

<b>FORM-A</b>	<b>Form for filing Compliance Report and other documents with the Central Government</b>
<b>[Pursuant to section 209(1)(d), 600(3)(b) of the Companies Act, 1956 and rule 2 of The Companies (Cost Accounting Records) Rules, 2011]</b>	

**PART I - GENERAL INFORMATION**

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

1 (a) \*Corporate identity number (CIN) or foreign company registration number of the company  **Pre-Fill**

(b) Global location number (GLN) of company

2 (a) \*Name of the company

(b) \*Address of the registered office or of the principal place of business in India of the company

(c) \*E-mail Address of the company

3 (a) \*Financial year covered by the compliance report

From  (DD/MM/YYYY)

To  (DD/MM/YYYY)

(b) \*Date of Board of directors' meeting in which annexure to the compliance report was approved  (DD/MM/YYYY)

**4. Details of the cost accountant**

(a) \*Category of the cost accountant  Individual  Cost accountant's firm

(b) In case of individual, whether the cost accountant is in permanent employment of the company or in practice  In Employment  In Practice

(c) \*Name of the cost accountant or the cost accountant's firm who has certified the cost records of the company

(d) \*Income tax permanent account number of the cost accountant or the cost accountant's firm

(e) \*Membership number of cost accountant or cost accountant's firm's registration number

(f) Address of the cost accountant or cost accountant's firm

(i) Line I

Line II

(ii) City

(iii) State

(iv) Country

(v) Pin Code

(g) \*E-mail ID of the cost accountant or cost accountant's firm

**5. \*Quantitative Information**

Sno.	Name of the Product / Service Group	Unit	Annual Production (Qty.)	Net Sales	
				(Qty.)	(Value in Rupees)
A	Produced / Manufactured Product Groups				
	1.				
	2.				
	3. etc.				
B	Services Groups				
	1.				
	2.				
	3. etc.				
C	Trading Activities (Product Group-wise)				
	1.				
	2.				
	3. etc.				
D	Other Income				
Total Income as per Financial Accounts					
<b>PART-II</b>					

**Attachments:**

- 1 Compliance report as per The Companies (Cost Accounting Records) Rules, 2011
- 2 Optional attachments(s) – if any

<b>Attach</b>
<b>Attach</b>

List of attachments

**Remove attachment**

**Verification:**

To the best of my knowledge and belief, the information given in this form 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 form.

I am authorised to sign and submit this form.

**To be digitally signed by:**

Managing Director or director or manager or secretary (in case of an Indian company)  
or an authorised representative (in case of a foreign company)

Digital Signatures
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\*Designation

\*Director identification number of the director or Managing Director; or Income-tax PAN of the manager or of authorised representative; 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)

Director of the company

Digital Signatures
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Director identification number of the director


Modify
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Check Form
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Pre-scrutiny
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Submit
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**This e-form has been taken on file maintained by the Central Government through electronic mode and on the basis of statement of correctness given by the filing company**

**FORM-B**  
**FORM OF COMPLIANCE REPORT**

[See rule 2, and rule 5]

I/We ..... being in permanent employment of the company / in practice, and having been appointed as cost accountant under Rule 5 of the Companies (Cost Accounting Records) Rules, 2011 of ..... (*mention name of the company*) having its registered office at ..... (*mention registered office address of the company*) (hereinafter referred to as the company), have examined the books of account prescribed under clause (d) of sub-section (1) of section 209 of the said Act, and other relevant records for the period/year ..... (*mention the financial year*) and certify as under:

- 1 I/We have/have not obtained all the information and explanations, which to the best of my/our knowledge and belief were necessary for the purpose of this compliance report.
- 2 In my/our opinion, proper cost records, as per Companies (Cost Accounting Records) Rules, 2011 prescribed under clause (d) of sub-section (1) of section 209 of the Companies Act, 1956, have/have not been maintained by the company so as to give a true and fair view of the cost of production/operation, cost of sales and margin of all the products/activities of the company.
- 3 Detailed unit-wise and product/activity-wise cost statements and schedules thereto in respect of the product groups/activities are/are not kept in the company.
- 4 In my/our opinion, the said books and records give/do not give the information required by the Companies Act, 1956 in the manner so required.
- 5 In my/our opinion, the said books and records are/are not in conformity with the generally accepted cost accounting principles and cost accounting standards issued by The Institute of Cost and Works Accountants of India, to the extent these are found to be relevant and applicable.

Dated: this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ (*mention name of place of signing this report*)

**SIGNATURE & SEAL OF THE COST ACCOUNTANT (S)**  
**MEMBERSHIP NUMBER (S)**

NOTES:

- (i) Delete words not applicable.
- (ii) If as a result of the examination of the books of account, the cost accountant desires to point out any material deficiency or give a qualified report, he shall indicate the same against the relevant para.
- (iii) Briefly give your observations and suggestions, if any, relevant to the maintenance of cost accounting records by the company.
- (iv) Cost accountant may use separate sheet(s) for (ii) and (iii) above, if required.

## ANNEXURE TO THE COMPLIANCE REPORT

[See rule 2 and rule 5]

### 1. GENERAL:

- a) Name of the company:
- b) Registered office address:
- c) Financial year to which the Compliance Report relates.

### 2. QUANTITATIVE INFORMATION:

Sno.	Name of the Product / Service Group	Unit	Annual Production (Qty.)	Net Sales	
				(Qty.)	(Value in Rupees)
<b>A</b>	<b>Produced / Manufactured Product Groups</b>				
	1.				
	2.				
	3. etc.				
<b>B</b>	<b>Services Groups</b>				
	1.				
	2.				
	3. etc.				
<b>C</b>	<b>Trading Activities (Product Group-wise)</b>				
	1.				
	2.				
	3. etc.				
<b>D</b>	<b>Other Income</b>				
<b>Total Income as per Financial Accounts</b>					

### 3. RECONCILIATION STATEMENT:

<b>Net Margin (Profit/Loss) as per Cost Accounts</b>	<b>(In Rupees)</b>
A. From Produced / Manufactured Product Groups	
B. From Services Groups	
C. From Trading Activities	
<b>Total as per Cost Accounts</b>	
Add: Incomes not considered in Cost Accounts (if any)	
Less: Expenses not considered in Cost Accounts (if any)	
Add/Less: Difference in Stock Valuation	
<b>Profit/(Loss) as per Financial Accounts</b>	

### NOTES:

- (i) For produced/manufactured product groups, use the nomenclature as used in the Central Excise Act/Rules, as applicable.
- (ii) For services groups, use the nomenclature as used in the Finance Act/Central Service Tax Rules, as applicable.

SIGNATURE  
NAME  
COST ACCOUNTANT (S)  
MEMBERSHIP NUMBER (S)  
SEAL  
DATE