

## Check List/Guidance for Filing Appeals in the Appellate Authority

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Before filing an appeal against the order passed by the Disciplinary Committee or by the Board of Discipline, as the case may be, please ensure the fulfillment of the following requirements:

1. That the Appeal filed is in '**English Language**' printed/typed '**Single Sided**' on '**Legal Size Paper**' in '**Double Space**' bound as a '**Paper Book**' along with: -
  - i. A copy of the **Original Complaint**,
  - ii. **Written Statement** submitted before formation of the Prima Facie Opinion as well as at the time of hearing before the Board of Discipline or the Disciplinary Committee, as the case may be,
  - iii. **Prima Facie Opinion** formed by the Director (Discipline),
  - iv. **Report of the Board of Discipline** or the Disciplinary Committee, as the case may be, and
  - v. A copy of the **Impugned Order** including other relevant papers/annexure (s) on which reliance is being placed.
2. In case any of the document is filed in vernacular languages with the appeal, the '**English Translation**' thereof should be formed part of that appeal mandatorily.
3. The Appeal has been filed with '**Five Copies**' for the use of Appellate Authority plus so many '**Extra Copies**' as there are number of Respondents in the said appeal. In case the appellant himself wish to deliver the Appeal Books to the Respondents either through speed post or courier or by hand, then only five copies of the appeal book be supplied to the office of the Authority along with proof of delivery of appeal books to the Respondents.
4. The Appeal is filed with '**Index**' bearing full description and page numbers of the Appeal Book, Annexures and other documents. Further, the Appeal, Annexures and other documents are filed **duly signed on each page** either by the Appellant himself or by his Counsel as true copy and numbered consecutively.
5. The '**Original Complainant**' as well as the **Institute concerning** the Board of Discipline or Disciplinary Committee, as the case may be, has been made a party of that appeal providing the complete correspondence address and the contacts details including '**Mobile Number**' and '**Email Ids**' of the necessary parties in the 'Memo of Parties' enabling this Authority to contact the parties or to send them necessary notices/communications as and when required.
6. A '**Demand Draft**' for an amount of Rs. 5500/- (Rupees Five Thousand Five Hundred Only) being the 'Appeal Fee' (Rs.5000/-) and the 'Process Fee' (Rs.500/-) is being submitted with the appeal in favour of "Appellate Authority" payable at New Delhi.
7. As many '**Unused File Sized Envelopes**' as there are number of Respondents in the appeal bearing '**Full Correspondence Address**' of each Respondent also be provided to the Appellate Authority.
8. The appeal should be accompanied with '**Power of Attorney**' or **Vakalatnama** in case the Appellant wish to represent himself before the Authority either through an Advocate or through an Agent or through the Authorized Representative.

9. **'Fair Typed Copies'** of dim, unclear, not readable or hand written annexures and documents are required to be filed along-with the appeal.
10. All the appeal books are contained a **'Separate Stay Application'**, as the part of the appeal in case the Appellant wish to seek stayed the operation of the Impugned Order till the final disposal of the Appeal by the Appellate Authority.
11. In case the appeal is being filed beyond the period of limitation of 90 days, an **'application for condonation of delay'** be filed with each of the Appeal book.
12. Appeal shall be accompanied with duly 'Notarized Affidavit'.
13. Appeal books are required to be filed in the office of the Appellate Authority at the address given below:

**"To,  
Dr. Surendra Singh,  
Registrar, Appellate Authority,  
ICAI Bhawan, 2<sup>nd</sup> Floor,  
The Institute of Chartered Accountants of India,  
A-29, Sector -62, Noida-201301 (U.P)"**

Please ensure that all the above written requirements are fulfilled before filing an Appeal with the Appellate Authority. In case any of the above requirements is not fulfilled by the Appellant or the appeal books are not provided in a proper paper book binding, his appeal shall not be registered with this Authority till the same is complied with.

**Concluded  
Registrar, Appellate Authority  
28.07.2021**