

**ANNEXURE - A**  
**(See rule 4)**

**FORM NO. NCLT. 1**

[see rules 34, 64, 66, 67, 68, 69, 70, 71, 73, 74, 75, 77, 78, 79, 80, 81,  
83, 86 and 87]

[HEADING AS IN FORM NCLT. 4]

**Columns required for filing of Original Application / Reply / Rejoinder / Interlocutory Application or filing of additional documents under directions of the Bench**

**i. Details of Original Application / Reply / Rejoinder / Interlocutory Application**

Particulars of the Petitioner / Applicant / Respondent and state whether company, whether petitioner or not.

(Name, description, father's / husband's name, occupation, capacity, i.e. qua shareholder, qua depositor and address)

**ii. Jurisdiction of the Bench:**

The petitioner declares that the subject-matter of the petition is within the jurisdiction of the Bench.

**iii. Limitation: (If applicable)**

The petitioner / applicant further declares that the petition is within the limitation laid down in section ..... Of the Companies Act, 2013 (where applicable)

**iv. Facts of the case are given below:**

(Give here a concise statement of facts in a chronological order, each paragraph containing as nearly as possible a separate issue, fact or otherwise.)

**v. Relief(s) sought.**

In view of the facts mentioned above, the petitioner/applicant / respondent prays for the following relief(s):

(Specify below the relief(s) sought explaining the ground for relief(s) and the legal provisions (if any) relied upon)

vi. Particulars of Bank draft evidencing payment of fee for the petition or application made:

Branch of the Bank on which drawn:

Name of the issuing branch:

Demand Draft No.....

Date.....

Amount Rs.....

(Signature/Signature of Authorised signatory)

Date:

Place:

FORM NO. NCLT. 2  
[See rule 34]

BEFORE THE NATIONAL COMPANY LAW TRIBUNAL

\_\_\_\_\_ BENCH : \_\_\_\_\_

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**NOTICE OF ADMISSION**

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Insert name of party filing the Admission)

To : The Registrar,  
NCLT (\_\_\_\_\_ Bench).

**...Applicant.**

**- Vs-**

**...Respondent.**

The Party named above requests that the Tribunal grant the following relief:

\_\_\_\_\_  
(Insert the relief or order sought)

In terms of \_\_\_\_\_  
(Insert the section of the Act, or the Rules/Regulation, that provides for the order or relief sought)

**For the following reasons:**

(Insert a concise statement of the circumstances, and the particulars of the request)

\_\_\_\_\_

In support of this Application, the applicant has attached an affidavit setting out the facts on which the Applicant relies.

**Name and Title of person signing on behalf of Applicant:**

**Authorised Signature and Address:**

**Tel No.**

**Fax No.  
e-mail:**

**This form is prescribed under Rule \_\_\_\_ under NCLT Rules, 2016.**

**For rehabilitation :**

**Rehab. Petition No.**

**For Transferred  
(CLB/BIFR/AIFR/HHC) No.**

**Transfer**

**Petition**

**Matters from the :  
CLB/BIFR/AIFR/HHC**

**(CP.No.OR.....)**

**For Other matters :**

**Company Petition No.**

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**FORM NO. NCLT. 3**  
**[See rule 34]**

**BEFORE THE NATIONAL COMPANY LAW TRIBUNAL**  
**BENCH AT: \_\_\_\_\_**

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**NOTICE OF MOTION**

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Insert name of party filing the Motion)

To : The National Company Law Tribunal

**Concerning:**

(Name and file number of matter being considered by the National Company Law Tribunal)

Name: _____
File No: _____

The Party named above requests that the Tribunal grant the following relief:

\_\_\_\_\_  
(Insert the relief or order sought)

In \_\_\_\_\_ terms \_\_\_\_\_ of

\_\_\_\_\_  
(Insert the section of the Act, or the Rules/Regulation, that provides for the order or relief sought)

**For the following reasons:**

(Insert a concise statement of the circumstances, and the particulars of the request)



**FORM NO. NCLT. 3A**  
**Advertisement detailing petition**  
**[see rule 35]**

Company Petition/Application/Reference No ..... of ...  
Notice of petition

A petition/application/reference under section ..... of the Companies Act, 2013, for ..... was presented by ..... on the ..... day of ..... 20 ... , and the said petition is fixed for hearing before .....bench of National Company Law Tribunal on .... .20 ... Any person desirous of supporting or opposing the said petition/application/reference should send to the petitioner's advocate, notice of his intention, signed by him or his advocate, with his name and address, so as to reach the petitioner's advocate not later than 'two days before the date fixed for the hearing of the petition/application/reference. Where he seeks to oppose the petition/application/reference, the grounds of opposition or a copy of his affidavit shall be furnished with such notice. A copy of the petition/application/reference will be furnished by the undersigned to any person requiring the same on payment of the prescribed charges for the same.

Dated .....

(Sd) .....

(Name) .....

(Advocate for petitioner)

Address:

**FORM NO. NCLT. 3B**

**Individual Notice of petition/ application to creditors, members, etc.**

[see rule 68]

To

.....

.....

(sub: Notice of petition/ application filed under section..... of Companies Act, 2013)

Take notice that a petition/ application under section ..... of the Companies Act, 2013 dated..... was presented by..... (name of the company) before ..... Bench, National Company Law Tribunal, for ..... (state the purpose of the petition).

The said petition/ application has been accepted and is fixed for hearing before the Bench on .....

If you desire to support or oppose the petition at the hearing, you should give notice thereof in writing to the undersigned so as to reach him/ it not later than ..... days before the date fixed for the hearing of the petition, and appear at the hearing in person or by your authorised representative.

Where such person seeks to oppose the petition/ application, the grounds of opposition or a copy of the affidavit shall be furnished with such notice.

A copy of the petition/ application will be furnished by the undersigned to any person requiring the same on payment of the prescribed charges for the same.

Signature:

Name of the petitioner/ applicant  
(& his authorised representative, if any)

Date:

Place:

**FORM NO.NCLT. 4**

[See rule 34]

**General Heading for Proceedings**

Before the National Company Law Tribunal,

Bench, at \_\_\_\_\_

In the matter of the Companies Act, 2013

And

In the matter of ..... Ltd: (Give the name of the Company)

\*Notes: (1) Where the company is being wound-up, the words 'in liquidation' should be inserted in brackets after the name of the company.

(2) If the application or petition or appeal is under relevant Act which should be set out in the cause title along with the Companies Act, 2013.

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**FORM NO. NCLT. 5**

[See rule 34 and 37]

[HEADING AS IN FORM NCLT.4]

Company Application No .....  
of 20 ...

in Company Petition No .....  
of 20 ....

\*I.A. No. ....of.20.....

Name and Description..

.....

..... Applicant(s).

versus

.....

..... Respondents].

**Notice**

[Under ..... : ]

Let all parties concerned attend the sitting Member (s) in Tribunal Room No.\_\_\_\_  
or Chamber of HonourableMr/Mrs/Ms\_\_\_\_\_ on ..... (day), the  
..... day of ..... 20\_\_\_\_, at. ....  
o'clock in the ..... noon on the hearing of an application by the  
applicant(s) above-named, for an order that:

(Here set out the relief sought)

Dated this ..... day 01 ..... 20 ...Registrar/ Authorised Representative or the  
Applicants s) .

This Notice was taken out by Shri... ..... Authorised Representative for the  
applicant(s) and will be supported by the affidavit(s) of... ..

To Respondent(s)/ Opposite Party

[Here insert the section of the Act or other provision of law under which the  
application is made.]

\*Omit if not applicable

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**FORM NO. NCLT. 6  
(GENERAL)**

[See rule 34]  
[HEADING AS IN FORM NCLT. 4]

Company Petition No ..... of 20....

**General Affidavit Verifying Petition**

I, ....., son of... .., aged ..... residing at... , do solemnly affirm and say as follows:-

1. I am a director/secretary/ ..... /of... Ltd., the petitioner in the above matter [ and am duly authorised by the said petitioner to make this affidavit on its behalf.]

Note: This paragraph is to be included in cases where the petitioner is the Company.

2. The statements made in paragraphs .....of the petition herein now shown to me are true to my knowledge, and the statements made in paragraphs ..... are based on information, and I believe them to be true.

Solemnly affirmed, etc.

sd/-

**VERIFICATION**

Note: 1.To be included when the affidavit is sworn to by any person other than a director, agent or secretary or other officer of the company.

**\*\*Note:- 2. This form can be used for any other general application moved before the Tribunal with such alteration or modification in the title and the content.**

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**FORM NO. NCLT. 7**

[See rule 39]

[HEADING AS IN FORM NCLT. 4]

Company Petition No ..... of 20 .

**Affidavit by way evidence**

I, A.B., son of... .., aged ..... residing at... , do solemnly affirm and say as follows:-

1. I am a director/secretary/ ..... ./of... Ltd., the petitioner in the above matter [ and am duly authorised by the said petitioner to make this affidavit on its behalf.]

Note: This paragraph is to be included in cases where the petitioner is the Company.

2. The statements made in deposition in forthcoming paragraphs herein now are true to my knowledge, and believe them to be true.

Solemnly affirmed, etc.

Note: To be included when the affidavit is sworn to by any person other than a director, agent or secretary or other officer of the company.

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**FORM NO.NCLT 8**  
**[See rule 56]**  
 [HEADING AS IN FORM NCLT. 4]

Company Petition No ..... of 20\_\_.

**Application for Execution of Order under clause (3) of section 424 of  
 the Act with reference to a Decree (Order 21, R.11.)**

I....., holder of an order passed by the National Company Law Tribunal, hereby apply for execution of the order under the

Order 21 Rule 11 of the Code of Civil Procedur e, 1908 read with clause (3) of section 424 of the Act herein below set forth: <b>No. of Compan y Applicat ion/ Compan y Petition / Compan y Appeal/ Misc. Compan y Applicat ion</b>	<b>Names of Parties</b>	<b>Date of Order</b>	<b>Whether any appeal preferre d from order</b>	<b>Payme nt or adjust ment made, if any</b>	<b>Previous applicati on, if any, with date and result</b>	<b>Amount with interest due upon the order or other relief granted thereby together with particula rs of any cross order/de cree. Amount of costs, if any, awarded</b>	<b>Amoun t of costs, if any, awarde d</b>	<b>Against whom to be execut ed</b>
1	2	3	4	5	6	7	8	9

___ of 20.....	A.B. - Applicant/ Petitioner/ Appellant C.D. - Respondan t	Month. ___, 20.....	No	None	Applicatio n No dated  20__ Result:	₹ _____ principal interest at __ per cent per annum, from the date of decree till payment	₹ . As awarded in Order No. ___ subsequ ently Incurred	Against the defendan t C.D.
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Mode in which the assistance of the Tribunal is required:

When attachment as sale of movable property is sought: I pray that the total amount of ₹ ..... (together with interest on the principal sum up to date of payment) and the costs of taking out this execution, be realised by attachment and sale of defendant's movable property as per annexed list and paid to me. When attachment and sale of immovable property is sought: I pray that the total amount of ₹ .... (together with interest on the principal sum up to date of payment) and the costs of taking out this execution be realised by the attachment and sale of defendant's immovable property specified at the foot of this application and paid to me.

I.....declare that what is stated herein is true to the best of my knowledge and belief.

Signed, Order /decree-holder.  
Dated the..... day of.....20.....

**[When attachment and sale of immovable property is sought.]**  
**Description and Specification of Property**

The undivided one-third share of the judgment-debtor in a house situated in the village of, value ₹ ....., and bounded as follows:-  
East by G's house; west by H's house; south by public road; north by private lane and J's house.

I.....declare that what is stated in the above description is true to the best of my knowledge and belief, and so far as I have been able to ascertain the interest of the defendant in the property therein specified.

**Signed, Order/ decree-holder.**

**\*\*\*\*(Note: The similar form may also be used for transfer of order to any other Tribunal having territorial jurisdiction to entertain the order of the tribunal as a decree under Code of Civil Procedure, 1908 read with section 424 of the Act)**

**FORM NO.NCLT. 9**

[see rule 72, 76, 82, 84, 88 and 154 and also General Form for all purposes  
if no specific form is prescribed under these rules and Forms]

[HEADING AS IN FORM NCLT. 4]

**Company Petition No ..... of 20 ....**

Details of Application/ Petition:

**Particulars of the applicant/ petitioner/ appellant:**

- i. Name of the **applicant/ petitioner/ appellant**
- ii. Address of registered office of the **applicant/ petitioner/ appellant**
- iii. Address of service of all notices
- iv. Telephone/Fax Number and e-mail address, if any

**Particulars of the respondent(s):**

- v. Name of the respondent(s).
- vi. Office address of the respondent(s).
- vii. Address of respondent(s) for service of all notices.
- viii. Telephone/Fax Number and e-mail address, if any.

**Application /Petition/ Appeal in the form of affidavit under Section \_\_\_ of  
the Act for.....**

**I, ..... solemnly affirm and say as follows:**

**1. I am the Managing Director or Chairman of the Board of Directors/a  
director/ ..... Of the above named company, and I have been a \_\_\_\_\_ of  
the company since..... 201..... [the capacity in which the deponent  
swears to the affidavit should be set out.]**

**2. I have read the petition now shown to me and state that the statements  
made in paragraph 1 to \_\_\_ thereof are correct and true to my knowledge.**

**4. Facts of the order against which appeal or review is filed:**

**5. The facts of the case are given below:** (give here a concise statement of  
facts and other grounds in a chronological order, each paragraph containing as  
neatly as possible as separate issue, fact or otherwise).

**6. Jurisdiction of the Tribunal:** The **applicant/ petitioner/ appellant**  
declares that the matter of application/petition/ appeal falls within the  
jurisdiction of the Tribunal.

7. **Limitation.**- The **applicant/ petitioner/ appellant** further declares that the application/petition/ appeal is within the limitation as prescribed in the provision of section \_\_\_ read with section 433 of the Act.

8. **Matter not pending with any other Tribunal etc.** - The **applicant/ petitioner/ appellant** further declares that the matter regarding with this **application/ petition/ appeal** has been made is not pending before any Tribunal of law or any other authority or any other Tribunal.

9. **Particulars in respect of the fee paid in terms of the Schedule of Fees of these rules.-**

1. Amount of fees
2. Name of the Bank on which Demand Draft is drawn or Online Payment is made
3. Demand draft number

10. **Details of Index.**- An index containing the details of the documents to be relied upon is enclosed.

11. **List of enclosures.-**

12. **It is therefore prayed that directions may please be given:**

1. **Relief(s) sought.**- In view of the facts mentioned in paragraph 5 above, the **applicant/ petitioner/ appellant** prays for the following relief(s) (Specify below the relief(s) sought explained the grounds for relief(s) and the legal provisions, if any, relied upon).

2. **Interim order, if prayed for.**- Pending final decision of **application/ petition/ appeal**, the **applicant/ petitioner/ appellant** prays for the following interim relief: (Give here the nature of the interim relief prayed for with reasons)

Dated this .....day of ..... 20.....

**(Signature of the applicant/ petitioner/ appellant)**

Solemnly affirmed before me at \_\_\_\_\_ on this (month) ... day of .... 20.....

(signature)

**FORM NO.NCLT.10**

**(see rule 46)**

**APPLICATION FOR THE REGISTRATION OF A INTERN OF  
AUTHORISED REPRESENTATIVE UNDER THE RULES**

1. Name of Authorised Representative referred under these rules on whose behalf the intern is to be registered.

2. Particulars of the intern to be registered

- i) Full name (in capitals)
- ii) Address with contact no. and valid email address:
- iii) Father's name
- iv) Age and date of birth
- v) Place of birth
- vi) Nationality
- vii) Educational qualifications
- viii) Particulars of previous employment, if any
- ix) Proof of Identity

I,.....(intern above named), do hereby affirm that the particulars relating to me are true.

3. Whether the authorised Representative has a intern already registered on his behalf and whether the intern sought to be registered is in lieu of or in addition to the intern already registered.

4. Whether the intern sought to be registered is already registered as a intern of any other Authorised Representative and if so the name of such practitioner

I, ..... (Authorised Representative) and Practicing as .....

Bearing Registration No..... on the rolls of ..... At ....., having

office at (address with contact no and valid email)..... and

residing at ..... certify that the particulars given above are true

to the best of my information and belief and that I am aware of any facts

that any unethical and immoral attitude or behavior or character of the

above intern if found would lead to cancellation of the registration of the

said .... (name) as a intern without any notice.

Date:

Place:

Signature of Authorised Representative

To

The Registrar of the Tribunal

.....

.....

.....

**FORM NO.NCLT. 11**

(See rule 73)

**APPLICATION BY DEPOSITOR UNDER SECTION 73 (4) OR 76(2) OR BY COMPANY U/S 74(2) OR BY DEBENTURE HOLDER OR DEBENTURE TRUSTEE UNDER SECTION 71 (10) OF THE ACT OR SECTION 45QA OF THE RESERVE BANK OF INDIA ACT, 1934 (\*delete whichever is not applicable)**

[HEADING AS IN FORM NO. 4]  
Company Petition No ..... of 20 ....

**IN THE MATTER OF THE SECTION 73 (4) OR 76 (2) OR 74(2) OR SECTION 71 (10) OF THE ACT OR SECTION 45QA OF THE RESERVE BANK OF INDIA ACT, 1934**

AND

**IN THE MATTER OF (State the name of the Depositor or Company or Debenture Holder or Debenture Trustee-applicant)**

**AND**

**IN THE MATTER OF ..... LIMITED (State the name of the company)**

- (i) **Name** and address of the Depositor/ Debenture holder-applicant:
- (ii) Name of the company and address of its Registered Office:
- (iii) Name(s) of Depositor (s)/ company Debenture holder/ Debenture Trustee (s) with full address:
- (iv) Amount of Deposits\:
- (v) Fixed Deposit / Debenture Receipt No. & date (Photostat copy to be enclosed):
- (vi) Terms and Conditions of Deposit/ Debenture as also date of Maturity of Deposit:
- (vii) Details of payment made, by the company, if any:
- (viii) Actual amount due as on date of application (Principal/interest)
- (ix) Details of correspondence, if any, made between the company and the Depositor (copy of correspondence to be enclosed):
- (x) Any other particular (s) as may be considered relevant.

The Depositor/ Company/Debenture holder/Debenture Trustee -applicant, therefore, prays:-

- (i) that the company, above named be directed to make repayment of the aforesaid Deposit(s)/ Debenture (s) along with interest due thereon in accordance with the Terms and Conditions of the Deposit/ Debenture;

(ii) that such further orders be passed as the Tribunal deem fit in the circumstances of the case.

(Signature of the Depositor/ Company/ Debenture holder/ Debenture trustee-applicant

Place: .....

Date: .....

Which ever not applicable may be deleted.

**FORM NO. NCLT. 12**  
**(see rule 45)**  
**Memorandum of appearance**

To

The Registrar,  
National Company Law Tribunal, ..... Bench,

In the matter of ..... Petitioner.

V.

.....Respondent  
(C.P. NO. ....of 20.....)

Sir,

Please take notice that I, AB, Company Secretary in practice/ practising Chartered Accountant/ practising Cost Accountant, duly authorised to enter appearance, and do hereby enter appearance, on behalf of ..... petitioner/ opposite party/ Registrar/ Regional Director/ Government of ..... in the above-mentioned petition.

\*A copy of the resolution passed by the Board of Directors authorising me to enter appearance and to act for every purpose connected with the proceedings for the said party is enclosed, duly signed by me for identification.

Yours sincerely,

Dated ..... day of ..... Address:

Enclosure: as aforesaid                      Tele No.:

**FORM NO. NCLT-13**

[see rule 87]

**Public Notice of petition under Section 245.**

Take notice that a class action petition under section 245 of the Companies Act, 2013 dated..... was presented by..... before ..... Bench, National Company Law Tribunal. The lead applicant in the said petition is..... The respondents in that petition are.....

The said petition/ satisfies the admission related conditions stipulated in section 245 and has been admitted. It is fixed for hearing before the Bench on .....

The petition has been filed on the following grounds.....

The petition seeks the following relief.....

The members of the class for the purpose of this class action petition shall mean.....If you belong to the class in relation to which this Application has been filed, you will be bound by the outcome of this Application, unless you decide to opt-out from the proceedings by submitting the relevant form to the following address....., subject to the Tribunal's permission.

Signature:

(Registrar, National Company Law Tribunal, .....Bench)

Date:

Place:

**FORM NCLT-14**  
**BEFORE THE NATIONAL COMPANY LAW TRIBUNAL**  
**[See Rule 128]**

Certification when deponent is unacquainted with the language of the affidavit or is blind or illiterate.

Contents of the affidavit were truly and audibly read over/translated into .....language known to the deponent and he seems to have understood the same and affixed his LTI/Signature/Mark.

(Signature)

Name and designation with date.

**Form NCLT-15**

**[See Rule 131]**

**BEFORE THE NATIONAL COMPANY LAW TRIBUNAL**

**New Delhi**

Case No..... OF 20.....

Between

.....

Appellant/Petitioner

(By Legal Representative Shri.....)

and

.....

Respondent/s

(By Legal Representative Shri .....) )

**Under Section 424 of the Companies Act, 2013 r/w corresponding  
power  
vested under C.P.C.**

Whereas the Tribunal *suo motu* or on consideration of the request made by Shri/ Smt/M/s .....( Appellant) having been satisfied that production of the following documents or records under your control or custody is necessary for proper decision of the above case, you are hereby directed to cause production of the said documents/records before this Tribunal /forward duly authenticated copies thereof on or before the .....day of.....20.....

(Enter description of documents requisitioned)

“By Order of Tribunal “

Registrar

Date :

**FORM NCLT-16**

**[See Rule 140]**

**BEFORE THE NATIONAL COMPANY LAW TRIBUNAL**

**NEW DELHI**

Petition No..... of 20.....

**Deposition of PW/RW**

- 1. Name :
- 2. Father's/Mother's/Husband's Name :
- 3. Age :
- 4. Occupation :
- 5. Place of Residence and address :
- 6. Name of the Officer administering the  
Oath / affirmation :
- 7. Name of the Interpreter if any, duly  
Sworn/ solemnly affirmed :
- Duly sworn/ solemnly/ affirmed
- Examination-in-chief: By

Date:

.....

Cross examination: By

.....

Re-examination, if any:

.....

(Signature of the witness on each page)

Statement of witness as recorded was read over/translated to the witness,  
who admitted it to be correct.

Signature of the Member of the Tribunal with date

**FORM NCLT-17**

**[See Rule 142]**

**CERTIFICATE OF DISCHARGE**

Certified that .....appeared before this Tribunal as a witness/in/ No. ....of 20....., on behalf of the appellant or respondent as Court witness on this .....day of ....20..... and that he was relieved at .....on..... He was paid/not paid any T.A. and D.A. or allowance of Rs.....

Date :  
the Registrar  
(Seal of the Tribunal)

Signature of

**FORM NCLT -18**

**[See Rule 163]**

**BEFORE THE NATIONAL COMPANY LAW TRIBUNAL**

REGISTER OF APPEALS COURT SL. No	No. of SLP/ appeal Before the NCLAT	No. of the case appealed against	Name of the Applicant / Respondent	Date of dispatch Of records to NCLAT	Date of receipt of records from NCLAT	Appeal dismissed allowed with date	Interim Direction If any, with date	Final order In the appeal with date	Direction If any, for compliance by the Tribunal	Steps Taken for compliance	Remarks

**ANNEXURE - B**

**LIST OF DOCUMENTS TO BE ATTACHED WITH A PETITION OR APPLICATION**

<b><u>S.No.</u></b>	<b><u>Section of the Act</u></b>	<b><u>Nature of Petition</u></b>	<b><u>Enclosures to the Petition</u></b>
1.	Sec. 2 (41)	Application for change in financial year	<ol style="list-style-type: none"><li>1. Copy of the memorandum and articles of association.</li><li>2. Copy of balance sheet of companies.</li><li>3. Affidavit verifying the petition.</li><li>4. Bank draft evidencing payment of application fee.</li><li>5. Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.</li></ol>
2.	Sec. 7 (7)	Application to Tribunal where company has been incorporated by furnishing false or incorrect info or by any fraudulent action.	<ol style="list-style-type: none"><li>1. Copy of the memorandum and articles of association.</li><li>2. Document in proof of false or incorrect information or fraudulent action.</li><li>3. Affidavit verifying the petition.</li><li>4. Bank draft evidencing payment of application fee.</li><li>5. Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.</li></ol>
3.	Sec. 14 (1)	Conversion of public company into a private company.	<ol style="list-style-type: none"><li>1. Copy of the memorandum and articles of association.</li><li>2. Copy of the documents showing that the company ceased to become a public company.</li><li>3. Affidavit verifying the petition.</li></ol>

			<p>4. Bank draft evidencing payment of application fee.</p> <p>5. Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.</p>
4.	Sec. 55 (3)	<p>Application for issue further redeemable preference shares.</p>	<p>1. Copy of the memorandum and articles of association.</p> <p>2. Documents showing the terms of issue of the existing preference shares.</p> <p>3. Copy of the Board Resolution and resolution of general meeting for issue of further redeemable preference shares.</p> <p>4. Copy of the latest audited balance sheet with the profit and loss account of the company with auditor's report and director's report.</p> <p>5. Affidavit verifying the petition.</p> <p>6. Bank draft evidencing payment of application fee.</p> <p>7. Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.</p>
5.	Sec. 58 (3) or 59	<p>Appeal against refusal of registration of shares;</p> <p style="text-align: center;">or</p> <p>Appeal for rectification of register of member.</p>	<p>Where the company is the petitioner.</p> <p>1. Copy of the memorandum and articles of association</p> <p>2. Latest audited balance-sheet and profit and loss account, auditor's report and director's report.</p>

		<p>3. Authenticated copy of the extract of the Register of Members.</p> <p>4. Copy of the resolution of the Board or Committee of Directors (where applicable)</p> <p>5. Any other relevant documents.</p> <p>6. Affidavit verifying the petition.</p> <p>7. Bank draft evidencing payment of application fee.</p> <p>8. Memorandum of appearance with copy of the Board Resolution or the executed Vakalatnama, as the case may be.</p> <p>9. Two extra copies of the petition.</p> <p>Where the petition is made by any other person.</p> <p>1. Documentary evidence in support of the statements made in the petition including the copy of the letter written by the petitioner to the company for purpose of registering the transfer of, or the transmission of the right to, any share, or interest in, or debentures as also a copy of the letter of refusal of the company.</p> <p>2. Copies of the documents returned by the company.</p> <p>3. Any other relevant document.</p> <p>4. Affidavit verifying the petition.</p>
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			<p>5. Bank draft evidencing payment of application fee.</p> <p>6. Memorandum of appearance with copy of the Board's Resolution or the executed Vakalatnama, as the case may be.</p> <p>7. Two extra copies of the petition</p>
6.	Sec. 61 (1)	Application to Tribunal for consolidation and division of share capital.	<p>1. Copies of memorandum and articles of association;</p> <p>2. Copies of audited balance sheets for past 3 years;</p> <p>3. Resolution for allowing such consolidation or division and providing justification for the same;</p> <p>4. Documents in proof of new capital structure and class of shares being consolidated or divided;</p> <p>5. Affidavit verifying the petition.</p> <p>6. Bank draft evidencing payment of application fee.</p> <p>7. Memorandum of appearance with copy of the Board's Resolution or the executed Vakalatnama, as the case may be.</p> <p>8. Two extra copies of the application</p> <p>9. Any other relevant documents.</p>
7.	Sec. 73 (4)	Application by deposition for repayment of deposit or interest.	<p>1. Copy of the deposit receipt.</p> <p>2. Copy of the correspondence exchanged with the company.</p>

			<p>3. Bank draft evidencing payment of application fee.</p> <p>4. Any other relevant document.</p>
8.	Sec. 74 (2)	<p>Application to allow further time as considered reasonable to the company to repay deposits.</p>	<p>1. Names and addresses of the officers of the company.</p> <p>2. Full details of small depositors such as names, addresses, amount of deposits, rate of interest, dates of maturity and other terms and conditions of deposits.</p> <p>3. Reasons for nonpayment or late payment.</p> <p>4. Annual Reports for the last three years.</p> <p>5. Projection and cash flow statement for the next three financial years duly certified by Statutory Auditors of the company.</p> <p>6. Any other relevant document</p>
9.	Sec. 97 (1)	<p>Application for calling of Annual General meeting.</p>	<p>1. Affidavit verifying the petition.</p> <p>2. Bank draft evidencing payment of application fee.</p> <p>3. Any other relevant document.</p>
10.	Sec. 98 (1)	<p>Application for calling of general meeting of company other than annual general meeting</p>	<p>1. Documentary evidence in proof of status of the applicant.</p> <p>2. Affidavit verifying the petition.</p> <p>3. Bank draft evidencing payment of application fee.</p> <p>4. Memorandum of appearance with copy of the Board's Resolution or the executed Vakalatnama, as the case may be.</p> <p>5. Any other relevant document</p>

11.	Sec. 119 (4)	Petition to pass an order directing immediate inspection of minutes books or directing a copy thereof be sent forthwith to person requiring it.	<ol style="list-style-type: none"> <li>1. Documentary evidence, if any, showing the refusal of the company to give inspection to the petitioner.</li> <li>2. Affidavit verifying the petition.</li> <li>3. Bank draft evidencing payment of application fee.</li> <li>4. Memorandum of appearance with copy of the Board's Resolution or the executed Vakalatnama, as the case may be.</li> <li>5. Any other relevant document.</li> </ol>
12.	Sec. 131 (1)	Application by company for voluntary revision of financial statement on Board's report.	<ol style="list-style-type: none"> <li>1. Audited Financial statements of relevant period;</li> <li>2. Copies of memorandum and articles of association.</li> <li>3. The details of the Managing Director, Chief Financial Officer, directors, Company Secretary and officer of the company responsible for making and maintaining such books of accounts and financial statement.</li> <li>3. Where such accounts are audited, documents in proof of the name and contact details of the auditor or any former auditor who audited such accounts.</li> </ol>

			<p>4. Copy of the Board resolution passed by the Board of Directors.</p> <p>5. Affidavit verifying the petition.</p> <p>6. Bank draft evidencing payment of application fee.</p> <p>7. Memorandum of appearance with copy of the Board's Resolution or the executed Vakalatnama, as the case may be.</p> <p>8. Any other relevant document.</p>
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**F. No. 1/30/2013/CL-V**

*Amardeep Singh Bhatia*  
21/07/2016

Amardeep Singh Bhatia,  
Joint Secretary