

**NATIONAL COMPANY LAW APPELLATE TRIBUNAL**  
**Checklist for filing of Appeals under the Companies Act, 2013 &**  
**the Insolvency and Bankruptcy Code, 2016**

**Appeals to be in Form NCLAT-1 along with an affidavit in Form NCLAT-4**  
**of the National Company Law Appellate Tribunal Rules, 2016 (Rules)**

**In E-Filing:** (User manual is available on e-filing portal in Help Center, i.e.,  
<https://efiling.nclat.gov.in/helpInner.drt>)

<b>1.</b>	<b><u>Basic Details:</u></b> (Language – English) <ul style="list-style-type: none"><li>- “Act” should be selected correctly.</li><li>- “Section” should be selected correctly.</li><li>- “NCLAT Location” should be selected correctly.</li><li>- “Jurisdiction/Location” should be selected correctly.</li><li>- Case title will be auto filled (According to memo of parties, such as ‘ABC &amp; Anr vs XYZ &amp; Ors’, which is to be filled by the respective party(ies) at the time of filling the details of Appellant(s) and Respondent(s)).</li><li>- NCLT case Details should be mentioned correctly such as (i) case type, (ii) case number, (iii) Bench (iv) case year and (v) case title as per impugned order.</li><li>- Copy order dates &amp; Presiding Judge(s) and other members’ details should be mentioned correctly as per the impugned order.</li><li>- If parties want to file IA along with appeal, tick mark (✓) in the given column.</li><li>- Appellant’s and Respondent’s list as well as representative details under the tab “Add Appellant”, “Add Respondent” and “Add Representative”</li></ul>
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should be updated accordingly, as per memo of parties.

- Upload documents. (Color scanned copies of original documents should be uploaded.)
- Filing fees is to be deposited through Bharatkosh/Demand Draft as per Act/Rules (details of Transaction ID for Bharatkosh payments or Demand draft fees particulars should be mentioned correctly and separately for each appeal/application).
- Details are required to be submitted separately for each impugned order being challenged.
- In IA, Contempt case, Review Application, Restoration Application, e-filing number /case number of pending/disposed case should be mentioned correctly.
- In IA(s), Contempt case, review application, restoration application, etc. case type and subject should be selected correctly before uploading documents.
- Please ensure that uploading of documents for IA should be done separately from main case in e-filing.
- Separate IAs to be filed in e-filing portal for exemption from filing certified copy of impugned order, true typed/translated copy of annexures and dim/illegible pages etc.
- Please check and ensure that all details of documents are uploaded with correct indexing in single PDF (Volume-wise).
- Bookmarking / pagination should be done as per index, while uploading the documents in e-filing portal and it is mandatory to fill all the details.

Helpline number: 011-24306820