

**No. 25/2/2016-NCLT
Government of India
National Company Law Tribunal**

6th Floor, Block -3,
CGO Complex, Lodhi Road
New Delhi-110003

Dated 28th July, 2016

ORDER

Reference NCLT Rules, 2016 notified on 21.7.2016 by the Ministry of Corporate Affairs.

2. A uniform check list for scrutiny of the petition/application/appeal to be filed before all Benches of the National Company Law Tribunal as per the NCLT Rules, 2016 is attached (Annexure 'A') for necessary action.

By order of the National Company Law Tribunal.


(Shiy Ram Bairwa)
Registrar

Copy to:

1. P.A. to Hon'ble President, National Company Law Tribunal, New Delhi.
2. All Hon'ble Members, National Company Law Tribunal.
3. Secretary, National Company Law Tribunal, New Delhi.
4. Officers of National Law Tribunal, Principal Bench, New Delhi/ Kolkata/ Mumbai/ Chennai/ Ahmedabad/ Allahabad/ Bengaluru/ Chandigarh/ Gauhati/ Hyderabad.
5. All Registrars of Companies
6. The Institute of Chartered Accountants of India, ITO, New Delhi.
7. The Institute of Company Secretaries of India, ICSI, House 22, Institutional Area, Lodhi Road, New Delhi-110003.
8. Bar Councils New Delhi/ Kolkata/Mumbai/Chennai.
9. NCLT, website/Notice Board

National Company Law Tribunal
New Delhi

Diary No.....

Check List for Scrutiny of Petition/ Application /Appeal/Reply

S. No.	To be Ascertained	Yes/No.	Reference Page No.
1.	Whether the petition/application/appeal falls under the territorial jurisdiction of New Delhi/----- Bench of NCLT?		
2.	Whether petition/application/appeal/reply and all enclosures are legible and in English language?		
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 2.5 cm, left margin of 5 cm and duly paginated, indexed and stitched together in paper book form?		
4.	Whether the relevant provisions of the Companies Act 2013/NCLT rules, 2016 have been clearly mentioned in the petition/application/appeal?		
5.	Whether petitioner/applicant/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 documentary proof of entitlement?		
6.	Whether the petition/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?		
7.	Whether name of the petitioner/applicant/appellant/respondent, complete address viz. the name of the road, street, lane and Municipal Division or Ward Municipal Door and other number of the house; the name of the town or village; the post office, postal district and PIN Code has been mentioned in the petition/application/appeal/reply?		
8.	Whether fax number, mobile number, valid email address of the petitioner/applicant/appellant/respondent have been mentioned?		
9.	Whether in every interlineations, eraser or correction or deletion in petition/ application/appeal/document/reply has been initialed by the party or his authorized representative?		
10.	Whether affidavits (Form No. NCLT. 6) verifying the petition/ application/appeal/reply from all the petitioner/applicant/appellant/respondent drawn on non-judicial stamp paper of requisite value duly attested by Notary Public / Oath Commissioner have been filed?		
11.	Whether full name, parentage, age, description of each party, date, address and in case a party sues or being sued in a representative character, has been set out in accordance to rule 20 (5) of NCLT Rules, 2016?		

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12.	Whether petition/application/appeal/reply has been drawn in prescribed form as per Annexure 'A' of NCLT, Rules, 2016 with stipulated fee given in the schedule of these rules? The fee is to be paid by way of demand draft/IPO drawn in favour of "The Pay & Account Officer, Ministry of Corporate Affairs, New Delhi".		
13.	Whether documents accompanied to petition/application/appeal/reply have been duly certified by the authorized representative or advocate filing the petition or application or appeal?		
14.	Whether the accompanied documents to the petition/application/appeal/reply has been verified from the originals and are in line with the provisions of -Rule 23 NCLT, Rules, 2016? The original should be brought before the Deputy Registrar for verification?		
15.	Whether petition/application/appeal/reply has been filed in three authenticated copies and delivered to the opposite party?		
16.	Whether all relevant enclosures to the petition/application/appeal/reply have been attached as per the Annexure 'B' of NCLT Rules, 2016?		
17.	Whether Annexures to the petition/application/appeal/reply has been numbered serially?		
18.	Whether Vakalatnama (with enrolment no.) filed, is bearing court fee stamp of Rs. 2.75 p and in accordance with the Circular No. 13/Rules/DHC dated 26.10.2009 issued by the Registrar General, Delhi High Court?		
19.	Whether documents with regard to shareholding/paid up capital/balance sheet of the petitioner/applicant/appellant have been attached?		
20.	Whether notice to be given to the Central Government along with copy of petition/application/appeal under the relevant provision of the Companies Act 2013?		
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 been filed?		
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?		
23.	Whether brief of synopsis within two or three pages has been filed?		
24.	Whether date of events within two or three pages has been filed?		
25.			

Scrutiny Clerk

