

Form 24B

INSTRUCTIONS FOR FILLING OF EFORM -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])

S No.		Detailed Instructions
		Note: Instructions are not provided for the fields which are self explanatory
		If it is required to file eform 23 in relation to the resolution passed for appointment of specified person for holding any office or place of profit; ensure that filing of eform 23 precedes filing of this eform
		Refer the relevant provisions of the Companies Act, 1956, GSR 89(E) dated 5 th February, 2003 and rules made there under with respect to the matter dealt in this eform
PART - A		
1	(a)	Enter the 'Corporate Identity Number' (CIN) of the company <ul style="list-style-type: none"> You may find CIN by entering your existing registration number in the Find CIN/GLN service at the portal. www.mca.gov.in
2	(a), (b)	Click the "Pre-fill" button System will automatically display the name and registered office address of the company
PART - B		
	(c)	Select option for 'Per month or 'Per annum' for the details of remuneration to be filled. iv) "Others" includes contribution to superannuation, provident fund, insurance premium, leave encashment, other cost borne and benefits provided by the company
4	Enter the following details of directors or managing directors or whole-time directors to whom the proposed appointee is related and the nature of relationship.	
	4.1	a) Name of the person. b) His designation. c) Inter-se relationship.
5	Select any one option whether the appointee is Individual Company Partnership firm	
	(a)	In case if the appointee is a company then enter: i. CIN of the Company. System will automatically display the name of the company In case appointee is a firm or an individual then enter the name
	(f)	User can enter more than one qualification, if any
	(g)	Experience should be entered in number of years
6	Enter the details of similarly placed employees or executives with details of their educational qualification(s) or experience(should be mentioned in number of years), pay scale, allowances and other benefits proposed	
	F()	"Others" includes contribution to superannuation, provident fund, insurance premium, leave encashment, other cost borne and benefits provided by the company

6.2	(a) to (f)	Enter the same details if more than one similarly placed employee. For the details for more than two employees submit the same as attachment.
7	(d)	Others includes contribution to superannuation, provident fund, insurance premium, leave encashment, other cost borne and benefits provided by the company .
8		Enter the details of the eform 23 filed in respect of the resolution passed Note: In case the existing company does not have the service request number (SRN) of eform 23, enter "Z99999999" as SRN of Eform 23 and attach the resolution passed for appointing a specified person in the office or place of profit as an optional attachment
Attachments		<ul style="list-style-type: none"> ▪ Copy of the resolution passed by the board of directors relating to the proposed appointment is mandatory. ▪ Copy of rules of the company relating to the terms and conditions in regard to perquisites as applicable to its employees. If no rules, a 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 is mandatory. ▪ Share holding pattern of the company is mandatory. ▪ 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.(This attachment is not required in case of application for increase in remuneration of the existing appointee if already submitted at the time of appointment) ▪ Copy of the minutes of the selection committee. ▪ Particulars of employees in receipt of remuneration of Rs. 50,000 or more per month. ▪ Any other information can be provided as an optional attachment.
Declaration		Enter the date of board resolution authorising the signatory to sign and submit the application
Signature		The eform should be digitally signed by managing director or director or manager or secretary of the company duly authorised by the board of directors.

Common Instruction Kit

Buttons	Particulars
Pre Fill	When the user clicks the pre fill button after entering the corporate identity number in eform (excepting eform 1A), the name and address is displayed by the system. This button may appear more than once in a eform, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
Attach	You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.
Remove attachment	You can view the attachments added to eform in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the "Check Form" button. When all the form level validation is done. A message is displayed that "Form level pre scrutiny is successful". The Check Form is done without being connected to the internet.

Modify	<p>“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.</p>
Pre scrutiny	<p>Once the check form is done the user is required to Pre scrutinize the eform. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form” Press the Get Form button and make the required corrections.</p> <p>Note: before pressing Submit button attach the digital signature by clicking on the box appearing on the signature field </p>
Submit	<p>After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form.</p> <p>In case of online filing the user can submit the form by pressing the “Submit” button</p> <p>Once the form is submitted the fee is displayed to the user. When the user press the “Pay” button the mode of payment option is displayed. On challan payment option, a challan is generated displaying the amount of fee to be paid. The user is required to take the print out of three copies of challan and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.</p>

Note: User is advised to refer to eform specific instruction kit.