

National Company Law Appellate Tribunal

Verify

1.	(i)	Language of appeal - English
	(ii)	If in some other language - it should be accompanied by a copy of translated version in English
	(iii)	<ul style="list-style-type: none"> - Fairly and legible type-written or printed. - Double spacing - On one side of standard paper with inner margin of about 4 cm - Width on top & right margin 2.5. cm. - Left margin 5 cm. - Duly paginated. - Stitched together in paper book form
2.		<ul style="list-style-type: none"> - Cause Title shall state "In the National Company Law Appellate Tribunal" - See the proceedings or order of the authority against which it is preferred. - It should be divided into paragraphs - Numbered consecutively - Each paragraph shall contain as nearly as may be, a separate fact or allegation or point. - Where Saka or other dates are used, see whether corresponding dates of Gregorian calendar given or not.
3.		<ul style="list-style-type: none"> - See full name, parentage, description of each party and address - In case a party sue or being sued in a representative character, it should be set out in the beginning of the appeal and need not be repeated in the subsequent proceedings in the same appeal. - The names of parties shall be numbered consecutively and a separate line should be allotted to the name and description of each party and these numbers shall not be changed and in the event of the death of a party during the pendency of the appeal, his legal heirs or representative, his legal heirs or representative should be shown by sub-numbers. - e.g. if Respondent No. 3 dies & there are 4 legal heirs, they will be substituted as Respondent No. 3(a), 3(b), 3(c) & 3(d).

4.	When fresh parties are brought in, they may be numbered consecutively in particular category.
5.	Every proceeding shall state immediately after the Cause Title, the provision of law under which it is preferred
6.	Address for service of summons should be filed with every appeal showing as far as possible – <ul style="list-style-type: none"> (a) the name of the road, street, lane and Municipal Division or ward, Municipal Door and other number of the house; (b) the name of the town or village; (c) the post office, postal district and PIN Code; and (d) any other particular necessary to identify the addressee such as fax number, mobile number and e-mail address.
7.	Every interlineation, eraser or correction or deletion should be initialed by the party or his authorized representative.
8.	- Every appeal should be presented in Form NCLAT-1 - It should be triplicate.
9.	Find out whether stipulated fee enclosed at the time of filing. Non-compliance of this may contribute valid ground to refuse to entertain the appeal.
10.	The appeal should be accompanied by a certified copy of impugned order (not photocopy or typed copy).
11.	All documents filed in the Appellate Tribunal shall be accompanied by an index in triplicate containing their details and the amount of fee paid thereon.
12.	Sufficient number of copies of appeal or petition or application should be filed for service on the opposite parties (if not filed, it is required to be filed within 2 days from issuing of Notice)
13.	In pending matters, all applications should be represented after serving copies in advance on the opposite side/ his advocate/ authorized representative.
14.	Ensure that processing fee prescribed by rules, with required no. of envelopes of sufficient size and notice forms as prescribed shall be filed along with memorandum of appeal

15.	Ensure that Declaration by appellant and verification filed as an affidavit in terms of Form NCLAT-1
16.	Ensure that Vakalatnama is filed – Lawyer/ authorized representative
17.	In case of interlocutory application filed separately, the declaration in affidavit should be in NCLAT-2.
18.	Synopsis-cum-chronological list of events.
19.	The copy of the Petition, Counter Affidavit etc. filed before the NCLT, if they intend to rely on.