NATIONAL COMPANY LAW TRIBUNAL AHMEDABAD BENCH AHMEDABAD

NOTICE

All Lawyers/ Professionals are hereby informed to get themselves registered on the website <u>https://efiling.nclt.gov.in/</u>, as a part of preparation for the purpose of commencing E-Filing system in the NCLT, Ahmedabad Bench. The Lawyers/ Professionals whose matters are currently pending shall also register on the above given website.

By Order

Deputy Registrar

Date: 17.8.2020



NATIONAL COMPANY LAW TRIBUNAL राष्ट्रीय कंपनी विधि अधिकरण





Content

Section	Page Number
User Registration	<u>3</u>
User Home Page Navigation	<u>10</u>
Petition/Appeal Filing - Petitioner	<u>26</u>
Application Filing – Petitioner/Respondent	<u>42</u>
Additional Document Upload – Petitioner/Respondent	<u>59</u>
<u>Re-Filing in case of defects raised by NCLT</u>	<u>75</u>
My Account Details	<u>79</u>
IRP/RP Account	<u>85</u>
ROC/RD Liquidator Account	<u>108</u>

User Registration



2. Click on Register link on e-Filing website



3. Select required user type for registration



4. Fill required user details for creating user ID

Based on user type, Registration e - filing User Registration (as Advocate) ኆ Number/Enrollment number is required for e.g. Bar ID for advocates, User representing Law/Professional Firm ○ Yes ○ No ICSI number for Company Secretaries, etc. Individuals can enter any Any prior registration process is incomplete click here 🗌 Yes government issued ID. Name* Registration Address 1* ND/123/2018 1, Lambard Land Mr BB Singh Number/Enrollment Number* Address 2* Land-mark* State* Jankpuri JJ Hospital Delhi v City/District* Login Id* Pin-code* EAST 100000 bbsingh Mobile Number* Send OTP Verified E-mail Id* e-mail Id User needs to Back Submit & Next Reset authenticate mobile number using OTP. User needs to enter captcha to receive Careful OTP Please Enter Captcha. Then proceed ahead.

5. OTP based authentication of mobile and email id is mandatory

e - filing User Registration (as Advocate)							
User representing Law/Professional Firm		🔿 Yes 💿 No					
Any prior registration process is incomplete click here		□ Yes					
Name*	Mr BB Singh	Registration Number/Enrollment Number*	ND/123/2018 Address 1*		1, Lambard Land		
Address 2*	Jankpuri	Land-mark*	JJ Hospital	State*	Delhi 🗸		
City/District*	EAST	Pin-code*	100000	Login Id*	bbsingh		
Mobile Number*			✓ Verified				
E-mail Id*			✓ Verified				
Back		set Submit & Next					
Click on "Submit & Next" to proceed							

6. Upload proof of Unique ID



User Home Page Navigation

