

FORM NO. 25A

[Pursuant to section 198(4), 269, 309(3), 309(5B), 310, 311, 387, 388, 2(24), 4(7), 309 (1)(b), 309(4)(a) and (b) and 316(4) of Companies Act, 1956]

Form of application to the Central Government for approval of appointment or reappointment and remuneration or increase in remuneration or waiver for excess or over payment to managing or whole-time director(s) or manager and commission or remuneration or expression of opinion to directors

Form Language ☐ English ☐ हिन्दी

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

Part A - Profile of the 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)

(f) Date of incorporation

(DD/MM/YYYY)

3. * Effective capital as computed under Schedule XIII to the Companies Act, 1956 as per previous year's audited balance sheet

(in Rs.)

(Attach the copy of the calculation sheet of effective capital)

4. Net profit or loss as computed under section 198 of the Act, details of remuneration paid and dividend declared by 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)
Profit or loss as computed under section 198 of the act	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 per cent of the above profit	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 per cent of the above profit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total remuneration paid to all managerial personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dividend declared (including interim dividend)	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. If the company has made any default in filing of annual return and balance sheet during immediately preceding three financial years, furnish the reasons thereof

6. Financial parameters for the immediately preceding three financial years as per balance sheet and profit and loss account filed by the company

(Amount in rupees)

Particulars	Date of balance sheet (DD/MM/YYYY)	Date of balance sheet (DD/MM/YYYY)	Date of balance sheet (DD/MM/YYYY)
Date of filing (DD/MM/YYYY)			
Paid-up capital			
Reserves and surplus			
Profit and loss account (debit balance)			
Domestic turnover			
Export turnover			
Total income			
Managerial remuneration			
Total expenditure			
Net profit or net loss (before tax and appropriation)			
Income tax including deferred tax			

7. * 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

PART-B Details of the proposal

8.(a) Proposal for which Central Government's approval is sought and justification thereof

(i) *Proposal for

- ☐ Appointment or reappointment (including payment of remuneration)
- ☐ Waiver of excess remuneration paid during a particular financial year
- ☐ Increase in remuneration including commission
- ☐ Commission or remuneration to non executive directors
- ☐ Expression of opinion in respect of directors
- ☐ Approval under section 316 or 386

(ii) * Justification of the proposal

8.(b) Whether the application has been filed in time ☐ Yes ☐ No

8.(c) Which clause(s) of schedule XIII to the Companies Act, 1956 is or are not satisfied due to which the present application is being made. Give full particulars.

8.(d) (i) * Whether the company has made any default in repayment of its debts (including public deposit) or debentures or interest payable thereon as prescribed in part II of schedule XIII ☐ Yes ☐ No

(ii) If yes, furnish the details thereof

8.(e)(i) * Whether the proposed appointee or the person in whose respect the application is filed suffers from any of the disqualification mentioned in section 267 or section 385 or section 274 of the Act. ☐ Yes ☐ No

(ii) If yes, furnish the details thereof

8.(f) Furnish details of resolution passed

(i) * Board resolution date

(DD/MM/YYYY)

(ii) Remuneration committee's resolution date

(DD/MM/YYYY)

(iii) Share holders' resolution date

(DD/MM/YYYY)

(iv) Type of resolution

☐ Ordinary resolution ☐ Special resolution

9.(a) Particulars of the proposed appointee or the person in whose respect the application is filed
(One application can be filed for one person only except for payment of commission to non executive directors. In case of commission etc. paid to more than one non-executive director, give details of one such person here and details of others as an optional attachment)

(i) *Director identification number (DIN) or income-tax permanent account number (Income-tax PAN)

(ii) * Name

(iii) *Father's name

(iv) * Designation

(v) Whether appointment or reappointment ☐ Appointment ☐ Reappointment

(vi) Effective date of appointment or re-appointment (DD/MM/YYYY)

(vii) * Nationality

(viii) * Date of birth (DD/MM/YYYY)

(ix) * Place of birth

(x) * Educational, professional qualifications and brief profile of the appointee or the person in whose respect the application is filed

(xi) * Experience years months

(xii) *Income details during three immediately preceding years from any organisation and/ or of present remuneration

Period		Salary (in Rs.)	Perquisites and allowances (in Rs.)	Commission, bonus and performance linked incentive (in Rs.)	Others including retirals (in Rs.)	Total (in Rs.)
From (DD/MM/YYYY)	To (DD/MM/YYYY)					

Period		Name of organisation(s) and Designation(s)
From (DD/MM/YYYY)	To (DD/MM/YYYY)	

9.(b) In case the proposed appointee or the person in whose respect the application is filed is a foreigner, also furnish the following

(i) ISO country code	<input type="text"/>
(ii) Country	<input type="text"/>
(iii) Passport number	<input type="text"/>
(iv) Date of issue	<input type="text"/> (DD/MM/YYYY)
(v) Validity of passport	<input type="text"/> (DD/MM/YYYY)
(vi) Purpose of visit	<input type="text"/>
(vii) Occupation	<input type="text"/>

9.(c) Proposed remuneration per annum of the appointee or of the person in whose respect application is filed

Period		Salary (in Rs.)	Perquisites and allowances (in Rs.)	Commission, bonus and performance linked incentive (in Rs.)	Others including retirsals (in Rs.)	Total (in Rs.)
From (DD/MM/YYYY)	To (DD/MM/YYYY)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9.(d) In case commission, bonus or performance linked incentive is in percentage, specify per cent

9.(e) Details of excess remuneration paid

Period		Actual remuneration paid (in Rs.)	Remuneration allowed as per schedule XIII (in Rs.)	Excess remuneration paid (in Rs.)
From (DD/MM/YYYY)	To (DD/MM/YYYY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9.(f) Circumstances under which such amount were paid in excess of the limits

9.(g) Details in respect of proposed increment of remuneration (Provide details regarding pay scale, rate of increment and justification thereof)

9.(h) Reason(s) for losses or inadequacy of profits

9.(i) Details of remuneration per annum (including perks and commission) as on date of application drawn by appointee or the person in whose respect application is filed, in any other company(s)

CIN of company	Name of company	Designation	Amount (in Rs.)
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

10. Remuneration paid by the company during the immediately preceding three financial years to be stated separately for each director or managing director or whole time director or manager

* Number of persons as above to whom remuneration has been paid

(Details of maximum 5 persons can be provided here. In case of more than 5, provide details as an optional attachment)

(First furnish details pertaining to all executive directors and thereafter for all non executive directors)

(a) DIN or income-tax PAN (Please provide DIN in case of Director)		<input style="width: 150px;" type="text"/>						
(b) Name <input style="width: 700px;" type="text"/>								
(c) Designation <input style="width: 300px;" type="text"/>								
(d) In case of director, specify whether executive or non-executive <input type="radio"/> Executive director <input type="radio"/> Non-executive director 								
(e) Remuneration paid during the immediately preceding three financial years, is as follows:								
Period of payment		Salary (in Rs.)	Perquisites and allowances (in Rs.)	Commission, bonus and performance linked incentive (in Rs.)	Others (in Rs.)	Total cost to the company (in Rs.)	% to net profits u/s 198	Whether approval of Gover- nment obtained
From (DD/MM/YYYY)	To (DD/MM/YYYY)							
								<input style="width: 40px;" type="text"/>
								<input style="width: 40px;" type="text"/>
								<input style="width: 40px;" type="text"/>
(f) Reasons for not obtaining approval of Government								

11. In case of application filed u/s 316(4) or 386(4), provide the following details

I.

(i) CIN of company	<input type="text"/>		
(ii) GLN of company	<input type="text"/>		
(iii) Name	<input type="text"/>		
(iv) Address of the registered office of the company	<input type="text"/>		
(v) Nature of business	<input type="text"/>		
(vi) Working results for the immediately preceding three financial years			
Particulars	Figures for the period (Amount in rupees) From (DD/MM/YYYY)	Figures for the period (Amount in rupees) From (DD/MM/YYYY)	Figures for the period (Amount in rupees) From (DD/MM/YYYY)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	To (DD/MM/YYYY) <input type="text"/>	To (DD/MM/YYYY) <input type="text"/>	To (DD/MM/YYYY) <input type="text"/>
Profit or loss as computed under section 198 of the act			

II.

(i) CIN of company	<input type="text"/>		
(ii) GLN of company	<input type="text"/>		
(iii) Name	<input type="text"/>		
(iv) Address of the registered office of the company	<input type="text"/>		
(v) Nature of business	<input type="text"/>		
(vi) Working results for the immediately preceding three financial years			
Particulars	Figures for the period (Amount in rupees) From (DD/MM/YYYY)	Figures for the period (Amount in rupees) From (DD/MM/YYYY)	Figures for the period (Amount in rupees) From (DD/MM/YYYY)
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	To (DD/MM/YYYY) <input type="text"/>	To (DD/MM/YYYY) <input type="text"/>	To (DD/MM/YYYY) <input type="text"/>
Profit or loss as computed under section 198 of the act			

PART-C

Application to the Central Government for approval to the payment of minimum remuneration or of remuneration in excess of the limits prescribed under section 198(1) or section 309(3)

12. Whether the company proposes to pay minimum remuneration in the absence of or inadequacy of profits or remuneration in excess of the limits prescribed under section 198(1) or section 309(3)

☐ Yes ☐ No

Note: Separate application fees to be paid in respect of the application under Part-C

I. Attachments in Part-B

- (i) * Copy of the calculation sheet of effective capital as computed under Schedule XIII to the Companies Act, 1956 as per previous year's audited balance sheet
- (ii) * Copy(s) of the resolution of Board of directors'
- (iii) Copy(s) of resolution of remuneration committee along with its composition
- (iv) Copy(s) of resolution of shareholder(s)
- (v) * Certificate from the auditor with regard to the compliance of section 274 of the Companies Act, 1956
- (vi) No default certificate towards repayment of debts (including public deposit or debentures or interest payable thereon) from director or secretary of the company
- (vii) No objection certificate from the financial institution(s) or bank(s) to whom the company has defaulted
- (viii) Copy of scheme approved by board for industrial and financial reconstruction (BIFR) or financial institution(s) or bank(s) for the revival of the company
- (ix) Copy of draft agreement between the company and the proposed appointee
- (x) Newspaper clipping in which notices pursuant to section 640B have been published
- (xi) Copy of visa
- (xii) Copies of educational or professional certificates with regard to section 309(1)(b)
- (xiii) Application under section 637B of the Act (This requires extra fee)
- (xiv) Copy of calculation sheet relating to excess or overpayment duly certified from a chartered accountant or company secretary in whole-time practice
- (xv) Projections of the turnover and net profits for next three years
- (xvi) In case of consultant, details of other project(s) or assignment(s) being dealt and fee or remuneration for the same
- (xvii) Statement as per proviso (iv) of Part (B) of Part II of Schedule XIII to the Companies Act (refer Schedule XIII for details)

II. Attachments in Part-C

List of attachments

(xviii) Relevant resolution

III. Optional attachment(s) - if any

Verification

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

I have been authorised by the Board of directors' resolution number* dated *
(DD/MM/YYYY)

To be digitally signed by

Managing Director or director or manager or secretary of the company

* Designation

* DIN of the director or Managing Director; or

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)

For office use only:

Digital signature of the authorising officer

This e-Form is hereby approved

This e-Form is hereby rejected