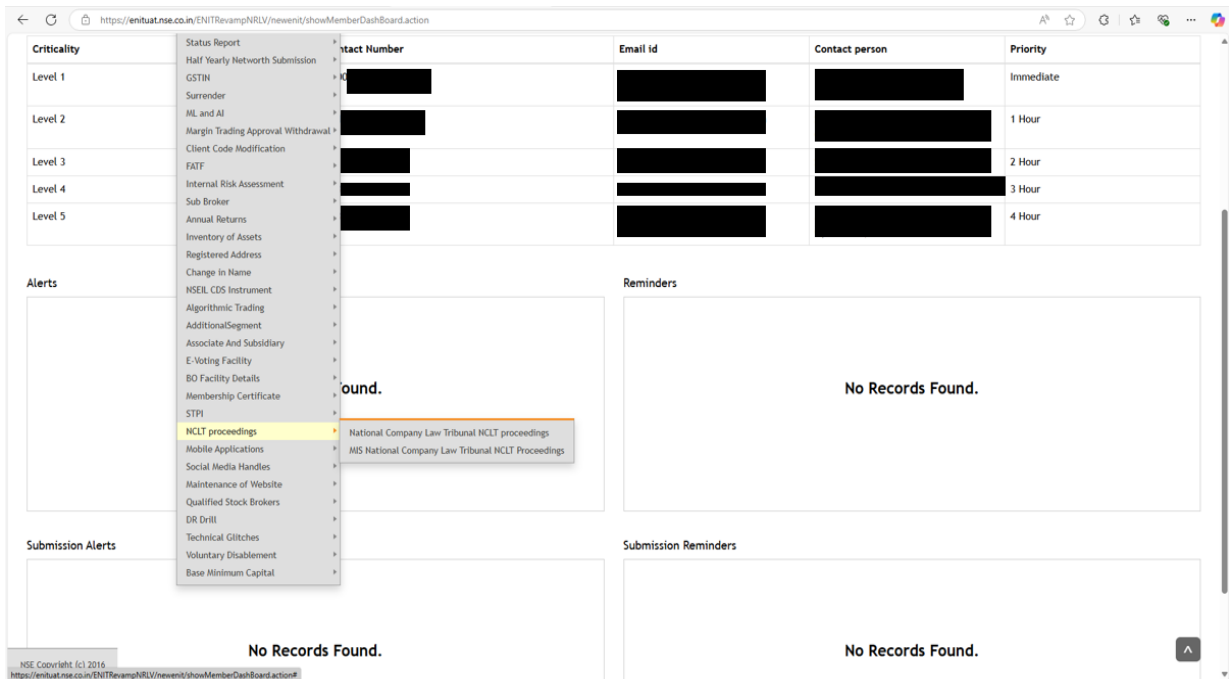


# National Stock Exchange of India

## User Manual – Mandatory Reporting of National Company Law Tribunal (NCLT) Proceedings by Members

### 1. Navigate to NCLT proceeding-

- Login to ENIT - <https://enit.nseindia.com/MemberPortal/> with correct member credentials.
- Click on ENIT-NEW-Compliance> Compliance> NCLT proceedings> National Company Law Tribunal NCLT proceedings.




The screenshot shows the ENIT Member Dashboard interface. On the left, a sidebar menu lists various compliance categories under 'Criticality' (Level 1 to Level 5), 'Alerts', and 'Submission Alerts'. The 'NCLT proceedings' item is highlighted in yellow. A dropdown menu is visible next to it, showing two options: 'National Company Law Tribunal NCLT proceedings' and 'MIS National Company Law Tribunal NCLT Proceedings'. The main content area displays a table with columns: 'Contact Number', 'Email id', 'Contact person', and 'Priority'. The table contains five rows of data, all of which are redacted with black boxes. Below the table, there are sections for 'Reminders' and 'Submission Reminders', both of which display 'No Records Found.'.

### 2. Landing Page-

- On clicking, below page will get open:

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The screenshot shows a web form titled "Reporting of National Company Law Tribunal (NCLT) Proceedings". The form contains several input fields and radio button options. At the top, there are four fields: "Member Code", "Member Name", "Case Number", and "Date of Admission\*". Below these, there are two main sections. The left section is titled "Reason for delay in submission" and contains three numbered questions with radio button options. The right section is titled "Case has been registered with which NCLT (along with the name of ...)" and contains a dropdown menu and a question about the approval of a liquidation application. At the bottom, there are two more fields: "Further details of the matter\*" and "Date of upcoming Hearing\*", followed by "SUBMIT" and "RESET" buttons.

Reporting of National Company Law Tribunal (NCLT) Proceedings

Member Code      Member Name      Case Number      Date of Admission\*

Reason for delay in submission      Case has been registered with which NCLT (along with the name of ...)

1. Is any case against Member/Promoter  
☐ MEMBER ☐ PROMOTER ☐ Both

2. Is the resolution professional appointed?  
☐ Yes ☐ No ☐ Not Applicable

3. Has the resolution plan been approved?  
☐ Yes ☐ No ☐ Not Applicable

4. Has the liquidation application been approved?  
☐ Yes ☐ No ☐ Not Applicable

Further details of the matter\*      Date of upcoming Hearing\*

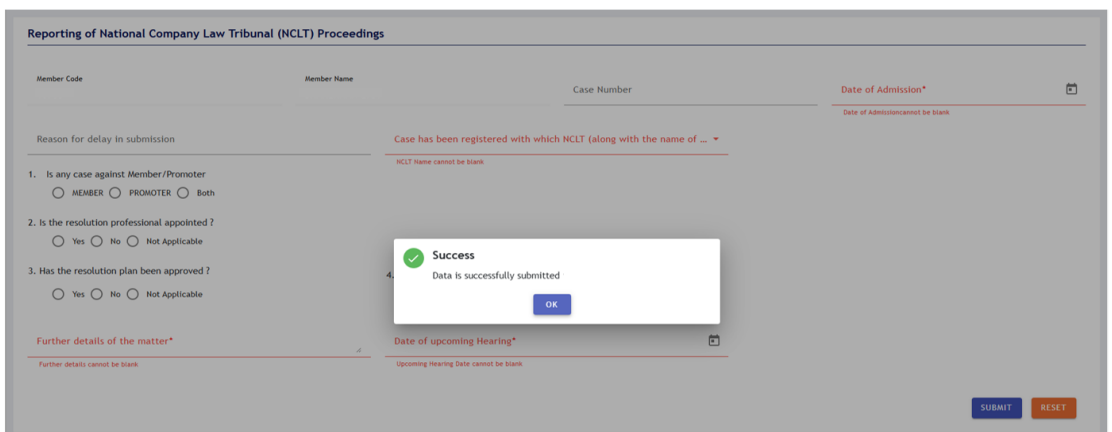
SUBMIT      RESET

### 3. Details to be filled in Parameters –

1. Member Code – This field will be auto-populated with the Member Code.
2. Member Name - This field will be auto-populated with the Member Name.
3. Case Number – Enter the case number assigned if any.
4. Date of Admission - Date on which case was admitted with National Company Law Tribunal (NCLT).
5. Reason for delay in submission – If the submission is done beyond 7 days, provide the reason for such delay.
6. Case has been registered with which NCLT (along with the name of place) – Specify the NCLT branch where the case have been registered.
7. Is any case against Member/Promoter – **(Any one option to be selected.)**
  - a. Member – Select this option if the case is against the Member.
  - b. Promoter – Select this option if the case is against the promoter and choose the name of promoter from the list against whom the case is registered.

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- c. Both – Select this option if the case is against both Member and Promoter. Also select the name of Promoter from the list against whom the case is registered.
  8. Is the resolution professional appointed? – **(Any one option to be selected.)**
    - a. Yes – If yes, provide the Name, Address and Contact Number (12 digit including code)
    - b. No
    - c. Not Applicable
  9. Has the resolution plan been approved? – **(Any one option to be selected.)**
    - a. Yes
    - b. No
    - c. Not Applicable
  10. Has the liquidation application been approved? – **(Any one option to be selected.)**
    - a. Yes
    - b. No
    - c. Not Applicable
  11. Further details of the matter– Provide a detailed description of the case.
  12. Date of upcoming hearing– Enter the scheduled date of the next hearing.
4. Once the request is submitted, the message below will be displayed:



**Reporting of National Company Law Tribunal (NCLT) Proceedings**

Member Code      Member Name      Case Number      Date of Admission\*

Date of Admission cannot be blank

Reason for delay in submission      Case has been registered with which NCLT (along with the name of ...)

NCLT Name cannot be blank

1. Is any case against Member/Promoter?  
☐ MEMBER ☐ PROMOTER ☐ Both

2. Is the resolution professional appointed?  
☐ Yes ☐ No ☐ Not Applicable

3. Has the resolution plan been approved?  
☐ Yes ☐ No ☐ Not Applicable

4. Further details of the matter\*      Date of upcoming Hearing\*

Further details cannot be blank      Upcoming Hearing Date cannot be blank

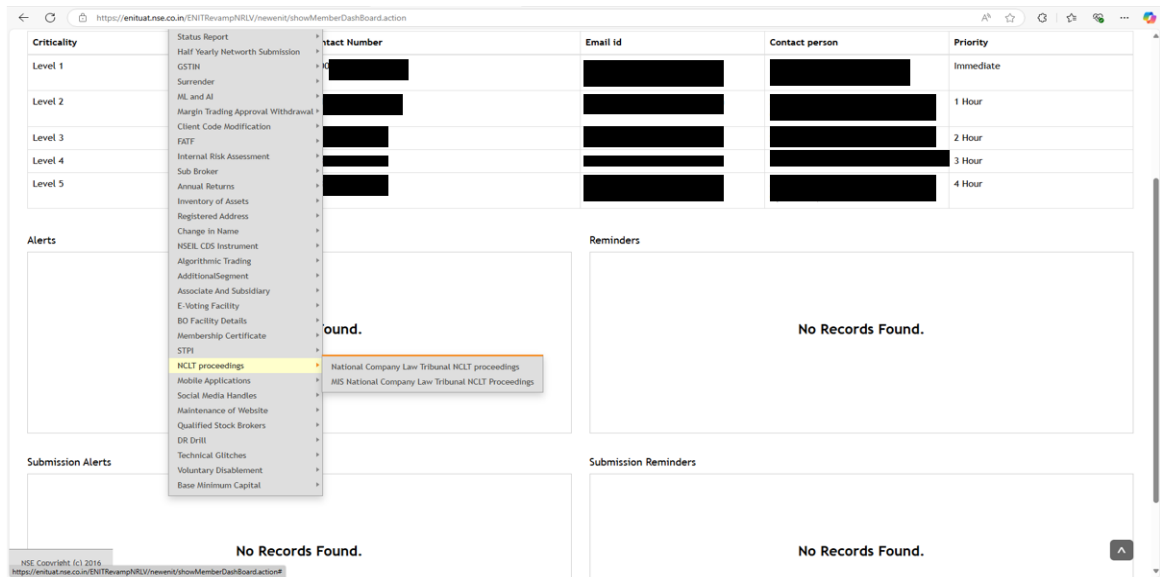
**Success**  
 Data is successfully submitted  
 OK

SUBMIT    RESET

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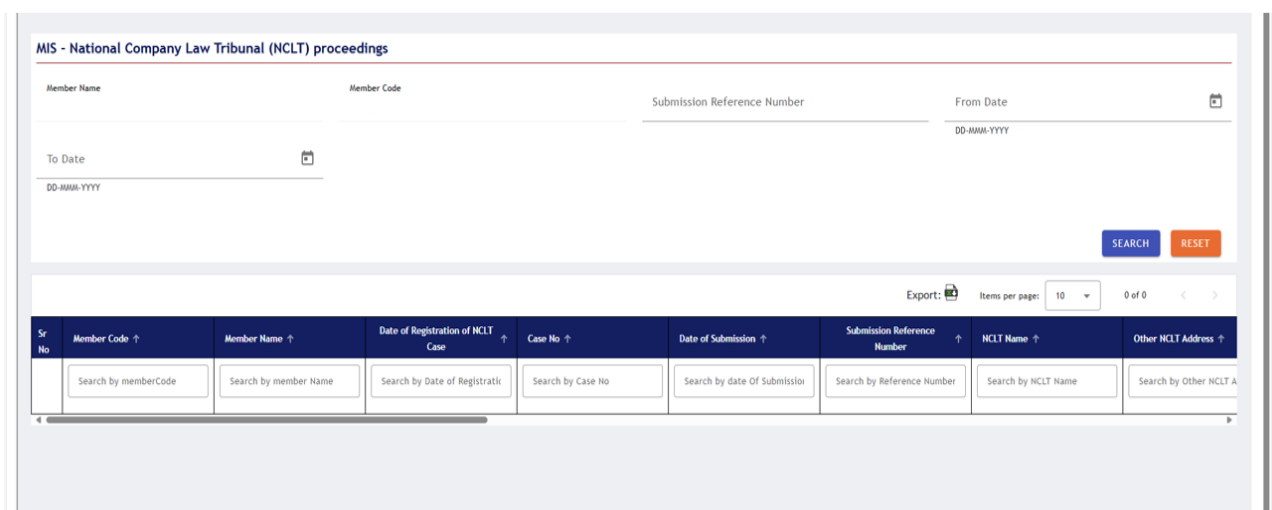
### 5. To check the submissions – MIS

- Click on ENIT-NEW-Compliance> Compliance> NCLT proceedings> MIS National Company Law Tribunal NCLT Proceedings



The screenshot shows the NSE Member Dashboard. On the left, there is a navigation menu with sections: Criticality, Alerts, Submission Alerts, and a dropdown menu. The dropdown menu is open, showing options like Status Report, Half Yearly Networth Submission, GSTIN, Surrender, etc. The 'NCLT proceedings' option is highlighted. On the right, there is a table with columns: Contact Number, Email id, Contact person, and Priority. The table is empty, showing 'No Records Found.' Below the table, there are sections for Reminders and Submission Reminders, both also showing 'No Records Found.'

### 6. On clicking, below page will get open (MIS - National Company Law Tribunal (NCLT) proceedings):



The screenshot shows the 'MIS - National Company Law Tribunal (NCLT) proceedings' page. It has a search form with fields for Member Name, Member Code, Submission Reference Number, From Date, and To Date. There are 'SEARCH' and 'RESET' buttons. Below the search form, there is a table with columns: Sr No, Member Code, Member Name, Date of Registration of NCLT Case, Case No, Date of Submission, Submission Reference Number, NCLT Name, and Other NCLT Address. The table is empty, showing '0 of 0' items. There is an 'Export' button and a dropdown for 'Items per page'.

### 7. Member has an option to download the report in Excel format.