

राष्ट्रीय कम्पनी विधि अधिकरण/ NATIONAL COMPANY LAW TRIBUNAL

छठा तल, ब्लॉक-3, सी. जी. ओ. कम्पलैक्स, लोधी रोड़, 6th Floor, Block-3, CGO Complex, Lodhi Road, नई दिल्ली/New Delhi- 110003 दिनॉक/ Dated: 2nd December 2020

NOTICE

Reference training session by NIC held on 27.5.2020 & 2.6.2020 regarding e-filling at NCLT, Ahmedabad.

The National Company Law Tribunal, Ahmedabad is now ready to start e-filling. Therefore, all concerned are hereby requested to file application/petition/appeal/ reply etc. online through NCLT e-filling portal w.e.f. 7.12.2020. The URL for the same is available on NCLT website (www.nclt.gov.in).

On opening of filing-counter for physical filing all concerned are requested to file two complete sets (legal size) in hard copy at the filling counter NCLT, Ahmedabad alongwith the e-filling receipt.

It shall be ensured that the application/petition/appeal/ reply etc. uploaded while filling online are the same documents as in hard copy.

(Shiv R Registrar

NCLT e-Filing Software User Manual

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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 ^O No ICSI number for Company Secretaries, etc. Individuals can enter any Any prior registration process is incomplete click here □ Yes government issued ID. Registration Address 1* Name* Mr BB Singh ND/123/2018 1. Lambard Land Number/Enrollment Number* Address 2* Land-mark* State* Jankpuri JJ Hospital Delhi v City/District* Pin-code* Login Id* EAST 100000 bbsingh Mobile Number* Send OTP Verified E-mail Id* e-mail Id User needs to Submit & Next Back 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

希 e - filing User Regis	tration (as Advocate)				
User representing Law/Professi	ional Firm		🔿 Yes 🖲 No		
Any prior registration process i	is incomplete click here	□ Yes			
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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		
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				Click on "Submit & Next" to proceed	

6. Upload proof of Unique ID



User Home Page Navigation

7. Enter login details



8. Select NCLT option



9. Agree to Disclaimer





11. Draft Cases – Click on draft cases link on dashboard

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12. Draft Cases – Click on draft cases link on dashboard



13. Online/Offline Cases – Click on Offline/Online Payment link on Dashboard



14. Online/Offline Cases – Click on Offline/Online Payment link on Dashboard



15. E-Filed Cases – Click on E-Filed cases link on Dashboard













21. Case Association (3/3)

🚳 Welcome: nitin	+ Party Details					
Petitioner Store	Data Updated Successfully.					
Respondent Store	Name Mobile	*****6770				
🤗 My Account 🗸 🗸	Email Id	anu*******d@pwc.com Submit Back				
NCLT e-filing Indox x	Click on Submit to update the added details in the system				ē	ß
e-filing@nclt.gov.in			3:06 PM (1 minute ago)	☆	*	:

to me 👻

Dear User, You have been added as a party in case number:CP/109/PB/2018. Your contact details have been updated as per latest details provided in e-Filing website. Filing no in this case is 0710102006012018 and Security Code is 0C05157EBE87984A6F20105C67BC3134

An email and SMS will be sent to the user along with security code to upload documents for the given case

Petition/Appeal Filing - Petitioner



23. Companies Act – Petition/Appeal Filing (Basic Details Screen)



24. Companies Act – Petition/Appeal Filing (Add Petitioner)



added

25. Companies Act – Petition/Appeal Filing (Add Respondent)



of respondents added

26. Companies Act – Petition/Appeal Filing (Add Representative)



27. Companies Act – Petition/Appeal Filing (Upload Document)



28. Companies Act – Petition/Appeal Filing (Checklist)

The user needs to ensure that all the points mentioned in the checklist have been taken care of while uploading documents

W TRIBUNAL HOME CHANGE PASSWORD EDIT PROFILE INCIDENT REPORT LOGOUT **Basic Details** Add Petitione Add Responden Add Representative Upload Document Check List Final Previe Paymen Date & Time : - Wed Jun 03 12:48:42 IST 2020 Reference No : - 0404113002622020 Main Check List CheckList Remarks 1 Whether the petiton/application/appeal falls under the territorial jurisdiction of New Delhi/-----Bench of NCLT? Yes ~ 2 Whether petition/application/appeal/reply and all enclosures are legible and in English language? \sim Yes User can select Yes, No 3 Whether petition/application/appeal/reply has been printed in double spacing on one side of standard petition paper with an inner margin of Yes ¥ about four centimeter width on top and with a right margin of 2.5cm left margin of 5cm and duly paginated, indexed and stitched together in and N/A against the paper book form? checklist statement and 4 Whether the relevant provisions of the Companies Act 2013/NCLT rules, 2016 have been clearly mentioned in the petition/aplication/appeal? \sim Yes provide their remarks for 5 Whether Petitioner/aplication/appellant is entitled to and have the requisite qualification to file the petition e.g. Under section 241 and 242 of ~ Yes the same the Companies Act, 2013 in accordance with section 244 of the Act & attached documentry proof of entitlement? 6 Whether the petitioner/application/appeal/reply has been signed at the foot of each page by all the petitioner /applicant/appellant/respondent Yes ~ and their name (s) has also been mentioned?

21	Whether proof of service of the petition/application/appeal/reply on the concerned registrar of companies and regional director, Ministry of Corporate Affairs has be filled?	Yes	~	У
22	Whether proof of service of the petition/application/appeal/reply on all the respondents as well as caveat or (S), if any has been filed?	Yes	~	У
23	Whether brief of sum Click Submit after	Yes	~	У
24	providing details to	Yes	~	У
	screen			

29. Companies Act – Petition/Appeal Filing (Final Preview)

The user can view all the details filled till now and go back to edit any details if required

- Details Add Petitione	r Add Respondent Add Repr	resentative Upload Document	Check List Final Preview Pay	ment
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30. Companies Act – Petition/Appeal Filing (Payment)


31. Companies Act – Petition/Appeal Filing (Online Payment - 1/3)



32. Companies Act – Petition/Appeal Filing (Online Payment - 2/3)



33. Companies Act – Petition/Appeal Filing (Online Payment - 3/3)



34. Companies Act – Petition/Appeal Filing (Offline Payment – 1/2)

NATIONAL COMPANY LAW TRIBUNAL

राष्ट्रीय कंपनी विधि अधिकरण

Provide the demand draft details in the form shown. If required, user can enter details of multiple drafts as well but values need to be entered one draft at a time

Basic Details Add Petitioner	Add Respondent	Add Representative	Upload Docun	home CHA	well but values need to be entered one draft at a tim			
Your Payable Amount is :	1000 Rupees		Your Remaining A	mount to be paid :	0 Rupees			
Select payment Mode	Online (Pay Offline (Pay	y Fees through Net Bankin y Fees through DD)	g/Credit Card/Debit (Card)				
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Issue Date*	dd-mm-yyyy		Bank Name*		Bank Name			
Branch Name*	Branch Name		State*	(Select State			
District*	Select District	~	Pin-code		Pin-Code			
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35. Companies Act – Petition/Appeal Filing (Offline Payment – 2/2)



36. IBC Code – Petition/Appeal Filing



Application Filing – Petitioner/Respondent

37. Petitioner Corner – Application Filing





39. Companies Act/IBC Code – Application Filing (Basic Details)



40. Companies Act/IBC Code – Application Filing (Link with Main Case)



41. Companies Act/IBC Code – Application Filing (Add Petitioner)



42. Companies Act/IBC Code – Application Filing (Add Respondent)



of respondents added

43. Companies Act/IBC Code – Application Filing (Add Representative)



44. Companies Act/IBC Code – Application Filing (Upload Document)



45. Companies Act/IBC Code – Application Filing (Checklist)

The user needs to ensure that all the points mentioned in the checklist have been taken care of while uploading documents

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2	Whether petition/application/appeal/reply and all enclosures are legible and in English language?	Y	es 🗸	У		
3	Whether petition/application/appeal/reply has been printed in double spacing on one side of standard petition paper with an inner margin of about four centimeter width on top and with a right margin of 2.5cm left margin of 5cm and duly paginated, indexed and stitched together in paper book form?	Y	es 🗸	У	 User car and N_i 	n select Yes, No /A against the
4	Whether the relevant provisions of the Companies Act 2013/NCLT rules, 2016 have been clearly mentioned in the petition/aplication/appeal?	Y	es 🗸	У	checklist	: statement an
5	Whether Petitioner/aplication/appellant is entitled to and have the requisite qualification to file the petition e.g. Under section 241 and 242 of the Companies Act, 2013 in accordance with section 244 of the Act & attached documentry proof of entitlement?	Y	es 🗸	У	t t	he same
6	Whether the petitioner/application/appeal/reply has been signed at the foot of each page by all the petitioner /applicant/appellant/respondent and their name (s) has also been mentioned?	Y	es 🗸	У		

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an.

21	Whether proof of service of the petition/application/appeal/reply on the concerned registrar of companies and regional director, Ministry of Corporate Affairs has be filled?	Yes	~	У
22	Whether proof of service of the petition/application/appeal/reply on all the respondents as well as caveat or (\$), if any has been filed?	Yes	~	У
23	Whether brief of super- Click Submit after	Yes	~	У
24	providing details to proceed to next	Yes	~	У
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46. Companies Act/IBC Code – Application Filing (Final Preview)

The user can view all the details filled till now and go back to edit any details if required

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47. Companies Act/IBC Code – Application Filing (Payment)



48. Companies Act/IBC Code – Application Filing (Online Payment - 1/3)



49. Companies Act/IBC Code – Application Filing (Online Payment - 2/3)



51. Companies Act/IBC Code – Application Filing (Offline Payment – 1/2)

NATIONAL COMPANY LAW TRIBUNAL

राष्ट्रीय कंपनी विधि अधिकरण

Provide the demand draft details in the form shown. If required, user can enter details of multiple drafts as well but values need to be entered one draft at a time

Basic Details Add Petitioner	Add Respondent Add Representative	Upload Document Check .	entered one draft at a time					
Your Payable Amount is :	1000 Rupees	Your Remaining Amount to be paid :	0 Rupees					
Select payment Mode	Online (Pay Fees through Net Banki Offline (Pay Fees through DD)	 Online (Pay Fees through Net Banking/Credit Card/Debit Card) Offline (Pay Fees through DD) 						
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HOME CHA

52. Companies Act/IBC Code – Application Filing (Offline Payment – 2/2)

Additional Document Upload – Petitioner/Respondent

55. Petitioner/Respondent Corner – Upload Document

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NATIONAL COMPANY LAW TRIBUNAL Trecht and										
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64. Petitioner/Respondent Corner – Document Upload/Add Advocate





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Re-Filing in case of defects raised by NCLT

68. Petitioner/Respondent Corner – Re-filing



69. Petitioner/Respondent Corner – Re-filing



70. Petitioner/Respondent Corner – Re-filing



My Account Details



72. Petitioner/Respondent Corner – My Account (Main Cases)



73. Petitioner/Respondent Corner – My Account (Submitted Documents)

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74. Petitioner/Respondent Corner – My Account (Submitted Documents)



75. Petitioner/Respondent Corner – My Account (Transaction History)

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IRP/RP Account

Company Lett NATIONA Trugent at the NATIONA	AL COMPANY LAW TRIBUNAL П ПЕВ ЗЕВФХЧ HOME CHANGE PASSWORD EDIT PROFILE INCIDENT REPORT LOGOUT	
Welcome: test_irp	12 Draft Cases > 0 Payment (Online) > 0 Payment (Offline) > 0 E-Filed Cases > 0 IA-F	iled >
🔵 My Account 🗸 🗸 🗸		
> 😁 My Cases	The user under IRP/RP/Liquidator login has following options	
> 👕 Filing/Document Upload	available:	
> 🛛 Transaction History	 My Cases – To view draft and filed applications Filing/Document Upload – To upload documents, reports 	
> Submitted Documents	and file applications in assigned cases Transaction History – To view receipts of navments made	
> Document Upload	while filing applications	
> Re-filing	 Submitted Documents – The list of documents submitted under filed applications 	
🖱 Logout	5. Re-filing – Resubmission of document or application filed in which defect has been raised by NCLT scrutiny staff	



NATIONAL COMPANY LAW TRIBUNAL राष्ट्रीय कंपनी विधि अधिकरण



					Search		۹ -
Sr.No	Reference No	Case No	Case Type	Petitioner Name	Respondent Name	Filing Status	Action
1	0710102059682020	0710102400882016	Interlocutory Application(IBC)	GHGHG		Draft	2
	0710102059552020	0710102400882016	Cross Application	TEST PET P1		Draft	2
	0710102054962020	0710102400882016	Interlocutory Application(IBC)	ABS		Draft	2
	0710102033842020	0710102400882016	Company Application			Draft	2
	0710102021352020	0710102400882016	Company Petition IB	t		Draft	2
	0710102010132020	0710102400882016	Company Petition IB	Motorola	Realme	Draft	2
	0710102153862019	0710102400882016	Company Petition IB	test		Draft	2
	0710102103832019	0710102400882016	Company Application			Draft	2
	0710102100082019	0710102400882016	Company Petition IB	asssa		Draft	2
)	0710102100072019	0710102400882016	Company Petition IB			Draft	2

78. IRP/RP Account – Filing/Document Upload

Company Leg NATIONAL Tischer Tischer Welcome: test_irp	COMPANY LAW वेधि अधिकरण	TRIBUNAL	Choose	ном Your Corresp	E CHANGE	As the user IRP/RP/Liquidato by itself will be section for user. see the case t contact NC	is appointed as or in a case, the case e visible under this If user is unable to hen they need to CLT authorities
My Account	Filing No 🎼	Case No	Pet Name 斗	Res Name 斗	Date Of Filing 1	Preview and Upload	Filing ↓
🖱 Logout	0710102400882016	C.P. (IB)/9872/PB/2016	TEST PET P1	TEST PET P2	01-Jul-2018	View	Proceed To Filing
	0710102400912016	C.P. (IB)/6987/PB/2016	TEST PET 2	TEST RES 2	01-Jul-2018	View	Pr/ ceed To Filing
	Showing 1 to 2 of 2 entri	ies	ac	lick to previe details and u dditional doc where fees require	ew case pload suments is not d	Cli applic m	P is 1 Next ck to file cation under ain case

79. IRP/RP Account – Filing/Document Upload (Document Upload)



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		PR	EVIEW					
		Basi	c Detail	S				
NCLT Location	New Delhi		Case Ty	pe/Nature		Company Petition IB		
Case Title	TEST PET P1	VS TEST PET P2	Subject	Matter		MATTER.		
Remarks								
		Se	ctions					
1	Sec. 58(3)					0]
								_
+ PETITIONER'S LIST								
S. No. Petitioner name	Aadhar Number	Petitioner address	State	District	Pincode	Mobile Number	E-mail Id	
1 TEST PET P1		8505879266	Delhi	NEW DELHI	110003			
					T	I	n)
S. No. Respondent name 1 TEST PET P2	Aadhar Number	Respondent address DELHI	State Delhi	District	Pincode 110003	Mobile Number	E-mail Id	
								Review the
							de	tails and c
ADVOCATE'S LIST								
								Next to pro
S. No.		Petitioner/Respondent Nan	ae			Advocate N	ame	
1 TEST PET	2				ABHA	IVEER SHARMA		
SUBMITTED CHECK LIST								
SUBMITTED CHECK LIST	Think				1	Net		

80. IRP/RP Account – Filing/Document Upload (Document Upload)



81. IRP/RP Account – Filing/Document Upload (Document Upload)



Basic Details Add Petitioner	Add Respondent Upload Document	Preview	
A BASIC DETAILS			
Reference No : -null			
NCLT Location*	New Delhi	✓ Location of Registered Office of Responde	ent* Union territory of Delhi 🗸
Case Type/Nature*	Interlocutory Application(IBC)	✓ Filing Number	0710102400882016
Section of IBC Act 2016*	Sec. 12A	↓ Fee Amount	1000
	Save and Next		Total Payable Amount : 1000



added





The user can view all the details filled till now and go back to edit any details if required

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PREVIEW AND CONFIRM FOR FINAL SUBMISSION

Digital India

LOGOUT

EDIT PROFILE INCIDENT REPORT

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HOME

Reference No : - 0710102059692020

NCLTL	action	New Dall-		Case Tre	ne/Nature		Turteral	autors Application(IBC)
NCLI LO	ocation	New Delhi	New Demi				Interio	cutory Application(IDC)
Location	of Respondent	Union territory	y of Delhi	Case Nu	ımber		07101	02400882016
			Se	ections				
1 Sec. 12A								
			Petiti	oner's Lis	st			
S. No.	Petitioner name	PAN Number	Petitioner address	State	District	Pincode	Mobile Nu	mber E-mail Id
1	IRP 1		Test Address	Delhi	EAST	112020	10000000) aab@gmail.in
			Respo	ndent's L	ist			
S. No.	Respondent name	PAN Number	Respondent address	State	District	Pincode	e Mobile	N . E mail Id
1	NA	NA	NA			NA		Click Next after
			Uploaded I	Documen	t's List		cl	necking details to proceed to next
S. No.	Document Filed	By	Sub Document Type		No. of Pag	ges		screen
1	IRP/RP		Company-Application		1		M	2.2.1

The user can make payments Online (Bharatkosh portal) or offline (DD details) as per instructions by NCLT authorities

Your Payable Amount is :	1000 Rupees	Your Remaining Amount to be paid :	1000 Rupees
Select payment Mode	Online (Pay Fees through Net Bankin Offline (Pay Fees through DD)	g/Credit Card/Debit Card)	
	Cor	tinue	
S. No. Demay 0.	Amount Rs. Bank Name	Branch Name State I	District Pin Code Action
Select either Online or Offline mode of			

88. IRP/RP Account – Filing/Document Upload (Application Filing) (Online Payment - 1/3)



89. IRP/RP Account – Filing/Document Upload (Application Filing)(Online Payment - 2/3)





NATIONAL COMPANY LAW TRIBUNAL राष्ट्रीय कंपनी विधि अधिकरण Provide the demand draft details in the form shown. If required, user can enter details of multiple drafts as well but values need to be entered one draft at a time

Your Payable Amount is :	1000 Rupees		Your Remaining A	Amount to be	paid :	ente	ered one d
Select payment Mode	Online (Pa ©Offline (Pa	y Fees through Net Bank 1y Fees through DD)	ing/Credit Card/Debit (Card)			
Demand Draft No.*	Demand Draft No).	Amount Rs.*		Amou	nt Rs.	
Issue Date*	dd-mm-yyyy		Bank Name*		Bank	Name	
Branch Name*	Branch Name		Payable at*		Payab	le at	
State*	Select State	``	/ District*		Selec	t District	~
Pin-code	Pin-Code						
S. No. Demand Draft N	io. Amount Rs.	Bank Name	Branch Name	State	District	Pin Code	Action
1 12000	1000	BBB	BBB	Delhi	EAST		Delete
		Proceed To F	Leceipt		Click recei DD de	on "Proo pt" after etails to g	ceed to adding generate



92. IRP/RP Account – My Account (Submitted Documents)

Welcome: test_icp			HOME CHAN	GE PASSWORD EDIT PROFILE INCIDENT RI	EPORT LOGOUT
Hy Account	Enter your Fi	ling Number:	Search		
O Logost			Choose Your Corresponding Details For D	ocument View Status	
				Search:	
	Select 🗍	Filing No	Case Title	Case Type	Payment Status
		2401105000042020	SSS Vs. FASSS	Company Petition IB	COMPLETED
		2401105000032020	Jsjaiaja	Company Petition	COMPLETED
		2401105000052020	SIMU Vs. NASHB	CA(A) Merger & Amalgamation	COMPLETED
		0902109000232020	M/s Demo Ltd Vs. M/s Demo Res Ltd	Company Appeal	COMPLETED
		3305118000052020	MMMMM Vs. JJJJJJ	Company Appeal	COMPLETED
Select the case to view uploaded documents	Showing 1 to	5 of 29 entries	Proceed To Document List	Previous 1 2	3 4 5 6 Next

93. IRP/RP Account – My Account (Submitted Documents)

Company Lour NATION Theorem and the Trick of the theorem	al Company Law Tribuna 11 विधि अधिकरण	AL	्रत्वस्म एक कदम स HOME CHANGE PASSWORD EDIT PROFILE	्मारत प्रायता की ओर INCIDENT REPORT LOGOUT						
Welcome: test_irp										
 Hy Account 	Enter your Filing Number: 0902109000232	2020 Search								
O Legent	Uploaded Document List									
	Filing No : NA Cause Title : KREATE ENERGY PVT. LTD VS M/S MEENAKSHI FERRO INGOTS PVT. LTD									
	Party Name ↓ ₽ Party Type ↓	Serial No 💵 Misc No	Filed date	File Name						
	M/s Demo Ltd Petitioner	1 0902109000232020	29-05-2020 Petition	Appeal.pdf						
	M/s Demo Ltd Petitioner	1 0902109000232020	29-05-2020 Proof-of-Service	Proof of Septing off						
	Showing 1 to 2 of 2 entries	Click to vigate to ous screen	ck Click to vi upload docum	ew the ded nent						

NATIONAL COMPANY LAW TRIBUNAL ver out versun al sit Treglita or url falls alloort HOME CHANGE PASSWORD EDIT PROFILE INCIDENT REPORT LOGOUT									
Welcomes test_irp	Transaction History								
 Hy Account 	Search:								
⊖ Logout	Sr No ↓≜	Filing No	NCLT Txn Id	Amount ↓	Txn Status ⊔	Payment Mode	View Receipt		
	1	0902109000242020	0204020079452020	2000 Rs	SUCCESS	Offline	 View Receipt 		
	2	3214117000082020	1415020079332020	1000 Rs	SUCCESS	Offline	View Receipt		
	3	2401105000092020	0103020079262020	2000 Rs	SUCCESS	Offline	View Receipt		
	4	3305118000082020	0507020079242020	1000 Rs	SUCCESS	Offline	 View Receipt 		
	5	2401105000082020	0103020079192020	10000 Rs	SUCCESS	Offline	 View Receipt 		
	Showing	1 to 5 of 27 entries				evious 1 2	2 3 4 5 6 Next		
					Click to view the receipt of transaction				



96. IRP/RP Account – Re-filing



97. IRP/RP Account – Re-filing


ROC/RD/ Liquidator Account

98. ROC/RD/Liquidator Login



99. ROC/RD/Liquidator – File Reports



100. ROC/RD/Liquidator – File Reports



documents

101. ROC/RD/Liquidator – Report Submission

The user can view the list of cases which have been added to their account for reports submission under Submit Reports

HOME CHANGE PASSWORD

EDIT PROFIL



Welcome:		Sr.No	Case Type	Petitioner Name	Respondent Name	Action
Petitioner Corner	• •	1	Company Petition IB	M/S INDUS CONTAINER LINES FINANCE PVT LTD	M/S GEO EXPRESS PVT LTD	0710200412992017
Respondent Corner		2	Company Petition	VIJAY AGGARWAL	SUSHIL AGGARWAL & COMPANY PRIVATE LIMITED	0710102098902019
File Reports					Click on filing number to navigate	
My Account	~				to document upload screen	
) Logout						

102. ROC/RD/Liquidator – Report Submission



THANK YOU