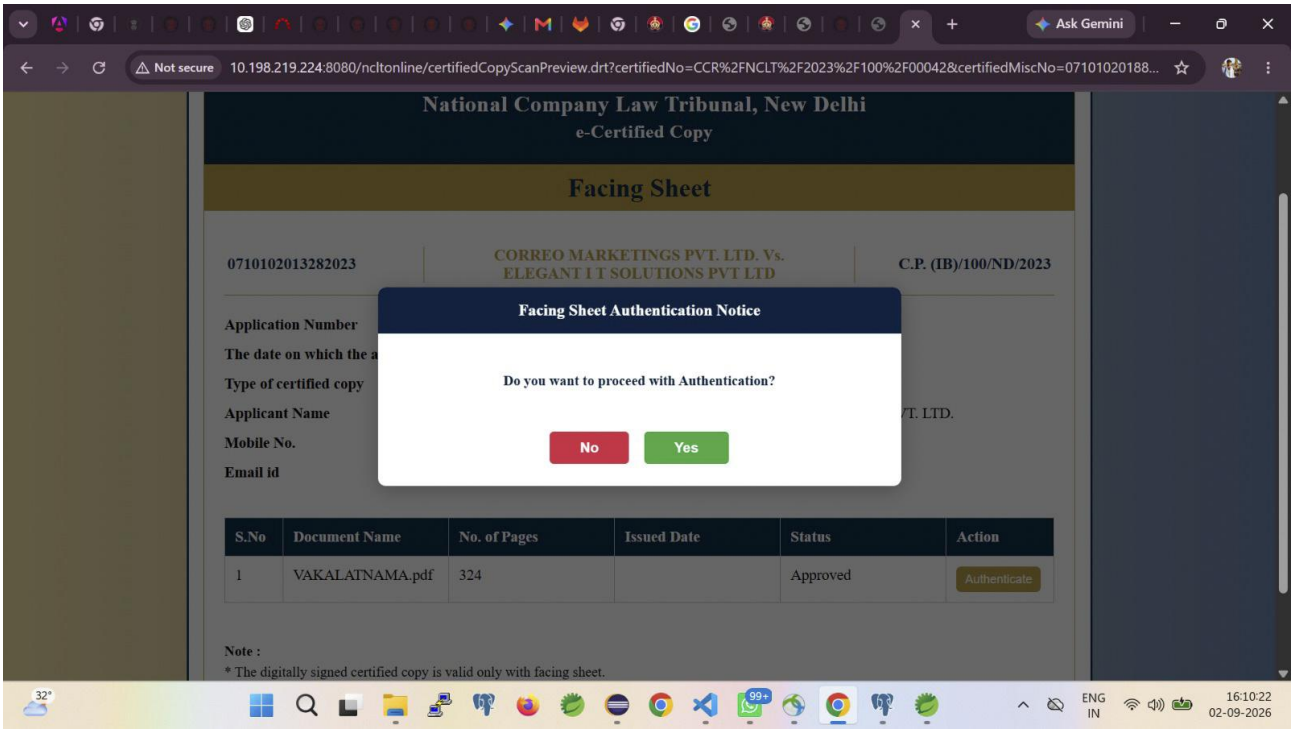
Note :

* The digitally signed certified copy is valid only with facing sheet.
* This document is digitally signed and signature is not required.

6.2 The Facing Sheet shall display the order(s)/document(s) for which the e-Certified Copy has been issued, along with the option to authenticate the same. In case of Multiple documents, the official verifying the authenticity will select the document for which authentication is sought. The official will verify the particular's in the facing sheet presented before him with the facing sheet available on the e-certified copy portal. If the particulars match, then the official may proceed to authenticate the e-certified copy presented before him by clicking on the authenticate option. In case the particulars do not match it is not a true e-certified copy issued by NCLT.

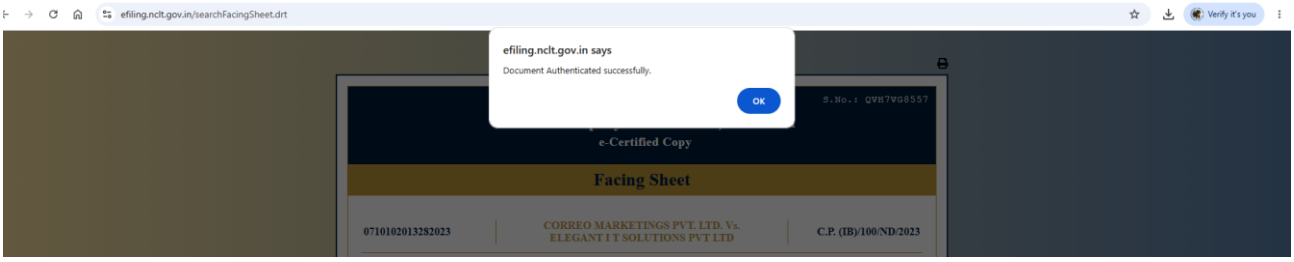
6.3 Upon selecting the option to "Authenticate", the NCLT portal will display the following message:

"Do you want to proceed with authentication".



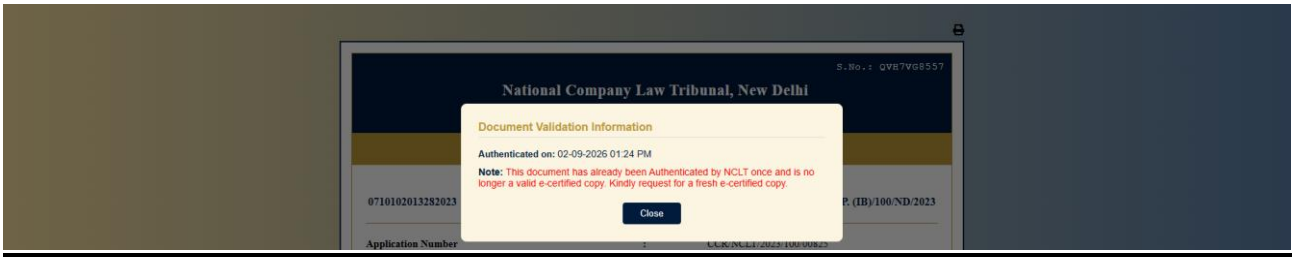
6.4 Upon approving authentication, the following message will display:

<u>"Document authenticated Successfully"</u>



6.5 The authentication of an e-Certified Copy through the verification facility shall be recorded against the corresponding Application number and the document(s) specified in the Facing Sheet. Once authenticated, the Facing sheet and the documents cannot be authenticated again in case the same is attempted, following message shall be displayed:

<u>"This document has already been authenticated by NCLT once and is no longer a valid e-certified copy. Kindly request for a fresh e- certified copy"</u>



6.6 An e-Certified Copy issued through the NCLT portal shall be valid for one filing/use only. Once the document(s) specified in the Facing Sheet have been authenticated through the NCLT portal for the purpose of a filing before the Supreme Court, NCLAT, High Court or any other Court, Tribunal, authority or forum, the same e-Certified Copy shall not be used for any subsequent filing or proceeding before another Court, Tribunal, authority or forum.

6.7 Where the same order or document is required to be filed subsequently before another Court, Tribunal, authority or forum, the applicant shall apply for a fresh e-Certified Copy in accordance with this SOP.

6.8 For evidentiary and filing purposes, an e-Certified Copy which has been duly issued by the NCLT and successfully verified through the verification facility shall be treated as a certified copy of the original order or record maintained by the Tribunal, in accordance with the applicable provisions of the National Company Law Tribunal Rules, 2016.

7. Technical Failure and Other Exceptional Situations

7.1. Applications that cannot be processed online due to a Technical Failure shall be logged manually by the Copying Branch. An immediate receipt shall be issued to the applicant, and the certified copy shall thereafter be supplied in physical form.

7.2. For any urgent request/approval or in case of any Portal/technical issue, the applicant may approach the designated Registry official of the concerned Bench.

7.3. In case of any dispute regarding the authenticity of an issued e-Certified Copy, the matter shall be referred to the Registrar, NCLT for verification against the CIS record.

8. Role of Registry

8.1. On receipt of an application, the AR Login shall verify the case number, order/document particulars and the applicant's linkage to the case or, in the case of a third-party applicant, the applicant's locus. Upon verification, the AR shall approve or reject the request.

8.2. Upon approval or rejection by the AR, the request shall be reflected under the “Fresh Certified copy” tab in the DR Login. The DR in charge shall thereafter approve or reject the request. In case of approval, the request shall be finally approved and sent to the user for payment. In case of rejection by the DR, an intimation of the rejection shall be sent to the user.

8.3. On realization of the prescribed fee, wherever applicable, the order/record shall be retrieved from the digitized case record maintained in the CIS. Upon retrieval of the record, the application shall be reflected in the DR Login under the tab “Generate Certified Copy”. Upon generation, a certified copy of the record with red stamp shall be generated.

8.4. The generated copy shall thereafter be reflected under “Sign Certificate” tab. The document shall then be digitally signed by using DSC of the designated registry officer. Upon digital

signing of the document, the DR shall thereafter sign the Facing Sheet. Once the Facing Sheet has been signed, the DR shall send the e-Certified Copy to the user.

8.5. The Application Number (or QR code) shall be generated and embedded in the copy to enable independent verification. By a single application, only one e-Certified Copy can be applied for. If an applicant requires multiple copies, the applicant shall submit separate applications for each copy.

8.6. The digitally signed copy shall be uploaded to the applicant's dashboard and an auto-generated SMS/email intimation shall be sent to the applicant.

8.7. Applications that cannot be processed online due to a Technical Failure shall be logged manually by the Copying Branch. An immediate receipt shall be issued, and the certified copy shall thereafter be supplied in physical form in accordance with the existing (pre-digital) procedure. The corresponding portal entry shall be updated retrospectively once normalcy is restored.

8.8. Applications for certified copies shall not be rejected solely on the ground that the applicant is not a party to the proceedings. In case of a third-party application, the applicant shall furnish the reason for seeking the certified copy along with an affidavit disclosing bona fide interest in the matter.

8.9. In matters involving confidential or sensitive records, issuance of certified copies shall be subject to the orders of the Bench concerned.

8.10. Each Bench shall maintain a separate electronic record/register of applications for certified copies by third parties, including the number of applications received, allowed and rejected and the time taken for disposal.

8.11. A monthly statement indicating the number of applications received, allowed and rejected, along with the time taken for disposal, shall be furnished by each Registry to the Principal Bench.

8.12. Applications for e-Certified Copy shall, as far as practicable, be processed and the e-Certified Copy made ready within 48 hours of receipt of the application, subject to completion of the applicable process, including scrutiny and fee realization, wherever applicable. In case of delay, the reasons for such delay shall be recorded physically.

9. MONITORING

9.1. The designated Registrar of each Bench shall ensure strict compliance with this SOP and uniformity in its implementation.

10. GENERAL

10.1. The e-Certified Copy facility shall operate in addition to the existing facility for issuance of certified copies in physical form.

10.2. This SOP shall be read subject to the provisions of the National Company Law Tribunal Rules, 2016 and any applicable circular, direction or order of the Tribunal or the concerned Bench.

***