

**BRIEF GUIDELINES FOR FILING APPEALS BEFORE FILING  
APPEALS PLEASE ENSURE THAT:-**

1. It is Filed in the prescribed form (EA-3, EA-5, CA-3, CA-5, ST-5, ST-7).
2. All the sets of appeal must be originally signed, stamped and should bear verification/ Affidavit by the applicants.
3. Original set is filed with the Original /certified copy of impugned order (attested by the department or Advocate/C.A/Consultant duly authorized by the appellant). In 2<sup>nd</sup> 3<sup>rd</sup>& 4<sup>th</sup> Sets of the appeal, copy of the impugned order shall be duly attested by the appellant or His authorized representative.
4. The appeal should be filed alongwith a court fee payable by way of a Demand Draft of:-
  - a) Rs 1000/- where duty penalty, fine does not exceed 5 lakh.
  - b) Rs 5000/- where duty penalty, fine does not exceed 50 lakh.
  - c) Rs 10000/- where duty penalty, fine exceed 50lakh.
  - d) Rs 15000/- in case of Anti Dumping cases
  - e) The Demand Draft should be drawn in favour of **Assistant Registrar, CESTAT**, payable at **New Delhi**.
5. In case of applications/misc. applications the Court Fee payable is Rs. 500/- paid by Demand Draft drawn in favour of **Assistant Registrar, CESTAT, New Delhi**.
6. All the columns of form should be properly filled .
7. It is typed in double space and also ensure all papers of the appeal are in legal size.
8. It is typed on one side of full scape paper (legal size)
9. It is properly indexed page numbered and all the pages are legible.
10. It is centre tagged double punched firmly.
11. All sets are duly kept in separate folder.
12. It is filed in Quadruplicate (5 sets in cases of Anti-Dumping cases)
13. All the sets filed are properly tagged .
14. All applications/miscellaneous applications, i.e. ROA, ROM, COD and Cross objection should be filed in 4 sets (5 sets in Anti-Dumping) along with the prescribed fee.
15. All the sets of applications are originally stamped/signed and bears verification/ Affidavit by the applicants.
16. Undertaking (as per circular dated 27.02.2017) should be filed along with the Appeal.
17. Vakalatnama / Authorization is attached with advocate court fee stamp of Rs. 2/

18. Advocate Welfare Fund Stamp of 25 Rs. should be affixed on Vakalatnama (as per Circular dated 31.03.2022)
19. All pages of appeal should be English in language (as per public notice No 01/19 dt 08/01/2019).
20. Evidence of mandatory deposit (as envisaged u/s 129E of Customs Act 1962/35F of CE Act 1944) should be undertaken that the amount has been deposited against the impugned order under which the appeal has been filed in this Tribunal.
21. In Antidumping appeal, proof of service should be furnished.
22. Board resolution should be furnished in case of appeal signed by the authorized signatory.

By Order of  
Registrar, CESTAT