

# FORM NO. 24B

Form of application to the Central Government for obtaining prior consent for holding of any office or place of profit in the company by certain persons

[Pursuant to section 314(1B) of the Companies Act, 1956]

Note - All fields marked in \* are to be mandatorily filled.

## PART A - Particulars of company

- 1.(a) \*Corporate identity number (CIN) of company
- (b) Global location number (GLN) of company
- 2.(a) Name of the company
- (b) Address of the registered office of the company
- (c) \*e-mail ID of the company
- (d) Phone (with STD code)  (e) Fax (with STD code)

## PART B - The proposal for which the Central Government's approval is sought

- 3.(a) \*Proposal for which Central Government's approval is sought

- (b) \*Period of appointment From  (DD/MM/YYYY) To  (DD/MM/YYYY)
- (c) (i) \*Remuneration  per month  per annum
- (ii) Salary (in Rs.)
- (iii) Commission (in Rs.)
- (iv) Perquisites (in Rs.)
- (v) Others (in Rs.)
- (vi) Total cost to the company (in Rs.)

4. Name(s) of the directors or managing directors or whole-time directors to whom the proposed appointee is related and the nature of relationship  
(Details of maximum 2 persons can be provided here. In case of more than 2, provide details as an optional attachment)

- (i)
- (a) \*Director identification number (DIN)
- (b) \*Name
- (c) \*Designation
- (d) \*Inter-se relationship
- (ii)
- (a) DIN
- (b) Name
- (c) Designation
- (d) Inter-se relationship

5. \*Appointee is  Individual  Company  Partnership firm

(One application can be filed for one appointee only. In case more than one appointee, file a new eform)

(a) (i) DIN or income-tax permanent account number (income-tax PAN) or passport number

(ii) CIN of company

(iii) GLN of company

(iv) \*Name

(b) Father's name

(c) \*Designation or nature of appointment

(d) Nationality

(e) Date of birth  (DD/MM/YYYY)

(f) Qualification

(g) Experience  years  months

(h) Remuneration drawn during last three years

(i) \*Whether employed  Yes  No

Name of organisation

Designation

Date (DD/MM/YYYY) From  To

Total cost to the company (in Rs.)

(ii) \*Whether employed  Yes  No

Name of organisation

Designation

Date (DD/MM/YYYY) From  To

Total cost to the company (in Rs.)

(iii) \*Whether employed  Yes  No

Name of organisation

Designation

Date (DD/MM/YYYY) From  To

Total cost to the company (in Rs.)

6. Statement of similarly placed employees or executives with details of their educational qualification or experience, pay scale, allowances and other benefits proposed

\*Whether any similarly placed employee or executive exists in the company  Yes  No

If yes, provide the details (Details of maximum 2 persons can be provided here. In case of more than 2, provide details as an optional attachment)

(i)

(a) Name of employee	<input type="text"/>	
(b) Designation and/ or nature of employment	<input type="text"/>	
(c) Date of birth	<input type="text"/>	(DD/MM/YYYY)
(d) Qualification	<input type="text"/>	
(e) Experience	<input type="text"/>	
(f) Remuneration		
(i) Salary (in Rs.)	<input type="text"/>	
(ii) Commission (in Rs.)	<input type="text"/>	
(iii) Perquisites (in Rs.)	<input type="text"/>	
(iv) Others (in Rs.)	<input type="text"/>	
(v) Total cost to the company (in Rs.)	<input type="text"/>	

(ii)

(a) Name of employee	<input type="text"/>	
(b) Designation and/ or nature of employment	<input type="text"/>	
(c) Date of birth	<input type="text"/>	(DD/MM/YYYY)
(d) Qualification	<input type="text"/>	
(e) Experience	<input type="text"/>	
(f) Remuneration		
(i) Salary (in Rs.)	<input type="text"/>	
(ii) Commission (in Rs.)	<input type="text"/>	
(iii) Perquisites (in Rs.)	<input type="text"/>	
(iv) Others (in Rs.)	<input type="text"/>	
(v) Total cost to the company (in Rs.)	<input type="text"/>	

7. Statement showing the details of the relatives of the director who have been either appointed as managing or whole-time director, manager or in any other position in the applicant company indicating clearly the remuneration paid to each relative and total remuneration paid to them as percentage of profit as computed under section 198 of the Companies Act, 1956:

(a) Total number of relatives of the directors appointed as Managing Director, or whole-time director, manager or in any position in the applicant company

(Details of maximum 3 persons can be provided here. In case of more than 3, provide details as an optional attachment)

(i)

(a) Name of relative	<input type="text"/>		
(b) Nature of relation	<input type="text"/>		
(c) Designation and/ or nature of appointment	<input type="text"/>		
(d) Remuneration (in Rs.)	Salary <input type="text"/>	Commission <input type="text"/>	Perquisites <input type="text"/>
	Others <input type="text"/>	Total <input type="text"/>	
(e) Percentage of profit as computed under section 198 of the Companies Act, 1956	<input type="text"/>		
(f) Details of director to whom related			
DIN	<input type="text"/>		
Name	<input type="text"/>		
Designation	<input type="text"/>		

(ii)

(a) Name of relative	<input type="text"/>		
(b) Nature of relation	<input type="text"/>		
(c) Designation and/ or nature of appointment	<input type="text"/>		
(d) Remuneration (in Rs.)	Salary <input type="text"/>	Commission <input type="text"/>	Perquisites <input type="text"/>
	Others <input type="text"/>	Total <input type="text"/>	
(e) Percentage of profit as computed under section 198 of the Companies Act, 1956	<input type="text"/>		
(f) Details of director to whom related			
DIN	<input type="text"/>		
Name	<input type="text"/>		
Designation	<input type="text"/>		

(iii)

(a) Name of relative	<input type="text"/>		
(b) Nature of relation	<input type="text"/>		
(c) Designation and/ or nature of appointment	<input type="text"/>		
(d) Remuneration (in Rs.)	Salary <input type="text"/>	Commission <input type="text"/>	Perquisites <input type="text"/>
	Others <input type="text"/>	Total <input type="text"/>	
(e) Percentage of profit as computed under section 198 of the Companies Act, 1956	<input type="text"/>		
(f) Details of director to whom related			
DIN	<input type="text"/>		
Name	<input type="text"/>		
Designation	<input type="text"/>		

(b) Total remuneration paid to relatives of directors as a percentage of profit as computed under section 198 of the Companies Act, 1956 during the preceding financial year

8. Particulars of net profit or loss as computed under section 198 of the Companies Act, 1956, total income and net profit or loss of the company during immediately preceding three financial years

Particulars	Figures for the period (Amount in rupees)	Figures for the period (Amount in rupees)	Figures for the period (Amount in rupees)
	From (DD/MM/YYYY)	From (DD/MM/YYYY)	From (DD/MM/YYYY)
	To (DD/MM/YYYY)	To (DD/MM/YYYY)	To (DD/MM/YYYY)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profit or loss as computed under section 198 of the Act			
Total income			
Net profit/ net loss			

9.(a) \*Service request number (SRN) of Form 23

(b) \*Date of filing of Form 23

(DD/MM/YYYY)

(c) \*Date of passing of special resolution

(DD/MM/YYYY)

10. \*Share holding pattern as on  (DD/MM/YYYY)

(a)	S.No.	Category	Percentage
	1.	*Government [Central and State]	
	2.	*Government companies	
	3.	*Public financial companies	
	4.	*Nationalised or other banks	
	5.	*Mutual funds	
	6.	Venture capital	
	7.	Foreign holdings [Foreign institutional investor(s) or Foreign company(s) or Foreign financial institution(s) or Non resident indian(s) or Overseas corporate bodies]	
	8.	Bodies corporate (not mentioned above)	
	9.	Directors or relatives of directors	
	10.	Other top 50 shareholders (other than listed above)	
	11.	*Indian public	
	12.	Others	
	13.	Total	

(b) \*Total number of share holders

**Attachments**

- 1. \*Copy of the resolution passed by the board of directors, relating to the proposed appointment
- 2. \*Copy of members' special resolution approving the proposal alongwith notice and explanatory statement relating there to
- 3. Copy of rules of the company relating to the terms and conditions in regard to perquisites as applicable to its employees.
- 4. \*Certificate from secretary or director of the company to the effect that similar perks at the same rate(s) are being paid to the other employees of the company in the equivalent grade
- 5. An undertaking from the appointee that he or she will be in exclusive employment of the company and will not hold a place of profit in any other company
- 6. Copy of the minutes of selection committee in case of public limited company (including composition of selection committee)
- 7. \*Particulars of employees in receipt of remuneration of Rs. 50,000 or more per month
- 8. Optional attachment(s) - if any

List of attachments

**Verification**

To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete.

I have been authorised by the Board of directors' resolution number \*  dated \*  (DD/MM/YYYY) to sign and submit this application

**To be digitally signed by**

Managing director or director or manager or secretary of the company

\*Designation

\*Director identification number of the director or Managing Director; or Income-tax permanent account number (income-tax PAN) of the manager; or Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/her income-tax PAN)

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**For office use only:**

**Digital signature of the authorising officer**

This e-Form is hereby approved

This e-Form is hereby rejected