

E-Certified Copy Workflow

01 Login / Registration



02 Raise Certified Copy Request



03 Case Search & Request Type Selection



04 Submit Request

05 Manual Case Entry IF CASE NOT FOUND

06 Payment



07 Receipt of Certified Copy

01

APPLICANT ACTION

Login / Registration

Existing users: Log in using their existing credentials.

New users: Complete registration and use the User ID and Password received via email.

The screenshot displays the NCLT eFiling portal. The header includes the NCLT logo, name in English and Hindi, and establishment details. Navigation links for REGISTER, CASE HISTORY, and HELP CENTER are present. The main content area features a large background image of a gavel and scales, with the text 'Welcome to National Company Law Tribunal'. A login/registration form is overlaid on the right, containing fields for Username and Password, a CAPTCHA challenge (Z9oRqX), and a LOGIN button. Links for 'Forgot your password?' and 'Unlock your account' are also visible.

National Company Law Tribunal
राष्ट्रीय कंपनी विधि अधिकरण
Established under the Companies Act, 2013

REGISTER CASE HISTORY HELP CENTER

Welcome to
**National Company
Law Tribunal**

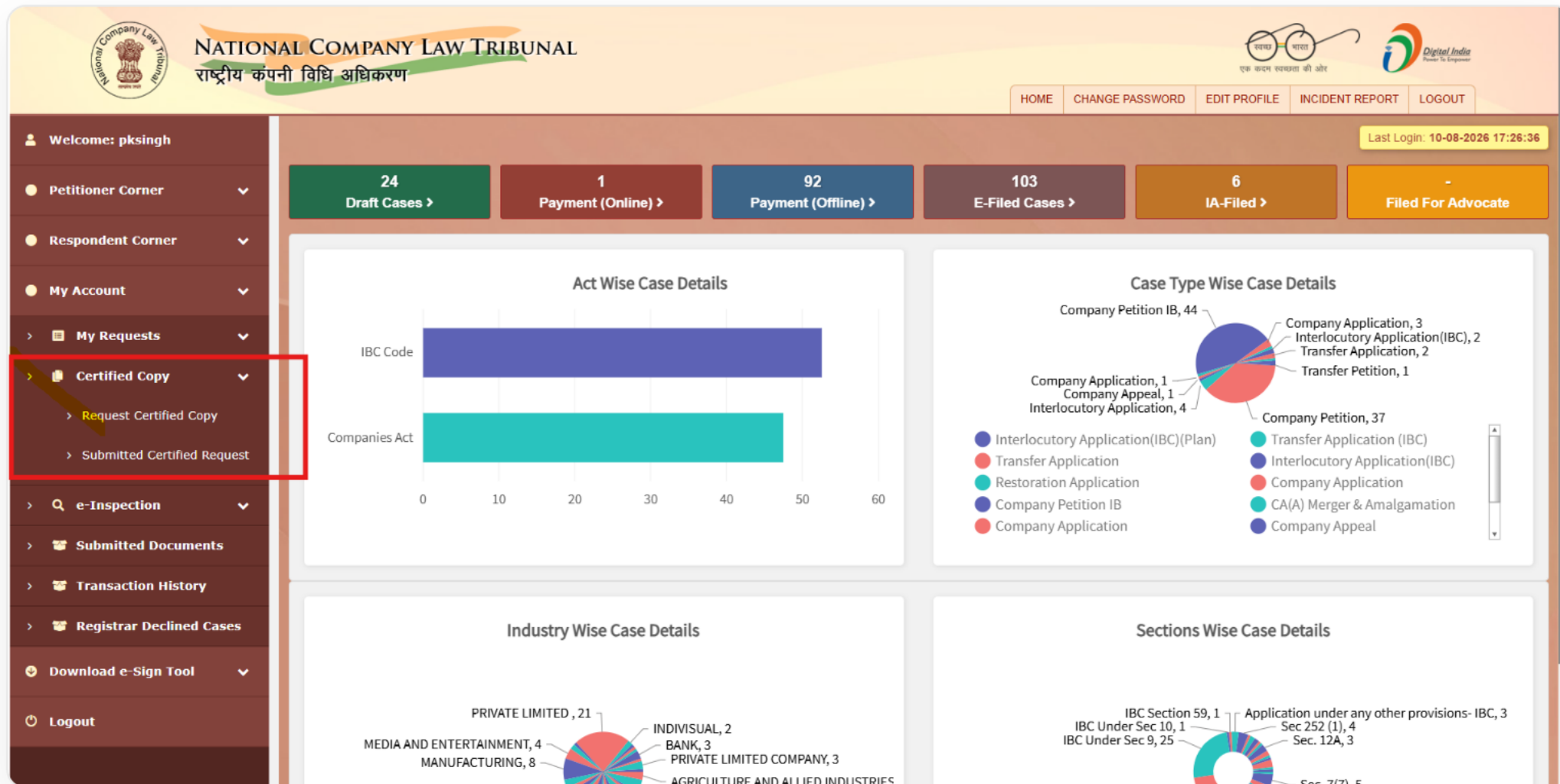
Username
Password
Z9oRqX Enter Captcha
LOGIN
Forgot your password?
Unlock your account

02

APPLICANT ACTION

Raise Certified Copy Request

My Account → My Requests → Certified Copy → Request Certified Copy



03

APPLICANT ACTION

Case Search & Request Type Selection

Select the **Party Type** and search for the case. If the case exists in the system, choose the request type:

FREE COPY

Only **Order** will be available under Document Type.

PAID COPY

All documents uploaded in the case will be available for selection.

Case Type:*
Company Petition IB(IBC)

Case No.*
100

Location*
National Cc

Case Year:*
2023

Search

+ CORRESPONDING CASE DETAILS

Sr. No	Reg.No.	Date of Filing	Case Title
1	0710102013282023	2023-02-05	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD

+ CORRESPONDING PARTY DETAILS

SN.	Name	Address	State	District	PIN	Mobile	Email	Select
1	CORREO MARKETINGS PVT. LTD.	A-508, GALI NO-2 IV PUSHTA KARTAR NAGAR DELHI , East Delhi 110053	Delhi	EAST	110053	620****110	sa****@gmail.com	☐

Apply For Free Copy*

☐ Yes
 ☒ No

Document Type*

Proceed

IF CASE NOT FOUND

Manual Case Entry

If the case is not available in the system, enter the case details manually and submit the request.

+ PARTY DETAILS			
Certified Copy Request By*	Petitioner	Case Type*	Company Petition(Company Act) ▼
Case No*	3212	Case Year*	2005 ▼
Bench/Location*	Select Bench ▼	Territorial Jurisdiction*	---Select Jurisdiction--- ▼
Case Title*	Case Title	Case Status*	-- Select Status -- ▼
Party Name*	Party Name	Party Email*	Party Email
Party Mobile*	Party Mobile	Document Upload	<button>Choose File</button> No file chosen
<button>Submit</button>			

06

APPLICANT ACTION

Payment

Upon approval of the request, the Payment option will be activated on the eFiling portal. Pay the applicable fee online.

₹5 per page

+ SUBMITTED REQUESTS (DIGITAL AND MANUAL ENTERED CASE)										
S. No.	Certified Copy No.	Filing No.	Party	Case Title	Request Date	Status	Action			
1	CCR/NCLT/2023/100/00022	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	2026-07-31	Certified Copy uploaded	Preview	Payment	View Document	Facing Sheet
2	CCR/NCLT/2023/100/00023	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	2026-07-31	Certified Copy uploaded	Preview	Payment	View Document	Facing Sheet

07

APPLICANT ACTION

Receipt of Certified Copy

After successful payment and final processing, the user will receive the digitally signed and stamped certified copy via email and on the eFiling portal, along with the facing sheet.

+ SUBMITTED REQUESTS (DIGITAL AND MANUAL ENTERED CASE)								
S. No.	Certified Copy No.	Filing No.	Party	Case Title	Request Date	Status	Action	Acknowledge Receipt
1	CCR/NCLT/2023/100/00022	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	2026-07-31	Certified Copy uploaded	Preview Payment View Document Facing Sheet Receipt	
2	CCR/NCLT/2023/100/00023	0710102013282023	Petitioner	CORREO MARKETINGS PVT. LTD. Vs. ELEGANT I T SOLUTIONS PVT LTD	2026-07-31	Certified Copy uploaded	Preview Payment View Document Facing Sheet Receipt	

Digitally Signed & Stamped

Email + eFiling Portal

Facing Sheet