

NCLT Readiness Checklist – 2026

Corporate Readiness Checklist for Matters before the National Company Law Tribunal (NCLT), India

I. Pre-Filing & Documentation Readiness

- Identify the appropriate NCLT Bench based on the registered office of the Corporate Debtor (Delhi, Mumbai, Bengaluru, etc.).
- Register on the NCLT e-filing portal and ensure all documents are scanned and self-attested in blue ink on single-sided legal-sized paper.
- Prepare all necessary forms including NCLT-1, NCLT-6, Form 1 (IBC), and Form 5 (IBC).
- Compile complete evidence of default, debt details, part payments, and acknowledgements of debt.
- Ensure all board resolutions and supporting documents are certified true copies.

II. Legal and Statutory Compliance

- Verify that all corrections, erasures, and interlineations are initialed by the authorized representative.
- Ensure affidavits in Form NCLT-6 are notarized and executed on non-judicial stamp paper.
- Confirm complete address, parentage, age, and email details of all parties are correctly mentioned.
- Maintain valid Board Resolution or Power of Attorney authorizing the filing.

III. Virtual Hearing (VC) Readiness

- Test audio and video quality in advance using Cisco Webex.
- Login using the prescribed naming convention: Item No. - Party Name - Advocate Name.
- Keep digital copies of petition, index, and list of dates ready for screen sharing.
- Prepare PDFs of all cited judgments.

- Share appearance details in the hearing chat box.

IV. IBC Specific Readiness

- Ensure eligibility compliance under Section 29A.
- Identify and finalize a suitable Insolvency Professional (IP) as proposed IRP.
- Submit bank statements, invoices, and chronology of debt and default.
- Verify whether proceedings are pending before RERA, NCDRC, or any other forum.

V. Post-Filing & Procedural Steps

- Serve notices on the Registrar of Companies (ROC) and all opposite parties.
- Pay prescribed filing fees under NCLT Rules, 2016.
- Regularly monitor the NCLT Cause List for scheduling and updates.