

कम्पनी का नाम	
कम्पनी का सीआईएन	कम्पनी का जीएलएन
लाए गए (निर्मित या अर्धनिर्मित ; समुचित रूप से एकत्रित) माल या वस्तुओं तथा कच्ची सामग्री का अलग-अलग विवरण	
राशि.....(रू. में)	मात्रा की इकाई.....
क्रय की मात्रा.....	क्रय का मूल्य.....
पारिश्रमिक..... (रू. में)	

**संलग्नक**

1. व्यय के आंकड़े को प्रमाणित करने वाले एकमात्र क्रेता अभिकर्ता के लेखा-परीक्षक के प्रमाण पत्र की प्रति
2. \* प्रस्तावित करार की प्रति
3. कम्पनी के शेयरों में एकमात्र क्रेता अभिकर्ता की रूचि का ब्योरा
4. एकमात्र क्रेता अभिकर्ता द्वारा अपनायी गयी या नियंत्रित कम्पनी में निदेशक, के ब्योरों की प्रति
5. व्यक्तियों के ब्योरे और क्रेता अभिकरणों के निदेशकों के साथ उनका संबंध
6. अन्य संलग्नक - यदि कोई हो

संलग्नकों की सूची

**घोषणा**

मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार, इस आवेदन और इसके संलग्नक में दी गई जानकारी सही और पूर्ण है।

मुझे निदेशक बोर्ड के तारीख/मास/वर्ष..... के संकल्प द्वारा हस्ताक्षर करने और यह प्ररूप प्रस्तुत करने के लिए प्राधिकृत किया गया है।

निम्नलिखित द्वारा अंकीय हस्ताक्षर किया जाय

कम्पनी के प्रबंध निदेशक या निदेशक या प्रबंधक या सचिव

केवल कार्यालय के प्रयोग के लिए :

प्राधिकारी अधिकारी के अंकीय हस्ताक्षर

इस ई-प्ररूप को रजिस्ट्रीकृत किया जाता है।

इस ई-प्ररूप को नामंजूर किया जाता है।

[सं. फा. 1/6/2005-सीएल. V ]

जितेश खोसला, संयुक्त सचिव

**टिप्पण :—** मूल नियम का.नि.आ. 137 (अ) तारीख 01.03.1975 द्वारा प्रकाशित किये गए थे और तत्पश्चात् निम्नलिखित द्वारा संशोधित किए गए:-

क्रम सं०	अधिसूचना संख्या	अधिसूचना की तारीख
1	का.नि.आ.	13-09-1979

**MINISTRY OF COMPANY AFFAIRS  
NOTIFICATION**

New Delhi, the 8th March, 2006

**S.O. 147(E).**— In exercise of the powers conferred by section 294AA read with clause (a) of sub-section (1) of section 642 and section 610A of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the

following rules further to amend the Companies (Appointment of Sole Agents) Rules, 1975, namely:-

1. (1) These rules may be called the Companies (Appointment of Sole Agents) Amendment Rules, 2006.

(2) They shall come into force on the date of their publication, in the Official Gazette.

2. In the Companies (Appointment of Sole Agent) Rules, 1975, -

(i) after rule 2, the following rules shall be substituted, namely:-

“(2A). The Forms prescribed in these rules may be filed through electronic media or through any other computer readable media as referred under section 610A of the Companies Act, 1956 (1 of 1956).

(2B) The electronic-form shall be authenticated by the authorized signatories using digital signatures, as defined under the Information Technology Act, 2000 (21 of 2000).

(2C) The Forms prescribed in these forms, when filed in physical form, may be authenticated by authorized signatory by affixing his signature manually.”

(ii) for rule 3, the following rule shall be substituted, namely; -

“3. Where application is filed through electronic media or through any other computer readable media, the user may choose any one of the following payment options namely (i) Credit Card; or (ii) Internet Banking or (iii) Remittance at the Bank Counter or (iv) any other mode as approved by Central Government. The requisite fee as specified in the Companies (Fees on Applications) Rules, 1968 shall be payable through any of the accredited branches of following Banks -

- (a) Punjab National Bank
- (b) State Bank of India
- (c) Indian Bank
- (d) ICICI Bank
- (e) HDFC Bank.”

for Form I and Form II, the following Forms shall be substituted, namely:-

# FORM I

Form of application for approval of the Central Government for the appointment of sole selling agents by the company

[Pursuant to section 294AA of the Companies Act, 1956 and rule 2 of the Companies (Appointment of Sole Agents) Rules, 1975]

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

1(a). \*Corporate identity number (CIN) of company

Pre-Fill

(b). Global location number (GLN) of company

2(a). Name of the company

(b). Address of the registered office of the company

(c). \* Paid-up capital (Rs. in thousands)

3. \*Shareholding pattern of the applicant company as on

(DD/MM/YYYY)

S.No.	Category	Percentage
1.	Government-[Central and State]	
2.	Government companies	
3.	Public financial companies	
4.	Nationalised and other banks	
5.	Mutual funds	
6.	Venture capital	
7.	Foreign holdings (Foreign institutional investor(s), Foreign companies, Foreign financial institution(s), 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	

\*Total number of shareholders (in thousands)

4. Shareholding pattern of the sole selling agent, if company as on

(DD/MM/YYYY)

(a). CIN of the company

(b). GLN of the company

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), Foreign companies, Foreign financial institution(s), 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	

Total number of shareholders (in thousands)

5.\* Existing selling arrangements of the company

6(i). Name, nature of organisation, address and principal business of the person, firm or company proposed to be appointed as sole selling agent

(a) CIN of company

Pre-Fill

(b) GLN of company

(c).\*Name

(d).\*Nature of organisation

(e).\*Address

Line I

Line II

City

State

Country

Pin code

(f).\*Principal business

## 6(ii). Profit sharing ratio (in case of partnership firms)

(a). Name of the partner	<input type="text"/>
(b). Profit share(%)	<input type="text"/>
(a). Name of the partner	<input type="text"/>
(b). Profit share(%)	<input type="text"/>
(a). Name of the partner	<input type="text"/>
(b). Profit share(%)	<input type="text"/>
(a). Name of the partner	<input type="text"/>
(b). Profit share(%)	<input type="text"/>
(a). Name of the partner	<input type="text"/>
(b). Profit share(%)	<input type="text"/>

## 7. Shareholding details of the directors of the applicant company and their relatives in the sole selling agent

	Number of shares held in sole selling agent	Percentage of shareholding
Applicant company		
Its directors		
Their relatives		

8(a).\* Structure and size of the organisation of the sole selling agents to be utilised for conducting sales for the company. If the proposed sole selling agent is a company registered under the Companies Act, please furnish the CIN of the company

(b). CIN of company (c). GLN of company 

## 9.\* Are the sole selling agent re-appointed in the instant case

Yes       No

If yes, rate of commission and term of appointment in respect of the previous appointment

(a) Rate of commission 

(b) Terms of appointment

10. Geographical area for which the sole selling agent is appointed

(a). \*Geographical area

(b). \*Terms of commission payable to the sole selling agent

(c). \*Whether the agreement is on principal-to-principal basis

Yes

No

If yes, the rates of discount allowed to the sole selling agent may please be indicated

(a). Item or product

(b). Rates of discount

(a). Item or product

(b). Rates of discount

(a). Item or product

(b). Rates of discount

(a). Item or product

(b). Rates of discount

(a). Item or product

(b). Rates of discount

(d). \*Tenure

(a) From

(DD/MM/YYYY)

(b) To

(DD/MM/YYYY)

11. The commission earned during the last three years from the company and expenditure incurred by the sole selling agents whose application is under consideration

(a). Financial year

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

(b). Amount of commission earned (in Rs.)

(c). Amount of expenditure incurred (in Rs.)

(a). Financial year

From

(DD/MM/YYYY)

To

(DD/MM/YYYY)

(b). Amount of commission earned (in Rs.)

(c). Amount of expenditure incurred (in Rs.)

(a). Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(b). Amount of commission earned (in Rs.)

(c). Amount of expenditure incurred (in Rs.)

12. \*Particulars of resolution passed for appointment of sole selling agent

(a). Service request number of Form 23

(b). Date of filing Form 23

(c). Date of passing special or ordinary resolution

13. \*Did the sole selling agent appoint agent, distributors, dealers during last three financial years

Yes  No

If so, the amount incurred in each year by way of commission, in respect of such appointment

1(a). Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(b). Amount incurred by way of commission (in Rs.)

2(a). Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(b). Amount incurred by way of commission (in Rs.)

3(a). Financial year From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(b). Amount incurred by way of commission (in Rs.)

14. \*Did the company appoint agents (other than the sole selling agent), distributors and dealers for the same product in other areas

Yes  No

15. Terms of remuneration to other sole selling agent in other areas for same products of the company

16. \*Please give in brief the extent of the competition for the product, bringing out in particular the share of the company in the overall market for the product in India during the last three years and the names of the important competitors.

#### Attachments

1. Certificate from the auditor of the sole selling agent certifying the figure of expenditure

Attach

2. \*Copy of proposed agreement

Attach



3. Details of the interest of the sole selling agent in the shares of the company

Attach

4. Copy of the particulars of directorship in the company held or controlled by the sole selling agent

Attach

5. Particulars of inter-se relationship to other sole selling agent in other areas for same products of the company

Attach

6. Break-up of sales in respect of each of the last three years (In respect of the product in which the sole selling agent under consideration has been appointed and for the territory for which he has been so appointed)

Attach

7. Foreign shareholding in the principal company and the sole selling agent and the profits remitted to the foreign countries on these shareholdings during the last three years

Attach

8. In case the sole selling agent is a partnership firm, details of working partners, details of capital invested in the partnership firm during the last three years and details of the profits earned by the partners during the last three years

Attach

9. Optional attachment(s) - if any

Attach

List of attachments

Remove attachment

**Declaration**

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 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

Modify

Check Form

Prescruling

Submit

**For office use only:**

**Digital signature of the authorising officer**

This e-Form is hereby approved

This e-Form is hereby rejected

Submit to BO



Description of goods or commodities bought (manufactured or semi-manufactured; suitably grouped) and of the raw materials separately

--

Financial year		Unit of quantity	Purchased quantity	Value (in Rs.)	Consumed quantity	Value (in Rs.)	Left over stock quantity	Value (in Rs.)
From (DD/MM/YYYY)	To (DD/MM/YYYY)							

4. Description, quantity and value of the purchases, if any, made by the sole agent(s) on behalf of the company for the last three financial years, their percentage to the total goods purchased by the company, with details of the rate and quantum of commission paid to each agent:  
Any purchase made by sole agent in last three years.

Yes       No

Financial year	From <input style="width: 80px;" type="text"/> (DD/MM/YYYY)	To <input style="width: 80px;" type="text"/> (DD/MM/YYYY)
Description of purchases		
Unit of quantity	<input style="width: 150px;" type="text"/>	
Quantity of purchases	<input style="width: 150px;" type="text"/>	Value of purchases (in Rs.) <input style="width: 100px;" type="text"/>
Name of the agent	<input style="width: 150px;" type="text"/>	
Details of the rate	<input style="width: 150px;" type="text"/>	
Quantum of commission paid (in Rs.)	<input style="width: 150px;" type="text"/>	

Financial year	From <input style="width: 80px;" type="text"/> (DD/MM/YYYY)	To <input style="width: 80px;" type="text"/> (DD/MM/YYYY)
Description of purchases		
Unit of quantity	<input style="width: 150px;" type="text"/>	
Quantity of purchases	<input style="width: 150px;" type="text"/>	Value of purchases (in Rs.) <input style="width: 100px;" type="text"/>
Name of the agent	<input style="width: 150px;" type="text"/>	
Details of the rate	<input style="width: 150px;" type="text"/>	
Quantum of commission paid (in Rs.)	<input style="width: 150px;" type="text"/>	

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Description of purchases						
Unit of quantity	<input type="text"/>					
Quantity of purchases	<input type="text"/>	Value of purchases (in Rs.)	<input type="text"/>			
Name of the agent	<input type="text"/>					
Details of the rate	<input type="text"/>					
Quantum of commission paid (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Description of purchases						
Unit of quantity	<input type="text"/>					
Quantity of purchases	<input type="text"/>	Value of purchases (in Rs.)	<input type="text"/>			
Name of the agent	<input type="text"/>					
Details of the rate	<input type="text"/>					
Quantum of commission paid (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Description of purchases						
Unit of quantity	<input type="text"/>					
Quantity of purchases	<input type="text"/>	Value of purchases (in Rs.)	<input type="text"/>			
Name of the agent	<input type="text"/>					
Details of the rate	<input type="text"/>					
Quantum of commission paid (in Rs.)	<input type="text"/>					

5. Name, nature of business organisation, address and principal business of the person(s) proposed to be appointed as sole buying agent(s) (if buying agent is a company, provide CIN)

CIN of appointed sole buying agent	<input type="text"/>	<input type="button" value="Pre-Fill"/>
GLN of appointed sole buying agent	<input type="text"/>	
Name	<input type="text"/>	
Nature of business organisation	<input type="text"/>	
Address	Line I	<input type="text"/>
	Line II	<input type="text"/>
City	<input type="text"/>	
State	<input type="text"/>	
Country	<input type="text"/>	
Pin code	<input type="text"/>	
*Principal business of persons proposed to be appointed as buying agent		
<input type="text"/>		

6.\* Structure and size of the organisation of the sole buying agent(s) to be utilised for conducting purchases for the company

7.\*If this is a case of re-appointment the rate of commission paid and the period of appointment involved in respect of the previous appointment.

Whether it is re-appointment  Yes  No

If yes,

(a). Period of appointment From  (DD/MM/YYYY) To  (DD/MM/YYYY)

(b). Rate of commission paid

8. Terms of remuneration to other sole buying agent(s) in other areas for same kind of goods purchased

9.\* Amount of expenditure incurred, if any, in the last three financial years by the sole buying agents over the organisation of buying arrangements

Yes  No

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Expenditure (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Expenditure (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Expenditure (in Rs.)	<input type="text"/>					

10. Amount of remuneration paid to the buying agents during the last three financial years

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Amount of remuneration (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Amount of remuneration (in Rs.)	<input type="text"/>					

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name	<input type="text"/>					
Amount of remuneration (in Rs.)	<input type="text"/>					

11.\* Particulars of resolution passed for appointment of sole selling agent

(a).Service request number of Form 23

(b).Date of filing Form 23

(c).Date of passing special or ordinary resolution

12. Existing buying arrangements of the company, and expenditure incurred therein with break-up of the expenditure for the last three financial years, in respect of arrangements

- (a) through sole buying agents, if any, and  
(b) otherwise

Existing buying arrangements of the company:

## Details of expenditure

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name of sole buying agent <input type="text"/>						
Expenditure (Rs. in thousands) <input type="text"/>						

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name of sole buying agent <input type="text"/>						
Expenditure (Rs. in thousands) <input type="text"/>						

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Name of sole buying agent <input type="text"/>						
Expenditure (Rs. in thousands) <input type="text"/>						

13. Name(s) of other companies where the person(s) proposed to be appointed as the sole buying agent(s) is or are acting as sole buying agents, the product, quantum and value of purchases handled and the remuneration received therefore

Name of the company <input type="text"/>			
CIN of company <input type="text"/>		GLN of company <input type="text"/>	
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
<input type="text"/>			
Amount	(in Rs.)	<input type="text"/>	Unit of quantity <input type="text"/>
Quantity of purchases	<input type="text"/>	Value of purchases	(in Rs.) <input type="text"/>
Remuneration	(in Rs.)	<input type="text"/>	

Name of the company <input type="text"/>			
CIN of company <input type="text"/>		GLN of company <input type="text"/>	
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
<input type="text"/>			
Amount	(in Rs.)	<input type="text"/>	Unit of quantity <input type="text"/>
Quantity of purchases	<input type="text"/>	Value of purchases	(in Rs.) <input type="text"/>
Remuneration	(in Rs.)	<input type="text"/>	

Name of the company		<input type="text"/>	
CIN of company	<input type="text"/>	GLN of company	<input type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
<input type="text"/>			
Amount	(in Rs.) <input type="text"/>	Unit of quantity	<input type="text"/>
Quantity of purchases	<input type="text"/>	Value of purchases	(in Rs.) <input type="text"/>
Remuneration	(in Rs.) <input type="text"/>		

Name of the company		<input type="text"/>	
CIN of company	<input type="text"/>	GLN of company	<input type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
<input type="text"/>			
Amount	(in Rs.) <input type="text"/>	Unit of quantity	<input type="text"/>
Quantity of purchases	<input type="text"/>	Value of purchases	(in Rs.) <input type="text"/>
Remuneration	(in Rs.) <input type="text"/>		

Name of the company		<input type="text"/>	
CIN of company	<input type="text"/>	GLN of company	<input type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
<input type="text"/>			
Amount	(in Rs.) <input type="text"/>	Unit of quantity	<input type="text"/>
Quantity of purchases	<input type="text"/>	Value of purchases	(in Rs.) <input type="text"/>
Remuneration	(in Rs.) <input type="text"/>		

**Attachments**

1. Copy of certificate from the auditor of the sole buying agent certifying the figure of expenditure.

2. \*Copy of proposed agreement.

3. Details of the interest of the sole buying agent in the shares of the company.



4. Copy of the particulars of directorship in the company held or controlled by the sole buying agent.
5. Details of persons and their relationship to the directors of the buying agency.
6. Optional attachment(s) - if any

Attach

Attach

Attach

List of attachments

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Remove attachment

**Declaration**

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 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

Modify

Check Form

Prescrutiny

Submit

**For office use only:****Digital signature of the authorising officer**

This e-Form is hereby approved

This e-Form is hereby rejected

Submit to EIO

[No. F. 1/6/2005-CL. V]

JITESH KHOSLA, Jt. Secy.

**Note :—** The Principal rules were published in the Gazette of India vide GSR 137(E) dated 01-03-1975 and subsequently amended vide following notification in the Gazette of India.

Serial Number	Notification Number	Notification Date
1.	GSR	13-09-1979

1  
2  
3

1  
2  
3

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LIBRARY