

CHECKLIST**COMPANY APPEAL****(Appeal under Section 10-F of the Companies Act, 1956)****(Appeal against the order of the Company Law Board)**

SR. NO.		YES / NO / N.A.
1	Title to be properly incorporated.	
2	Appeal should be in the Form of Memo of Appeal	
3	Whether the statement of facts are incorporated?	
4	Whether the grounds of Appeal are incorporated?	
5	Whether the Question of Law is incorporated?	
6	Whether the Appeal is filed within the prescribed period of limitation i.e. within 60 days from the date of the order of the Company Law Board? (Averment to be made)	
7	Whether the proceedings alongwith the impugned order of the Company Law Board are arranged in serial order?	
8	Whether pagination is done (with ink pen)?	
9	Whether the Annexures are referred in the margin of the Appeal.	
10	Whether the Synopsis, Proforma Sheet, Impugned Order and Memo of Appeal are flagged?	
11	Whether the copies annexed to the Appeal are certified as True Copy by the Advocate on record?	
12	Whether the averment as to the Jurisdiction of the Court is made?	
13	Whether the averment in respect of payment of Court Fees is made?	
14	Illegible copies to be replaced by the proper legible copies.	
15	Whether Vakalatnama / Note of Appearance is annexed?	
16	Whether the Vakalatnama is filed in accordance with Form No.5 of the High Court (O.S.) Rules, 1980?	
17	Whether the Vakalatnama is addressed to the Registrar (O.S.) / Prothonotary and Senior Master?	
18	Whether the Vakalatnama is signed by the person duly authorised by the Company?	
19	Whether the Vakalatnama is signed by the Advocate on record?	
20	Whether the name and designation of the person who has signed the Vakalatnama, is mentioned?	
21	Whether O.S. Registration No. of the Advocate is mentioned on the Vakalatnama?	
22	Whether the Court Fee stamp of Rs.15/- is affixed to the Vakalatnama?	
23	Whether the Stamp of Welfare Fund is affixed to the Vakalatnama?	
24	Whether the endorsement in respect of membership of Advocates' Welfare Fund is made on the Vakalatnama and signed by the Advocate?	
25	Whether date is mentioned on the Vakalatnama?	
26	Whether double docket (with one thick) is annexed?	
27	Whether second set is corrected accordingly?	