NCLT e-Filing Software User Manual
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User Registration
1. Logon to NCLT e-Filing website – efiling.nclt.gov.in
2. Click on Register link on e-Filing website
3. Select required user type for registration

Select the required user type

User can create multiple logins under different user type but login id should be different.
4. Fill required user details for creating user ID

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td>Mr BB Singh</td>
</tr>
<tr>
<td>Address 2*</td>
<td>Jankpur</td>
</tr>
<tr>
<td>City/District*</td>
<td>EAST</td>
</tr>
<tr>
<td>Mobile Number*</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Address 1*</td>
<td>1, Lambard Land</td>
</tr>
<tr>
<td>State*</td>
<td>Delhi</td>
</tr>
<tr>
<td>Registration Number/Enrollment Number*</td>
<td>ND/123/2018</td>
</tr>
<tr>
<td>Pin-code*</td>
<td>100000</td>
</tr>
<tr>
<td>Land-mark*</td>
<td>JJ Hospital</td>
</tr>
<tr>
<td>Login Id*</td>
<td>bbsingh</td>
</tr>
</tbody>
</table>

User needs to authenticate mobile number using OTP. User needs to enter captcha to receive OTP.

Based on user type, Registration Number/ Enrollment number is required for e.g. Bar ID for advocates, ICSI number for Company Secretaries, etc. Individuals can enter any government issued ID.
5. OTP based authentication of mobile and email id is mandatory
6. Upload proof of Unique ID

Select valid document type

Click “Submit & Next” to create user. On successful submission following message appears.

Click to select file. Only .pdf files allowed to upload

Click to proceed to user login screen

Your LoginId and Password has been mailed to your registered mail id.
User Home Page Navigation
7. Enter login details

Enter the correct username and password

Click to Login
8. Select NCLT option
9. Agree to Disclaimer

Click to select NCLT
Click to Agree and Continue
10. User Home Page Dashboard

Click to report any technical issues faced while e-filing.
11. Draft Cases – Click on draft cases link on dashboard

Click to go to edit mode for the case.
12. Draft Cases – Click on draft cases link on dashboard

The user has the option to select the tab last saved to continue and complete e-filing.
13. Online/Offline Cases – Click on Offline/Online Payment link on Dashboard

The user can view the list of cases for which payments were made online/offline.

Click on View Details to view case details.
14. Online/Offline Cases – Click on Offline/Online Payment link on Dashboard

The user can view the status of the case, listing date, purpose and orders uploaded.

Click to expand and view details.
15. E-Filed Cases – Click on E-Filed cases link on Dashboard

The user can view the List of all cases e-filed using the user id

Click to view case status and details or documents uploaded
The user can file petition/appeal/application/document on behalf of petitioner from petitioner store.

User has the following options under Petitioner store:

1. File petition/appeal under Companies Act or IBC
2. File Application under ongoing cases in NCLT
3. File additional documents under ongoing cases in NCLT
4. Associate Case – To receive security code for filing documents
5. Refiling – In case any defects are raised in appeal/application/document filed, user can correct the same
17. Respondent Corner

The user can file application/document on behalf of respondent in a case from respondent store

User has the following options under Respondent store:
1. File Application under ongoing cases in NCLT
2. File additional documents under ongoing cases in NCLT
3. Associate Case – To receive security code for filing documents
4. Refiling – In case any defects are raised in application/document filed, user can correct the same
18. My Account

User has the following options under My Account:
1. View list of all filed cases under My Cases
2. View list of documents in e-filed cases
3. View transaction history of all cases submitted online/offline

The user can view cases filed, documents uploaded or transaction history under My Account.
The user can associate cases with their mobile number and email id and update the same in case details.
User can search a case by filling all the details.

Click to Associate the case and add mobile number and email id.

Click on Edit to add details.
Click on Submit to update the added details in the system.

An email and SMS will be sent to the user along with the security code to upload documents for the given case.
Petition/Appeal Filing - Petitioner
The user can file fresh appeal/petition under Companies Act or IBC Code.

Click to navigate to appeal/petition filing screen.
The user needs to enter the case related details like NCLT location, jurisdiction, case type, section, etc.

Select NCLT location where case petition/appeal to be registered.

Select location of registered office of respondent.

Select relevant case type like Company Petition, or Appeal or petition under merger first motion or second motion.

Click on Save and Next to proceed.

Select section under which appeal/petition is to be filed. Click on More section to add multiple sections.
24. Companies Act – Petition/Appeal Filing (Add Petitioner)

User can enter multiple petitioners in the list by filling and submitting the form again and again.

A 16-digit reference number is generated for tracking the appeal/petition until submission.

Click to view list of petitioners added.

Enter correct email id and mobile number of petitioner for receiving updates from NCLT.

Click on Submit to submit details of a petitioner.

Click Next after adding all petitioners to proceed to next screen.
User can enter multiple respondents in the list by filling and submitting the form again and again.

User can select NA in case there is no respondent in appeal/petition.

Click to view list of respondents added.

Click Next after adding all respondents to proceed to next screen.

Enter correct email id and mobile number of petitioner for receiving updates from NCLT. Mobile number is not compulsory field.

Click on Submit to submit details of a respondent.
In case a representative like advocate, CA, CS or other such representative is filing on behalf of their client from their login, their name will already be available in the list.

Click to view list of representatives added.

Only those representatives which are registered in efiling portal will be available in the dropdown.

Click Next after adding all representatives to proceed to next screen.
27. Companies Act – Petition/Appeal Filing (Upload Document)

The user needs to upload PDF format of documents like appeal, affidavit, annexure, proof of service, etc.

Click Next after adding all documents to proceed to next screen.

User can add as many documents as required by selecting the document from their local drive and submitting one by one.

The user needs to keep the mentioned points in consideration while uploading the documents.

Click to view list of documents uploaded.

Attention! (Mandatory Points)

1. Only PDF file(s) can be uploaded.
2. File for uploading should be scanned in grey scale with 300 DPI.
3. No of pages in each uploaded file should not be greater than 300 pages.
4. Split scanned file(s) in different volumes for uploading if single file size is greater than 100 MB.
5. Physical file submitted and online file submitted should be identical in volumes and number of pages.

Close
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.

User can select Yes, No and N/A against the checklist statement and provide their remarks for the same.

Click Submit after providing details to proceed to next screen.
The user can view all the details filled till now and go back to edit any details if required.

Click Next after checking details to proceed to next screen.
The user can make payments Online (Bharatkosh portal) or offline (DD details) as per instructions by NCLT authorities.
The user when selects Online Payment will be directed to Bharatkosh portal.

Click on “Cancel” button to go back to the last page.

Click on “Confirm” button to navigate to the next page.
Select your bank and mode of payment

Enter the characters as shown above

Check the box to agree to the Terms and Conditions related to payment

Click on “Pay” button for making the payment
33. Companies Act – Petition/Appeal Filing (Online Payment - 3/3)

National Company Law Tribunal
Your Payment has been Successful

Payee Name: Company Testing 1
Case Type: Company Petition
Case Title: Company Testing 1 Vs. Company Testing 2
NClT Transaction Id: 07010100023032018
Bank Transaction Id: 25101800000564
Transaction Date and Time: 25-10-2018 00:10:00
Amount: 5000 Rs. Only

Click on button to take a print of the receipt
Click on button to download receipt
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.

Click on “Proceed to receipt” after adding DD details to generate receipt.
35. Companies Act – Petition/Appeal Filing (Offline Payment – 2/2)

![Receipt Image]

Click on button to take a print of the receipt

Click on button to download receipt

---

**National Company Law Tribunal**

**Your Payment is Successful**

**Case Title:** Google Vs. ITVC Software  
**Case Type:** Company Petition  
**Payee Name:** Google  
**Transaction Id:** 0406240079532020  
**Transaction Date:** 08-06-2020  
**Filing No.:** 0404116/00351/2020  

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Demand Draft No.</th>
<th>Amount Rs.</th>
<th>Bank Name</th>
<th>Branch Name</th>
<th>State</th>
<th>District</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234567</td>
<td>1000</td>
<td>ABC</td>
<td>ABC</td>
<td>Delhi</td>
<td>EAST</td>
<td></td>
</tr>
</tbody>
</table>

*Payment will be accepted as complete only when actual demand draft is submitted at NCLT Office*
Select the required sections as per IBC Code.

Add IRP details is mandatory under sections 7 and 9 of IBC Code and optional under others.

Select case type for filing petition under IBC Code.

For IBC Code the workflow remains the same as Companies Act petition/appeal with only few below given changes.
Application Filing – Petitioner/Respondent
The user can file applications under ongoing cases for Companies Act or IBC Code.

Click to expand and view details.
Click to navigate application filing screen.
The user can file applications under ongoing cases for Companies Act or IBC Code.
The user can file applications under ongoing cases for Companies Act or IBC Code.

Click to select application type and enter main case details under which application is being filed.

Enter the main case details and click on submit to review main case details.
User can proceed with filing even if main case details are not present in the system.

Review main case information if available, if not user can check the case details entered and click Ok to continue or Cancel to reenter main case details.

After entering main case details and required section user can proceed by clicking Save and Next.
41. Companies Act/IBC Code – Application Filing (Add Petitioner)

- User can enter multiple petitioners in the list by filling and submitting the form again and again.
- Select the role in the main case, basis the role user can select the name in main case if metadata exists and all fields shown will be auto filled.
- A 16-digit reference number is generated for tracking the appeal/petition until submission.
- Enter correct email id and mobile number of petitioner for receiving updates from NCLT.
- Click on Submit to submit details of a petitioner.
- Click Next after adding all petitioners to proceed to next screen.
- Click to view list of petitioners added.

**Petitioner Details**

- Reference No: 07200020096202
- Select Role in Main Case: Petitioner
- Company Name
- Address of Company
- State
- Pin-code
- Authorized Person/Director of Company
- Mobile Number of Authorized Person/Company

**E-mail Id of Authorized Person/Company**

- E-mail Id: woc.com
- Pan Number: 9876543210

**Petitioner's List**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Address</th>
<th>State</th>
<th>District</th>
<th>Pincode</th>
<th>Mobile No</th>
<th>E-mail</th>
<th>PAN No</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Google</td>
<td>Cyber city</td>
<td>Haryana</td>
<td>GURGAON</td>
<td>240077</td>
<td>123456</td>
<td>woc.com</td>
<td>9876543210</td>
<td>Delete</td>
</tr>
</tbody>
</table>
User can enter multiple respondents in the list by filling and submitting the form again and again.

User can select NA in case there is no respondent in appeal/ petition.

Enter correct email id and mobile number of petitioner for receiving updates from NCLT. Mobile number is not compulsory field.

Click on Submit to submit details of a respondent.

Click Next after adding all respondents to proceed to next screen.

Click to view list of respondents added.

42. Companies Act/IBC Code – Application Filing (Add Respondent)
In case a representative like advocate, CA, CS or other such representative is filing on behalf of their client from their login, their name will already be available in the list.

Only those representatives which are registered in efiling portal will be available in the dropdown.

Click to view list of representatives added.

Click Next after adding all representatives to proceed to next screen.
The user needs to upload PDF format of documents like appeal, affidavit, annexure, proof of service, etc.

User can add as many documents as required by selecting the document from their local drive and submitting one by one.

The user needs to keep the mentioned points in consideration while uploading the documents.

Click to view list of documents uploaded.

Click Next after adding all documents to proceed to next screen.
The user needs to ensure that all the points mentioned in the checklist have been taken care of while uploading documents.

User can select Yes, No and N/A against the checklist statement and provide their remarks for the same.

Click Submit after providing details to proceed to next screen.
The user can view all the details filled till now and go back to edit any details if required.

Click Next after checking details to proceed to next screen.
The user can make payments Online (Bharatkosh portal) or offline (DD details) as per instructions by NCLT authorities.
The user when selects Online Payment will be directed to Bharatkosh portal.

Click on “Cancel” button to go back to the last page

Click on “Confirm” button to navigate to the next page
Select your bank and mode of payment

Enter the characters as shown above

Check the box to agree to the Terms and Conditions related to payment

Click on “Pay” button for making the payment
50. Companies Act/IBC Code – Application Filing (Online Payment - 3/3)

Click on button to take a print of the receipt

Click on button to download receipt

National Company Law Tribunal

Your Payment has been Successful

Payee Name: Company Testing 1
Case Type: Company Application
Case Title: Company Testing 1 Vs. Company Testing 2
Nclt Transaction Id: 07010100023032018
Bank Transaction Id: 2510180000564
Transaction Date and Time: 25-10-2018 00:10:00
Amount: 5000 Rs. Only
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.

Click on “Proceed to receipt” after adding DD details to generate receipt.
Additional Document Upload – Petitioner/Respondent
The user can file additional documents under ongoing cases for Companies Act or IBC Code. The user can upload documents through “Upload via Security Code/Add Advocate” option if user has received a security code else user can use “Document Upload” option.
The user can file additional documents under ongoing cases for Companies Act or IBC Code.

Click to navigate to document upload screens.

The user can upload documents through “Upload via Security Code/Add Advocate” option if user has received a security code else user can use “Document Upload” option.
The user can search for case using filing number or case number.

Click to upload documents by filing number.
56. Petitioner/Respondent Corner – Upload Document (By Filing Number)

Select document type like, Affidavit, Vakalatnama, Reply, Evidence, etc. as per requirement

Click to upload files. User can upload multiple files one by one

Click to choose file from the system

Click to submit the uploaded documents
The document upload receipt is generated with Misc No generated for document uploaded
58. Petitioner/Respondent Corner – Upload Document (By Case Number)

Enter the case number in above fields and click on Search to identify case under which documents are to be uploaded.

Even if meta data for main case is not present user can proceed to document filing.
Enter the case number in above fields and click on Continue to proceed to document upload.
**60. Petitioner/Respondent Corner – Upload Document (By Case Number)**

Enter and verify the main case details entered.

No fees is required for additional document upload.

Click on save and next to proceed.

### BASIC DETAILS

- **Reference No:**
- **NCLT Location:** New Delhi
- **Jurisdiction/Location of Registered Office of Respondent:** Union territory of Delhi
- **Company Act:** Company Act 2013
- **Case Type/Nature:** Company Petition
- **Section:** Sec. 71(q)
- **Fee Amount:** 0

[Save And Next]
61. Petitioner/Respondent Corner – Upload Document (By Case Number)

Enter role in main case details

Click on Next to proceed

Click on button to submit details. User can add multiple parties submitted one by one

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name</th>
<th>Mobile No</th>
<th>Email ID</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ABBC</td>
<td>1234567890</td>
<td><a href="mailto:abbc@gmail.com">abbc@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Select the required document and click on Submit. User can upload multiple documents submitted one by one.

Click on Next to proceed.
Since main case meta data is not present the system has generated a fictitious filing number. Actual filing number will be allotted after meta data entry is done by NCLT staff.

Miscellaneous number is generated for additional documents uploaded.
64. Petitioner/Respondent Corner – Document Upload/Add Advocate

In case user has received filing number and security code in email, the user can use the same to file documents or add representative details.

Enter security code, filing number and click on “Search”.

Click to upload document or add advocate.
Select representative and click on Submit button. User can add multiple representatives.

Click to view list of representatives added.
Select document type like, Affidavit, Vakalatnama, Reply, Evidence, etc. as per requirement.

Click to upload files. User can upload multiple files one by one.

Click to choose file from the system.

Click to submit the uploaded documents.
You have uploaded below Document Successfully

IA Filing / Filing No : 0710102061532020
Filing Date : 10-06-2020

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Filing Number</th>
<th>Miscellaneous No</th>
<th>Party Name</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0710102061532020</td>
<td>0710102061532020</td>
<td>M/s CYGNUS HEALTHSTREET HOSPITALS PVT. LTD.</td>
<td>NCLT.pdf</td>
</tr>
</tbody>
</table>

Receipt Print
Re-Filing in case of defects raised by NCLT
In case any submitted application/petition/document is marked as defective by NCLT staff, the same will be visible under Re-filing option. User will receive defects information via email.

Click on Re-filing from Petitioner or Respondent Corner.
69. Petitioner/Respondent Corner – Re-filing

User will view the list of filings rejected by NCLT scrutiny staff and reverted for re-filing.

User can click on edit to change existing details in the filing done.
70. Petitioner/Respondent Corner – Re-filing

User can navigate to other tabs by click on the tab name.

Only the tabs marked as defective by NCLT staff will be visible for information update.

User can edit values in fields as asked and click on Update to save data.
My Account Details
71. Petitioner/Respondent Corner – My Account

Click to view list of draft and filed cases

Click to view documents uploaded under filed cases

Click to view details of online and offline transactions
### Petitioner/Respondent Corner – My Account (Main Cases)

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Reference No</th>
<th>Case Type</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Payment Status</th>
<th>Filing Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>090210901222020</td>
<td>Company Petition</td>
<td>M/s DMISDG</td>
<td></td>
<td>PENDING</td>
<td>Filing Completed</td>
<td>090210901222020</td>
</tr>
<tr>
<td>2</td>
<td>090210901232020</td>
<td>Company Application</td>
<td>M/s Alih Demo</td>
<td>M/s Alih Res</td>
<td>PENDING</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>123456789012345</td>
<td>Company Petition</td>
<td>M/s Test 123</td>
<td>M/s Test 234</td>
<td>COMPLETED</td>
<td>Filing Completed</td>
<td>123456789012345</td>
</tr>
<tr>
<td>4</td>
<td>9876543210987654</td>
<td>Company Petition</td>
<td>JJK</td>
<td></td>
<td>PENDING</td>
<td>Filing Completed</td>
<td>9876543210987654</td>
</tr>
<tr>
<td>5</td>
<td>0710102059632020</td>
<td>Company Petition</td>
<td>M/s Test 123</td>
<td>M/s Test 234</td>
<td>PENDING</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>0710102059622020</td>
<td>Company Petition</td>
<td>Test Company 1</td>
<td>Test Company 2</td>
<td>PENDING</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>321417000262020</td>
<td>Company Petition</td>
<td>M/s Name Demo</td>
<td></td>
<td>PENDING</td>
<td>Filing Completed</td>
<td>321417000262020</td>
</tr>
<tr>
<td>8</td>
<td>321417000252020</td>
<td>Company Application</td>
<td>M/s Demo Kochi Ltd</td>
<td>M/s Demo Res</td>
<td>PENDING</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>321417000242020</td>
<td>Company Petition</td>
<td>M/s Demo Kochi Ltd</td>
<td>M/s Demo Res</td>
<td>COMPLETED</td>
<td>Filing Completed</td>
<td>321417000242020</td>
</tr>
<tr>
<td>10</td>
<td>240110900162020</td>
<td>Company Petition</td>
<td>M/s GGH</td>
<td></td>
<td>PENDING</td>
<td>Filing Completed</td>
<td>240110900162020</td>
</tr>
</tbody>
</table>

**Click to edit cases in draft**

**Click to view details of e-filed case**
Select the case to view uploaded documents

Click on the button to proceed

<table>
<thead>
<tr>
<th>Select</th>
<th>Filing No</th>
<th>Case Title</th>
<th>Case Type</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>24011020004420</td>
<td>SSF vs. FASSS</td>
<td>Company Petition IB</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>24011020003320</td>
<td>Jssalja</td>
<td>Company Petition</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>24011020005520</td>
<td>SIMU vs. NASHB</td>
<td>CA(A) Merger &amp; Amalgamation</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>0902210900023</td>
<td>Ms Demo Ltd vs. Ms Demo Res Ltd</td>
<td>Company Appeal</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>3305119000520</td>
<td>MMMMM vs. JLLJJJ</td>
<td>Company Appeal</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>
### Petitioner/Respondent Corner – My Account (Submitted Documents)

**Welcome: vicki**

Click to navigate to previous screen

**Uploaded Document List**

<table>
<thead>
<tr>
<th>Party Name</th>
<th>Party Type</th>
<th>Serial No</th>
<th>Misc No</th>
<th>Filed date</th>
<th>Doc Type</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Demo Ltd</td>
<td>Petitioner</td>
<td>1</td>
<td>0902109000232020</td>
<td>29-05-2020</td>
<td>Petition</td>
<td>Appeal.pdf</td>
</tr>
<tr>
<td>Ms Demo Ltd</td>
<td>Petitioner</td>
<td>1</td>
<td>0902109000232020</td>
<td>29-05-2020</td>
<td>Proof-of-Service Proof of Service.pdf</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

Click to view the uploaded document

Click to navigate to previous screen
75. Petitioner/Respondent Corner – My Account (Transaction History)

Click to view the receipt of transaction
IRP/RP Account
76. IRP/RP Account

The user under IRP/RP/ Liquidator login has following options available:
1. My Cases – To view draft and filed applications
2. Filing/Document Upload – To upload documents, reports and file applications in assigned cases
3. Transaction History – To view receipts of payments made while filing applications
4. Submitted Documents – The list of documents submitted under filed applications
5. Re-filing – Resubmission of document or application filed in which defect has been raised by NCLT scrutiny staff
### IRP/RP Account – My Cases

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Reference No</th>
<th>Case No</th>
<th>Case Type</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Filing Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0710102053982020</td>
<td>0710102400882016</td>
<td>Interlocutory Application(IBC)</td>
<td>GHGHG</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>07101020539552020</td>
<td>0710102400882016</td>
<td>Cross Application</td>
<td>TEST Pet P1</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>071010205404962020</td>
<td>0710102400882016</td>
<td>Interlocutory Application(IBC)</td>
<td>ABS</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0710102030842020</td>
<td>0710102400882016</td>
<td>Company Application</td>
<td></td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>0710102021352020</td>
<td>0710102400882016</td>
<td>Company Petition IB</td>
<td>t</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>0710102010132020</td>
<td>0710102400882016</td>
<td>Company Petition IB</td>
<td>Motorola</td>
<td>Realme</td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>0710102153862019</td>
<td>0710102400882016</td>
<td>Company Petition IB</td>
<td>test</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>0710102103382019</td>
<td>0710102400882016</td>
<td>Company Application</td>
<td></td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>0710102100082019</td>
<td>0710102400882016</td>
<td>Company Petition IB</td>
<td>asasa</td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>0710102100072019</td>
<td>0710102400882016</td>
<td>Company Petition IB</td>
<td></td>
<td></td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>

Click to edit cases in draft
As the user is appointed as IRP/RP/Liquidator in a case, the case by itself will be visible under this section for user. If user is unable to see the case then they need to contact NCLT authorities.

Click to preview case details and upload additional documents where fees is not required.

Click to file application under main case.
Review the case details and click on Next to proceed.
Select document type like Resolution Plan, affidavit, CoC related documents, etc.

Add selected document for upload. User can upload multiple documents by adding them one by one.

Click to submit the documents.
You have uploaded below Document Successfully

Filing No: 07101024082016
Filing Date: 10-06-2020

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Filing Number</th>
<th>Miscellaneous No</th>
<th>Party Name</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07101024082016</td>
<td>07101024082016/27</td>
<td>Anusha</td>
<td>C170708M1902775_Rahul.pdf</td>
</tr>
</tbody>
</table>

Misc Number will be generated for document uploaded
The user needs to provide basic details for the case. Fees will be auto calculated based on section.

Enter the required details and click on Save and Next.
User can enter multiple petitioners in the list by filling and submitting the form again and again.

Select the role in the main case, basis the role user can select the name in main case if metadata exists and all fields shown will be auto filled.

A 16-digit reference number is generated for tracking the appeal/petition until submission.

Enter correct email id and mobile number of petitioner for receiving updates from NCLT.

Click on Submit to submit details of a petitioner.

Click Next after adding all petitioners to proceed to next screen.

Click to view list of petitioners added.

Select location of registered office of respondent.

Click on Submit to submit details of a petitioner.
User can enter multiple respondents in the list by filling and submitting the form again and again.

User can select NA in case there is no respondent in appeal/petition.

Enter correct email id and mobile number of petitioner for receiving updates from NCLT. Mobile number is not compulsory field.

Click Next after adding all respondents to proceed to next screen.

Click to view list of respondents added.

Click on Submit to submit details of a respondent.
The user needs to upload PDF format of documents like appeal, affidavit, annexure, proof of service, etc. User can add as many documents as required by selecting the document from their local drive and submitting one by one. Click Next after adding all documents to proceed to next screen. Click to view list of documents uploaded. User needs to keep the mentioned points in consideration while uploading the documents.
The user can view all the details filled till now and go back to edit any details if required.

Click Next after checking details to proceed to next screen.
The user can make payments online (Bharatkosh portal) or offline (DD details) as per instructions by NCLT authorities.
The user when selects Online Payment will be directed to Bharatkosh portal.

Click on “Cancel” button to go back to the last page.

Click on “Confirm” button to navigate to the next page.
Select your bank and mode of payment

Enter the characters as shown above

Check the box to agree to the Terms and Conditions related to payment

Click on “Pay” button for making the payment
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.

Click on “Proceed to receipt” after adding DD details to generate receipt.
Click on button to take a print of the receipt

Click on button to download receipt
92. IRP/RP Account – My Account (Submitted Documents)

Click on the button to proceed

Select the case to view uploaded documents

<table>
<thead>
<tr>
<th>Select</th>
<th>Filing No</th>
<th>Case Title</th>
<th>Case Type</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2401105000042020</td>
<td>SSS Vs. FASSSS</td>
<td>Company Petition IB</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>2401105000032020</td>
<td>Jssjaja</td>
<td>Company Petition</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>2401105000052020</td>
<td>SIMU Vs. NASHB</td>
<td>CA(A) Merger &amp; Amalgamation</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>0902109000232020</td>
<td>M's Demo Ltd Vs. M's Demo Res Ltd</td>
<td>Company Appeal</td>
<td>COMPLETED</td>
</tr>
<tr>
<td></td>
<td>3305118000052020</td>
<td>MMMMM Vs. JJJJJ</td>
<td>Company Appeal</td>
<td>COMPLETED</td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 28 entries

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

### Uploaded Document List

<table>
<thead>
<tr>
<th>Party Name</th>
<th>Party Type</th>
<th>Serial No</th>
<th>Misc No</th>
<th>Filed date</th>
<th>Doc Type</th>
<th>File Name</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Demo Ltd</td>
<td>Petitioner</td>
<td>1</td>
<td>0902109000232020</td>
<td>29-05-2020</td>
<td>Petition</td>
<td>Appeal.pdf</td>
<td><img src="pdf" alt="pdf" /></td>
</tr>
<tr>
<td>Ms. Demo Ltd</td>
<td>Petitioner</td>
<td>1</td>
<td>0902109000232020</td>
<td>29-05-2020</td>
<td>Proof-of-Service</td>
<td>Proof of Service.pdf</td>
<td><img src="pdf" alt="pdf" /></td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

Click to navigate to previous screen  
Click to view the uploaded document
94. IRP/RP Account – My Account (Transaction History)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Filing No</th>
<th>NCLT Txn Id</th>
<th>Amount</th>
<th>Txn Status</th>
<th>Payment Mode</th>
<th>View Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0902109000242020</td>
<td>0204020079452020</td>
<td>2000 Rs</td>
<td>SUCCESS</td>
<td>Offline</td>
<td>View Receipt</td>
</tr>
<tr>
<td>2</td>
<td>321417000082020</td>
<td>1415020079332020</td>
<td>1000 Rs</td>
<td>SUCCESS</td>
<td>Offline</td>
<td>View Receipt</td>
</tr>
<tr>
<td>3</td>
<td>240110500092020</td>
<td>0103020079262020</td>
<td>2000 Rs</td>
<td>SUCCESS</td>
<td>Offline</td>
<td>View Receipt</td>
</tr>
<tr>
<td>4</td>
<td>330511800082020</td>
<td>0907020079242020</td>
<td>1000 Rs</td>
<td>SUCCESS</td>
<td>Offline</td>
<td>View Receipt</td>
</tr>
<tr>
<td>5</td>
<td>2401105000862020</td>
<td>0103020079192020</td>
<td>10000 Rs</td>
<td>SUCCESS</td>
<td>Offline</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 27 entries

Click to view the receipt of transaction
User can click on Re-filing to view filings which are marked in defect by NCLT scrutiny staff.
96. IRP/RP Account – Re-filing

User can click on edit to change existing details in the filing done.

User will view the list of filings rejected by NCLT scrutiny staff and reverted for re-filing.
### IRP/RP Account – Re-filing

**User can navigate to other tabs by click on the tab name**

**Only the tabs marked as defective by NCLT staff will be visible for information update**

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#### BASIC DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No</td>
<td>09021090000952020</td>
<td>Jurisdiction/Location of Registered Office</td>
<td>State of Uttar Pradesh</td>
</tr>
<tr>
<td>NCLT Location</td>
<td>Allahabad</td>
<td>Are You Qualified in MSME Sector</td>
<td>NO</td>
</tr>
<tr>
<td>Case Type/Nature</td>
<td>Company Petition</td>
<td>Subject matter</td>
<td>Test Subject Matter</td>
</tr>
<tr>
<td>Case Title</td>
<td>M/s Test A Comp Vs. M/s Test B Comp</td>
<td>Amount Claimed</td>
<td>0</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td></td>
<td>Fee Amount</td>
<td>1000</td>
</tr>
<tr>
<td>Section of Companies Act 2013</td>
<td>Sec 252 (3)</td>
<td>Industry</td>
<td>INFRASTRUCTURE</td>
</tr>
<tr>
<td>Industry *</td>
<td>INFRASTRUCTURE</td>
<td>More Section Total Maximum Payable Amount</td>
<td>1000</td>
</tr>
</tbody>
</table>

Click on Next button in the Preview tab for Final Submission.
ROC/RD/ Liquidator Account
98. ROC/RD/Liquidator Login

User can submit reports in cases where they have been tagged as per court order.

The ROC/RD/Liquidator login are similar to other logins barring options of File Reports and Submit Reports. For other functionalities please refer to earlier slides.

As per the court order user can file report in an ongoing case.

User can submit reports in cases where they have been tagged as per court order.
Enter the case number in above fields and click on Search to identify case under which documents are to be uploaded.

Click on View and Upload to submit reports.
Select document type like Order and Reports documents

Add selected document for upload. User can upload multiple documents by adding them one by one

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

Click on filing number to navigate to document upload screen.
102. ROC/RD/Liquidator – Report Submission

Select document type like Reports and other documents for upload.

Add selected document for upload. User can upload multiple documents by adding them one by one.

Click to submit the documents.
THANK YOU