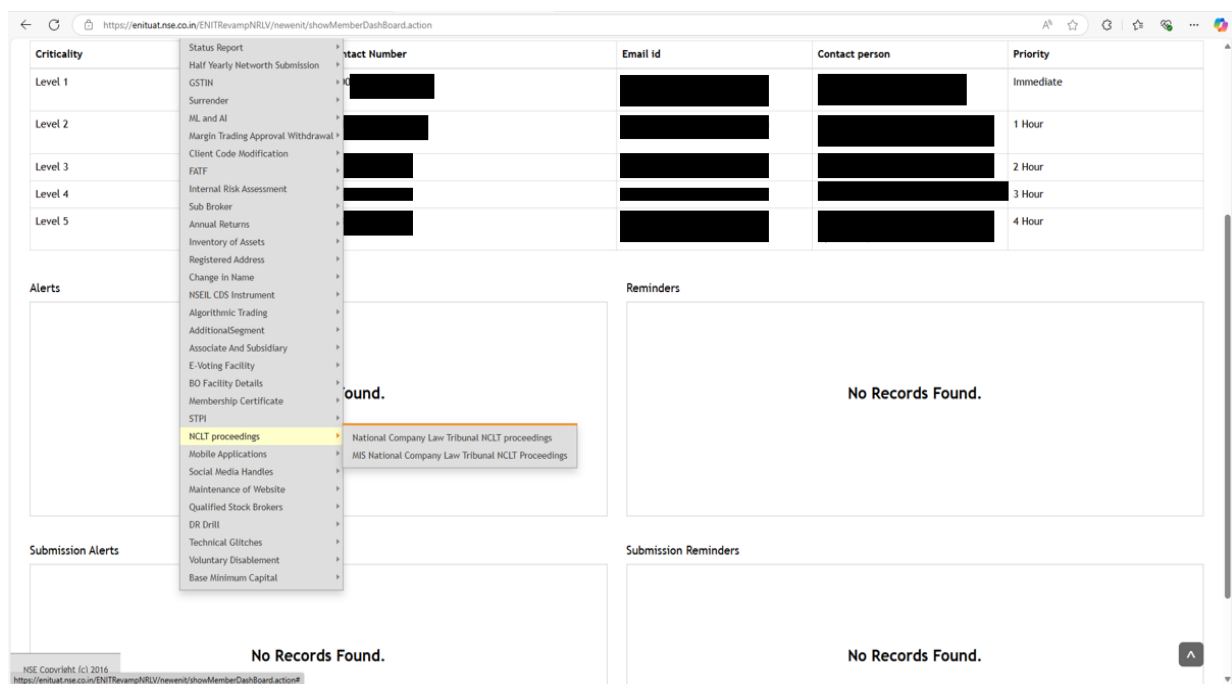


National Stock Exchange of India

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.



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 checkboxes. 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*

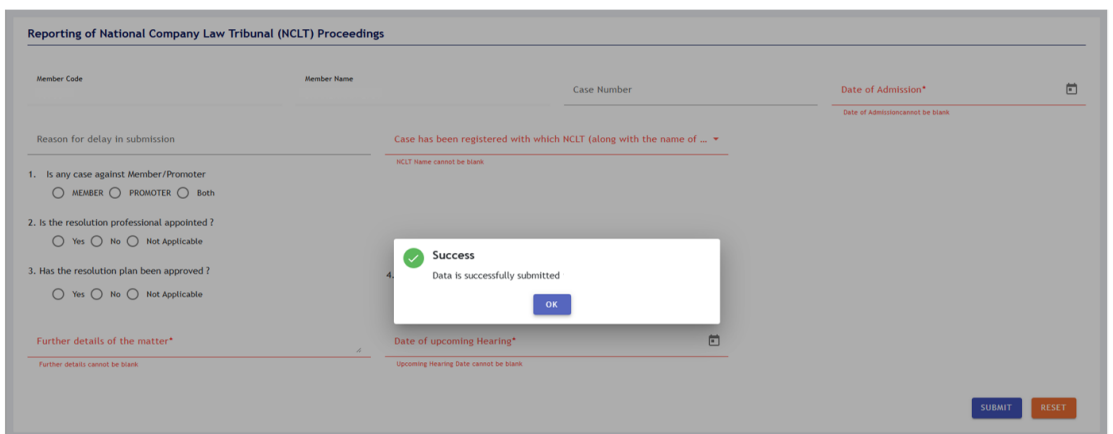
SUBMIT RESET

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*

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

Further details of the matter* Date of upcoming Hearing*

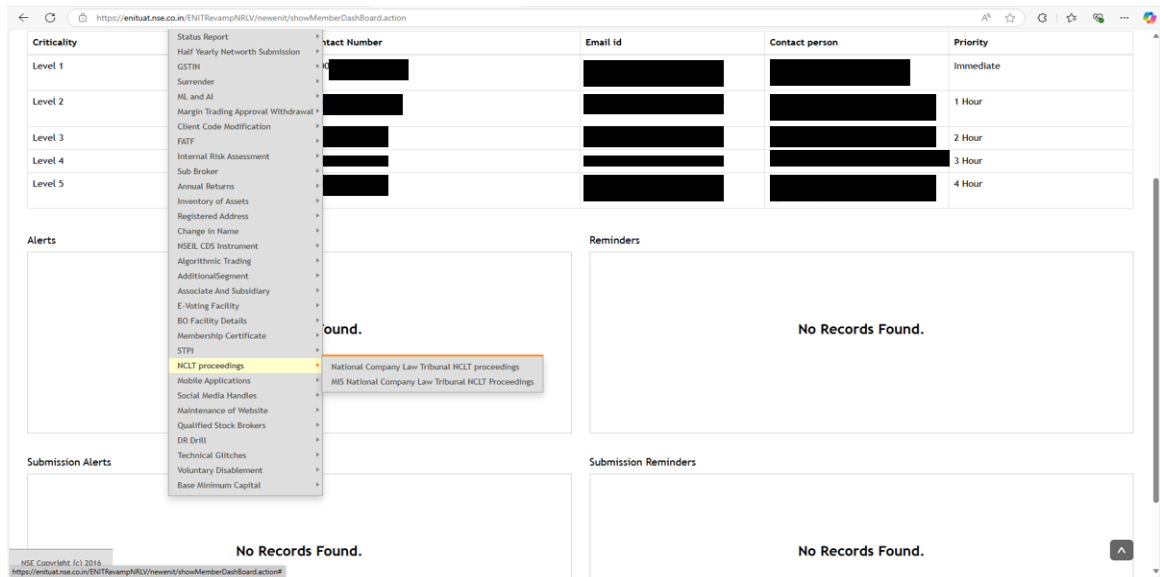
Success
 Data is successfully submitted
 OK

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

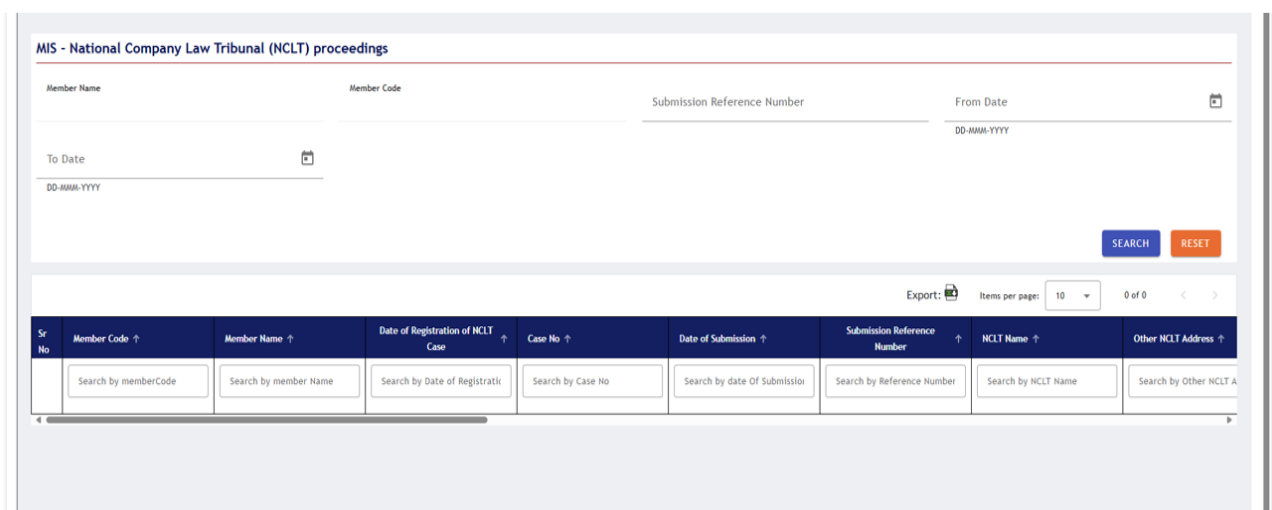


The screenshot shows the NSE Member Dashboard. On the left, there is a 'Criticality' sidebar with levels 1 to 5. Below it are 'Alerts' and 'Submission Alerts' sections. A central menu is open, showing various options. The 'NCLT proceedings' option is highlighted, and a sub-menu is visible with the following items:

- National Company Law Tribunal NCLT proceedings
- MIS National Company Law Tribunal NCLT Proceedings

The main content area displays a table with the following columns: Contact Number, Email id, Contact person, and Priority. The table is currently empty, showing 'No Records Found.' in the center. 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 features a search form with the following fields:

- Member Name
- Member Code
- Submission Reference Number
- From Date (DD-MM-YYYY)
- To Date (DD-MM-YYYY)

There are 'SEARCH' and 'RESET' buttons. Below the search form, there is an 'Export' button and a table with the following columns:

Sr No	Member Code	Member Name	Date of Registration of NCLT Case	Case No	Date of Submission	Submission Reference Number	NCLT Name	Other NCLT Address
Search by memberCode Search by member Name Search by Date of Registrati Search by Case No Search by date Of Submissio Search by Reference Number Search by NCLT Name Search by Other NCLT A								

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