HIGH COURT OF DELHI : NEW DELHI
(Office of State Court Management Systems Committee)

NI ACT COMPLAINT META DATA
(To be filled by Complainant)

A. Particulars of Complainant:		
1.	Name:	
2.	Gender (Male/Female/Others/Legal Entity):	
3.	Age:	
4.	Parentage:	
5.	In case, complaint is filed through other person - Name of Authorized Representative/ Power of Attorney Holder:	
6.	Address:	
7.	Mobile No:	
8.	Email Id:	
9.	Status of Complainant, if other than individual (Company/Firm/other) details of Documents filed (Company Master Data, Form 32 for Directors, Partnership Deed, any other):	
10.	Details of the advocate of the Complainant: (Name, enrolment ID, Mobile no., email id):	
11.	Name of Complainant's Bank where cheque was presented:	
	i. Address of the Bank Branch:	
	ii. IFSC Code:	

B. Details of Accused *(Add additional templates as per need)***:**		
1.	Name:	
2.	Gender (Male/Female/Others):	
3.	Age:	
4.	Parentage:	
5.	Address:	
6.	Mobile No:	
7.	Email Id:	

C. Details where accused is a Company/Firm:		
1.	Name:	
2.	Registered address:	
3.	Name of Managing Director/Partners:	
4.	Name of signatory of dishonoured cheque:	
5.	Name of persons vicariously liable for the Company/Firm:	

D. Details of financial liability *(Loan, sale of goods/services, lease/license & others)***:**		
1.	Nature of liability for which cheque was received:	
2.	In cases of friendly loan, provide the following particulars:	
	i. Date when the borrower approached the Complainant for loan:	
	ii. Date when the loan was advanced:	
	iii. Place at which the loan was advanced:	
	iv. Persons in whose presence the loan was advanced:	
	v. Mode of advancement of loan (cash/ cheque/ Bank transaction/ others):	
	Use separate templates depending upon the nature of liability.	

E. Particulars of Cheque *(Add additional templates as per need)***:**		
1.	Cheque Number:	
2.	Date on the cheque:	
3.	Amount (in figure) on the cheque:	
4.	Amount (in words) on the cheque:	

5.	Date when the Complainant received the cheque from accused:	
6.	Name of the Bank on which the dishonoured cheque is drawn:	
	i. Address of the Bank Branch:	
	ii. IFSC Code:	
7.	Date when the cheque was presented to the Bank lastly:	
8.	Number of times this cheque was presented:	
9.	Date on Cheque Return Memo:	
10.	Date when information about dishonour was received by the Complainant:	
11.	Reason(s) for dishonour of cheque:	

F. Particulars of Legal Demand Notice:		
1.	Date on Legal Demand Notice:	
2.	Date when the Legal Demand Notice was dispatched:	
3.	Mode of dispatch of Legal Demand Notice (Physical/Electronic) [personal, Speed post, Regd. Post, Courier, E-mail, others]:	
4.	Whether the Complainant relies on presumption of law for service:	
5.	If not, the actual date of service of Legal Demand Notice:	
6.	Whether reply to Legal Demand Notice was received:	(Yes/No)
7.	If Yes, provide the date of receiving of reply:	

G. Additional particulars of criminal complaint:		
1.	Date when the 15 days from service of Legal Demand Notice was complete:	
2.	Date of accrual of cause of action:	
3.	Date when the limitation of one month expires:	
4.	Whether the complaint is filed within limitation:	(Yes/No)
5.	If No, whether the Complainant is filing condonation application:	

H. Other Details:		
1.	Name of PS within which the offence is committed:	
2.	Whether any other case filed/pending with respect to the transaction in question/cheque:	(Yes/No)
3.	If Yes, the details thereof (CNR Number be mentioned):	
4.	Whether you want the remittance/payment by the accused in the aforementioned account of yours as mentioned above (Yes/No):	
5.	If no, the No. of the account, Name of the Bank, Address of the Branch, IFSC Code of the branch in which you want the remittance/payment:	
6.	Court fee paid:	
7.	Mode of payment of such court fee:	

I. Recourse to ADR:		
1.	Complainant willing to settle by Mediation/ Lok Adalat:	(Yes/ No)

J. Supporting documents:		
1.	Number of documents attached in e-file:	
2.	Particulars of documents so attached:	
3.	Undertaking of the Complainant for filing original documents:	