

FORM II

Form of application for approval of the Central Government for the appointment of sole buying agent by a 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

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

2(a). Name of the company

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

3. Particulars of goods or commodities bought through agents during the last three financial years:

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)							

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)							

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

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

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

Financial year	From	<input type="text"/>	(DD/MM/YYYY)	To	<input type="text"/>	(DD/MM/YYYY)
Description of purchases						
<div style="border: 1px solid black; height: 80px;"></div>						
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 commision 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						
<div style="border: 1px solid black; height: 80px;"></div>						
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 commision 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						
<div style="border: 1px solid black; height: 80px;"></div>						
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 commision 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"/>
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:

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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 style="width: 90%;" type="text"/>	
CIN of company	<input style="width: 25%;" type="text"/>	GLN of company	<input style="width: 25%;" type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
Amount	(in Rs.) <input style="width: 15%;" type="text"/>	Unit of quantity	<input style="width: 15%;" type="text"/>
Quantity of purchases	<input style="width: 15%;" type="text"/>	Value of purchases	(in Rs.) <input style="width: 15%;" type="text"/>
Remuneration	(in Rs.) <input style="width: 15%;" type="text"/>		

Name of the company		<input style="width: 90%;" type="text"/>	
CIN of company	<input style="width: 25%;" type="text"/>	GLN of company	<input style="width: 25%;" type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
Amount	(in Rs.) <input style="width: 15%;" type="text"/>	Unit of quantity	<input style="width: 15%;" type="text"/>
Quantity of purchases	<input style="width: 15%;" type="text"/>	Value of purchases	(in Rs.) <input style="width: 15%;" type="text"/>
Remuneration	(in Rs.) <input style="width: 15%;" type="text"/>		

Name of the company		<input style="width: 90%;" type="text"/>	
CIN of company	<input style="width: 25%;" type="text"/>	GLN of company	<input style="width: 25%;" type="text"/>
Description of goods or commodities bought (manufactured or semi manufactured; suitably grouped) and of the raw material separately			
Amount	(in Rs.) <input style="width: 15%;" type="text"/>	Unit of quantity	<input style="width: 15%;" type="text"/>
Quantity of purchases	<input style="width: 15%;" type="text"/>	Value of purchases	(in Rs.) <input style="width: 15%;" type="text"/>
Remuneration	(in Rs.) <input style="width: 15%;" 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

List of attachments

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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

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For office use only:

Digital signature of the authorising officer

This e-Form is hereby approved

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This e-Form is hereby rejected

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