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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

NOTIFICATION

Islamabad, the 21st December, 2012

S. R. O. 1484(I)/2012.— In exercise of powers conferred by clause (e) of sub-section (1) of section 230 and clause (o) of sub-section (4) of section 20 of the Securities and Exchange Commission of Pakistan Act, 1997 (XLII of 1997), the Securities and Exchange Commission of Pakistan is pleased to make the following Order, namely:—

SYNTHETIC AND RAYON COMPANIES (COST ACCOUNTING RECORDS) ORDER 2012.

1. **Short title, extent and commencement.**—(1) This Order shall be called the Synthetic and Rayon Companies (Cost Accounting Records) Order, 2012.

Price Rs. 20.50

[3347(2012)Ex.Gaz]

(2) It shall come into force with effect from July 1, 2013.

(3) This Order shall apply to every company engaged in production, processing and manufacturing of following products:—

(a) Synthetic fibre and yarn in all forms including but not limited to;

(i) Polyester Fibre.

(ii) Polyester Filament Yarn.

(iii) Polyester chips.

(b) Rayon.

(c) Viscose tyre yarn/cord.

2. **Maintenance of Records.**—(1) Every company to which this order applies shall, in respect of each financial year commencing on or after the commencement of this Order, keep cost accounting records, containing, *inter alia,* the particulars referred in Schedules I, II and III (Annexure A to K) annexed to this Order.

(2) Where a company is manufacturing any other product in addition to those referred to in sub-paragraph (3) of paragraph 1, the particulars relating to utilization of materials, labour and other items of cost in so far as they are applicable to such other product shall not be included in the cost of products referred in that product.

(3) The cost accounting records referred to in sub-paragraph (1) shall be kept in such a way as to make it possible to calculate from the particulars entered therein the total and unit wise cost of production and cost of sales of each of the products referred to paragraph 1 during a financial year.

(4) It shall be the duty of every person referred to in sub-section (7) of Section 230 of Companies Ordinance, 1984 (XLVII of 1984) to comply with the provisions of sub-paragraphs (1) and (3) of this Order.

3. **Penalty.**— If a company contravenes the provisions of rule 2, the company and directors including chief executive and chief accountant who is in default including the persons referred in sub-rule (4), shall be punishable under sub-section (7) of section 230 of Companies Ordinance, 1984 (XLVII of 1984).

SCHEDULE-I

(*See* Paragraph 2)

(I). Materials:

(1) **Raw Material.—**

(a) Proper records shall be maintained showing separately the quantity and cost of each raw material used for manufacture of synthetic fibre and yarn in all forms.

(b) Proper records shall be maintained showing separately the quantity and cost of Rayon Grade Pulp. Caustic Soda and other materials used in the manufacture of Tyre Yarn. Where Rayon Grade Pulp is obtained from different sources, the records shall be maintained in such a manner that the cost of Rayon Grade Pulp obtained from imported and indigenous sources are available. If Rayon Grade Pulp is manufactured by the company, detailed records indicating the breakup of raw materials consumed for its production and conversion cost shall be maintained in such details as to enable ascertainment of the cost of the Rayon Grade Pulp including charges incurred upto the rayon factory.

(c) The records shall also indicate the proportion of different kinds of pulp used from different sources for the manufacture of the different rayon products.

(d) Proper records shall also be maintained showing the quantity and cost of packing and other items received along with different raw materials, which are either re-used or sold. Credits for such items shall be afforded to the respective raw materials as far as possible. Otherwise the credits should be allocated to different products on an equitable basis.

(e) Proper records shall be maintained to arrive at the cost of Rayon Grade Pulp purchased by the company inclusive of all direct charges such as freight, insurance, octroi, etc., incurred unto works. The records shall show the receipts, issues and balances both in quantity and cost of Rayon Grade Pulp separately by sources of purchase and for different qualities.

(f) Similar records as detailed in paras (i) to (iv) above shall be maintained in respect of cotton linters of different grades used in the manufacture of acetate yarn/fibre. These records shall

show the receipts, issues and balances both in quantity and cost of cotton linters of different grades like second cut linters, defibrated linters and mill run linters.

(2) **Process Materials.**— Proper records shall be maintained to show the receipts, issues and balance both in quantities and cost of each item of process materials used for the manufacture of product mentioned in paragraph (1) of the Order. In case of certain chemicals used as catalysts having longer life of more than a year, the costs of such items should be deferred on appropriate basis. The costs shall include all direct charges upto and including the works wherever specially incurred. The issues shall be properly identified with the departments, cost centers and products manufactured. Where these process materials are produced by the company, separate records showing the cost of manufacture of each such materials indicating the breakup of raw materials consumed for their production and conversion cost shall be maintained in such details as may enable the company to determine the cost of such process materials produced. In case caustic soda is manufactured proper records of the same shall be maintained. Where any of the plants for process chemicals are used for processing such chemicals on behalf of outsiders, proper records about the quantities so processed, the details of the costs incurred therefore and the amounts recovered as conversion charges shall also be maintained.

(3) **Consumable Stores, Small Tools, Machinery Spares, etc.—**

(a) Proper records shall be maintained to show the receipts, issues and balances both in quantities and cost of each item of consumable stores, small tools and machinery spares. The costs shown shall include all direct charges unto works, wherever specifically incurred.

(b) In the case of consumable stores and small tools, the cost of which are insignificant, the company may, if it so desires, maintain such records for the main groups of such items.

(c) The cost of consumable stores, small stools and machinery spares, issued shall be charged to the relevant heads of account such as production, repairs to plant and machinery, repairs to buildings. Materials consumed on capital works such as addition to buildings, plant and machinery and other assets shall be shown under the relevant capital leads.

(4) **Wastages, Spoilages, Rejections, Losses, etc. of Materials.—**

(a) Proper records shall be maintained showing the quantity and cost of wastages, spoilages, rejections and losses of raw materials, process materials, consumable stores, small tools

and machinery spares, whether in transit; storage, manufacture of for any other reasons. Threshold for recording abnormal losses is 5% and above.

(b) The total waste in terms of cellulosic content of pulp made up from wastes in different department like viscose, spinning, bleaching, coning and reeling shall also be recorded separately to enable control of such losses and identifying the realization therefore. Separate records of different types of wastes like clean, oily and other waste fibres obtained in the process of conversion of viscose staple into tops either through own unit or through outside combing units shall also be kept indicating the respective quantities and sales realization. The method followed for adjusting the above losses as well as the income derived from the disposal of rejected and waste materials including scrap, if any, shall be indicated in the cost records.

II. Salaries and Wages:

(1) Proper records shall be maintained to show the attendance and earnings of all employees and the departments or units or cost centers and the work on which they are employed. The records shall also indicate separately:—

(a) Overtime wages earned.

(b) Piece-rate wages earned.

(c) Incentive wages earned, either individually or collectively as production bonus or under any other scheme based on output.

(d) Earnings of casual labour.

(2) Any wages and salaries allocable to capital works such as addition or heavy repair works to plant and machinery, buildings or other fixed assets shall be accounted for under relevant capital heads.

III. Service Department Expenses:

Detailed records shall be maintained to indicate expenses incurred for each service Department or cost center like water supply, laboratory, air-conditioning, welfare etc. These expenses shall be apportioned to other service and production departments on an equitable basis and applied consistently.

IV. Utilities:

(1) **Water.**— Proper records showing the quantity and cost of water treated consumed for the manufacture of synthetic & rayon in different departments/cost centers etc. shall be maintained in such details as may enable the company to furnish the necessary particulars in Annexure I to this Schedule. The cost of water allocated shall be on reasonable basis and applied consistently.

(2) **Steam.**— Where steam is raised by the company proper records showing the quantity and cost of steam raised and consumed for the production of Rayon in different departments or cost centers shall be maintained in such detail as may enable the company to furnish the necessary particulars in Annexure (ii) to this Schedule. Adequate records shall be maintained to show the quantity and cost of steam purchased, if any. The cost of the steam consumed by the Rayon factory and other units of the company shall be calculated on reasonable basis and applied consistently.

(3) **Power and Gas.—**

(a) When power is generated by the company, proper records showing the quantity and cost of power generated and consumed for the production of product mentioned at Sub-Paragraph (3) of paragraph 1 of the Order in different departments or cost centers as the case may be shall be maintained in such details as may enable the company to furnish the necessary particulars in Annexure E to this Schedule. Adequate records shall also be maintained to show the quantity and cost of power purchased.

(b) Where power is generated and supplied by another unit of the company to the factory, adequate records shall be maintained to assess the quantity and cost of power so supplied. The rate charged by that unit shall be on a reasonable basis. Necessary records shall also be maintained to show the consumption of power by various departments or cost centers, as the case may be. The cost of power allocated to production shall be on a reasonable basis and applied consistently.

V. Workshop Repairs and Maintenance:

Proper records showing the expenditure incurred by the workshop under different basis and on repairs and maintenance by the various departments and cost centers shall be maintained. The records shall also indicate the basis of charging the workshop expenses to different departments, cost centers and units. Expenditure on major works from which benefit is likely to accrue for more than one financial year shall be shown separately in the cost records indicating the

method of its accounting in determining the cost of Rayon manufactured during the relevant period. Expenditure incurred on works of capital nature shall be capitalized. The cost of such jobs shall include the expenditure on material, labour and a share of the overheads. The jobs carried out by the workshop of any other unit of the company to the Rayon Factory and *vice versa* / created on a reasonable basis and applied consistently.

VI. **Depreciation:**

(1) Adequate records shall be maintained showing values and other particulars of the fixed assets in respect of which depreciation is to be provided. The records shall *inter alia* indicate the cost of each item of asset, the date of its acquisition and the rate of depreciation.

(2) Basis on which depreciation is calculated and allocated to the various departments and products shall be clearly indicated in the records.

(3) Amount of depreciation chargeable to the different departments, manufacturing units or cost centers, for the financial year shall be in accordance with the provisions of Clause 'F' of Part II of the Fourth Schedule of the Companies Ordinance, 1984 and shall relate to the plant and machinery and other fixed assets utilized in such departments or units or cost centers. The method once adopted shall be applied consistently.

VII. **Insurance:**

(1) Records shall be maintained showing the Insurance premium paid for various risks covered on the assets and other Interests of the Company.

(2) Method of allocating insurance cost to the various cost centers shall be indicated in the cost records and followed consistently.

VIII. **Other Overheads:**

(1) Proper records shall be maintained showing the various items of expenses comprising overheads. These expenses shall be analyzed, classified and grouped in the works, administration and selling and distribution overheads. Where the company is engaged in the manufacture of any other products in addition to rayon products, the records shall clearly indicate the basis followed for apportionment of the common overheads including head-office expenses of the company to different rayon activities and other activities.

(2) Overheads allocable to capital works shall be indicated separately in the cost records. The methods followed for the levy and absorption of the above categories of overheads to the products shall be indicated in the cost records. The basis followed for levy and absorption of the overheads shall be

equitable and applied consistently. In case any expense included in the above categories of overheads can be identified with a particular activity/product, such expenses shall be segregated and charged to the relevant activity/product at the first instance and thereafter the remaining common expenses under the above categories of overheads shall be allocated on a reasonable and equitable basis and applied consistently.

IX. Expense on Export:

Records showing expenses incurred on export of Rayon products if any, shall be separately maintained, so that the cost of export sales can be determined correctly. The expenses incurred on export, as well as any export incentive earned shall be reflected in the cost statements relating to export sales.

X. By-Products:

Proper records shall be maintained for each item of by-product derived showing the receipts, issues and balances both in quantity and value. The basis adopted for valuation of the by-products shall be equitable and consistent. Records indicating the expenses incurred on further processing of by-products like glauber salt into sodium sulphate as well as the actual sales realization of the ultimate by-product *i.e.* sodium sulphate shall be maintained. Credit afforded for the quantity of glauber salt got converted into sodium sulphate shall be reasonable.

XI. Research and Development Expense:

(1) Adequate records showing the details of expenses incurred by the company for the development of existing products or new products or processes, if any, shall be maintained separately. Such records shall indicate the expenses incurred on genenic research and brand promotion separately. Expenses incurred on brand promotion shall be excluded from costs and charged to profit directly. If the research and development department is also engaged in the design and development of plant facilities, the appropriate share thereof shall be capitalized. The method of charging research and development expenses to the cost of production shall be indicated in the cost records and such expenses shall be charged to viscose staple fibre of different enduses, viscose filament yarn and viscose tyre yarn on a reasonable basis. However, the research and development cost must be measured and disclosed in line with the International Financial reporting Standards as applicable in Pakistan.

(2) Expenses incurred by the Research & Development Department for furnishing technical know-how to outsiders shall be recorded separately and excluded from the cost of products referred to in paragraph (3) of paragraph 1 of this Order. The amounts recovered for providing technical know-how to outsiders shall also be indicated separately.

XII. Products for self-consumption:

Proper records shall be maintained showing the quantity and cost of each item of rayon products transferred to another department/unit of the company for self-consumption. The rates at which such transfers are affected shall be disclosed in the cost statement.

XIII. Packing:

(1) Proper records shall be maintained showing the quantities and cost of various packing materials such as polythene sheets, kraft paper. Jute packing sheets, hoofs, mild steel wires, cones and wages and other expenses incurred in respect of different types and sizes of packages adopted for marketing of Rayon products. Where the expenses are incurred in common the basis of apportioning such expenses amongst different types of Rayon products shall be equitable and clearly indicated in the records and applied consistently.

(2) The quantity and cost of packing materials recovered from purchased raw materials and that re-used in packing shall be maintained. The basis of valuation adopted for such materials shall be reasonable.

(3) Detailed records of the expenses incurred on export packing shall also be kept separately and exhibited in the relevant cost statements for exports.

XIV. Work-in-process and finished goods:

The method followed for determining the cost of work-in-process and finished goods stock shall be indicated in the cost records so as to reveal the cost elements that have been taken into account in such computation. The method adopted shall be followed consistently.

XV. Cost Statement:

Cost statement showing the cost of production and cost of sales of products mentioned in sub-para 3 of para 1 of this Order shall be prepared by the management.

XVI. Re-conciliation of Cost and Financial Accounts:

(1) The cost records shall be reconciled periodically with the financial books of account so as the ensure accuracy. Variations, if any, shall be clearly indicated and explained. The period for which such re-conciliation is effected shall not exceed the period of the financial year of the Company. The re-conciliation shall be done in such a manner that the profitability of the product under reference can be correctly adjudged and reconciled with the overall profits of the company.

(2) A statement showing the total expenses incurred and the income received by the company and the share applicable to Rayon products shall be maintained in Annexure 'G' duly reconciled with the financial accounts.

XVII. Adjustment of Cost Variances:

Where the company maintains cost records on any basis other than actual, such as standard cost, the records shall indicate the procedures followed by the company in working out the cost of the products under such a system. The method followed for adjusting the cost variances in determining the actual cost of the product shall be indicated clearly in the cost records. The cost variances shall be shown against the relevant heads in the respective Annexure of Schedule II. The reasons for the variances shall be detailed in the cost records.

XVIII. Records of Physical Verification:

Records of physical verification shall be maintained in respect of all items held in stock such as raw materials, process materials, packing materials, consumable stores, machinery spares, chemicals, fuels, finished goods and fixed assets. Reasons for shortage/surpluses arising out of such verification and method followed for adjusting the same in the cost of the products shall be indicated in the records.

XIX. Statistical Records:

Statistical and other records maintained in accordance with the provisions of this Order shall be such as to enable the company to exercise, as far as possible, control over the various operations and costs with a view to achieve optimum economies in costs and to provide the necessary data required by the cost auditor to suitably report on all the points referred to in the Companies (Audit of Cost Accounts) Rules, 1998.

SCHEDULE-II

GENERAL INFORMATION

1. Name of the Company.

2. Date of Incorporation.

3. Place of Registered Office or other office where Books of Account are maintained.

6. Location of Factory/Factories.

7. Type/Types of products (All products as mentioned above) being produced.

8. Any salable by-products.

9. Intermediary products:

	Per Day M. Tonnes	Per Year M. Tonnes
(a) Installed / Normal Capacity		
(b) Capacity Utilized		
(c) No. of Days in the year on which capacity is calculated		

10. Main products:

(a) Installed /Normal Capacity		
(b) Capacity Utilized		
(c) No. of Days in the year on which capacity is calculated		

11. Foreign Technical Collaboration

Name of the Process/Inventor/Patent holder.

Schedule-III
(*See* paragraph 2)

ANNEXURE-A

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Product------- manufactured during the year ending ----------

Processing			
(1)	Type	:	Processing
(2)	Description	:	Steeping/Slurry/other process
(3)	Quality	:	Staple length of Fibre
(4)	Denier	:	Current year Previous year
(5)	Production	:	Tonnes
(6)	Total dry cellulose content of wood pulp consumed	:	Tonnes
(7)	Total dry cellulose content of output	:	Tonnes
(8)	Waste percentage		

Particulars	Quantity (Units)	Rate per unit (Rs.)	Total Cost (Rs.)	Cost per Kg.	
				Current year	Previous year
(1)	(2)	(3)	(4)	(5)	(6)
1. Raw Materials purchased/ transferred in from previous department					
(a) ----------					
(b) ----------					
(c) ----------					
(d) ----------					
(e) ----------					
2. Process Chemicals					
(a) ----------					
(b) ----------					
(c) ----------					
(d) ----------					
(e) ----------					
(f) ----------					
(g) ----------					
3. Direct Salaries & Wages (Annexure G)					
4. Utilities					
(a) Power (Annexure E)					
(b) Nitrogen (Annexure C)					
(c) Steam (Annexure D)					
(d) Air-Conditioning (Annexure F)					
5. Repairs & Maintenance.					
6. Stores and spares					
7. Insurance					
8. Manufacturing Overheads (Annexure I)					
9. Other works overheads					

(1)	(2)	(3)	(4)	(5)	(6)
10. Packing cost (a) ---------- (b) ---------- (c) ---------- (d) ---------- (e) ----------					
11. Research & Development expenses					
12. Depreciation					
13. Share of administrative Overheads (Annexure H) Total					
14. Less credit for (a) ---------- (b) --------- (c) ----------					
15. Adjustment for opening and closing balance of Work-in-process					
16. Stock adjustment Add opening stock Less closing stock					
17. Total cost of product----------					
18. Transferred to the other department					
19. Selling & Distribution expenses (Annexure J)					
20. Net sales realization					

ANNEXURE-B

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Goods sold during the year ending ----------

Product	Total Cost of Goods	Add Opening WIP inventory	Less Closing WIP Inventory	Less realizable value of by product	Cost of Goods manufac-tured	Add Opening Finished goods	Less Closing Finished goods	Add packing material and Federal excise and sales tax	Cost of sales
A									
B									
C									
D									

Annexure-C

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Nitrogen produced and consumed during the year ending_____

No of units produced	:	----------
No of units purchased	:	----------
Consumption including other losses	:	----------
Net units consumed	:	----------

Particulars	(Units)	Rate (Rs.)	Quantity	(Amount)
(1)	(2)	(3)	(4)	(5)
1. (a) Ammonia (b) activated aluminum (c) Molecular sieves (d) others				
2. Consumable stores				
3. Other services (a) Power (Annexure E) (b) Compressed air (c) Water				
4. Salaries & Wages (Annexure G)				
5. Repair & maintenance Sub-total				
6. Overheads				
7. Deprecation Total				
8. Nitrogen purchased Total Less recoveries if, any				
9. Net Total(purchased and produced)				

Apportionment:	No. of units	Amount (Rs.)
(i) Polymerization plant		
(ii) Polyester fibre plant		
(iii) Polyester filament yarn plant		

Annexure-D

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Steam raised/consumed during the year ending_____

Installed steam generation capacity Kg/hr at Kg/Cmg	:	----------
Quantity of steam raised	:	----------Tonnes Pressure-Kg/Cmg
Cost per tonne of steam raised	:	----------

Particulars	Quantity (units)	Rate (Rs.)	(Amount) (Rs.)
(1)	(2)	(3)	(4)
1. Water			
2. Fuels:			
(a) Coal			
(b) Fuel Oil			
(c) Electricity			
(d) Other fuels, if any (to be specified)			
3. Other Direct Expenses (such as Boiler inspection fees)			
4. Consumables Stores			
5. Salaries and wages (Annexure G)			
6. Repair & maintenance			
7. Other overheads			
8. Deprecation			
Total			
9. Less credits for coal Ash, Condensate and other credits, if any			
10. Less (a) cost of steam used by power house			
(b) other units of the company			
11. Quantity and cost of Balance steam			

Apportionment:	Units	Pressure Kg/Cmg	Amount
(i) Polymerization plant			
(ii) Polyester filament yarn			
(iii) Polyester fibre spinning plant			
(iv) Other units of the company			

Notes:

1. If steam is supplied to any other outside party, necessary credit for recoveries made shall be given against item 10.

2. Where metres are not installed, consumption of steam shall be assessed on a reasonable basis and applied consistently.

Annexure-E

Name of Company : ----------

Name & address of Rayon Factory : ----------

Statement showing the Cost of Power generated/purchased and consumed during the year ending_____

Installed generation capacity	MW	:	----------
No of Units generated	KWH	:	----------
No of Units Purchased	KWH	:	----------
Consumption in power house	KWH	:	----------
Net units consumed	KWH	:	----------

Particulars	Quantity (units)	Rate (Rs.)	(Amount) (Rs.)
(1)	(2)	(3)	(4)
1. (a) steam (as per Annexure D/purchased)			
(b) other materials, if any, (to be specified)			
2. Consumables Stores			
3. Other direct charges (such as Electricity duty etc.)			
4. Salaries and wages (Annexure G)			
5. Repair & maintenance			
6. Other overheads			
7. Deprecation			
Sub-total			
Power purchased			
Gross Total			
Less recoveries if any			
Total			
Cost per unit (purchased and generated)			

Apportionment :	Quantity	Rate (Rs.)	Amount (Rs.)
i. Nitrogen plant			
ii. Steam generation			
iii. Air Conditioning			
iv. Polyester chip plant			
v. Polyester fibre/filament yarn plant			
vi. Other units of the company			

Notes:

1. Cost per units shall be worked out with reference to the Net units of power available for use after deducting consumption in the power house and other losses.

2. Where meters are not installed, consumption of power shall be assessed on a reasonable basis and applied consistently.

3. Bonus to employees other than incentive bonus, provisions for statutory gratuity and interest charges shall be shown in Annexure 'D' and 'F' only and not in any other annexure.

Annexure-F

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Air-Conditioning
during the year ending_____

Installed capacity	Thermal units/hr	
Average operating load	" "	
No of hours operation during the year	" "	

Particulars	Quantity (units)	Rate (Rs.)	(Amount) (Rs.)
(1)	(2)	(3)	(4)
(1) Chemicals			
(2) Salaries and wages (Annexure G)			
(3) Power and other services			
(a) Power			
(b) Water			
(4) Consumable Stores			
(5) Repair & Maintenance			
(6) Works overhead			
(7) Depreciation			
Total cost			

Apportionment	Rate (Rs.)	Amount (Rs.)
1. Polyester fibre		
(a) Polymerization		
(b) Spinning		
(c) Finishing		
(d) ----------		
(e) ----------		
(f) Others		
2. Polyester filament yarn		
(a) Polymerization		
(b) Spinning		
(c) Coning		
(d) ---------		
(e) ---------		
(f) others		

Notes:

1. The apportionment of Air-Conditioning cost to the different departments and cost centers shall be done on scientific and reasonable manner and applied consistently.

2. Bonus to employees other than incentive bonus, provision for statutory gratuity and interest charges shall be shown in Annexure 'D' and 'F' only and not in any other Proforma.

Annexure-G

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of salaries, Wages and other benefits for the Year Ended_____

S. No.	Particulars	Current Year	Previous Year
1	**Salaries and Wages:**		
(i)	Officers and Permanent Staff		
(ii)	Labour on Contract and Daily basis		
(iii)	Bonuses		
2	**Benefits:**		
(i)	Medical Expenses		
(ii)	Canteen Expenses		
(iii)	Welfare, Recreation		
(iv)	Transport and Traveling		
(v)	Educational Cess/ Expenses		
(vi)	Group Insurance/Workmen Compensation		
(vii)	Provident Fund (Employer's Contribution)		
(viii)	Gratuity/Pension/Retiring Benefits		
(ix)	Other Benefits (if any)		
	Total		
3	*Apportionment*		
	i. Nitrogen (Annexure C) ii. Power (Annexure E) iii. Steam generation (Annexure D) iv. Air Conditioning (Annexure F) v. Product A---------- vi. Product B---------- vii. Product C----------		

Annexure-H

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Administrative overheads for the Year Ended_____

	Current Year	Previous Year
1. Salaries Wages & Other Benefits **(Annexure G)**		
2. Directors Remuneration		
3. Directors Traveling		
4. Staff Traveling		
5. Vehicle Running Expenses		
6. Communication Expenses		
7. Repair & Maintenance		
(i) Office Equipments		
(ii) Furniture & Fixtures		
8. Building others (to be specified)		
9. Advertisement		
10. Utilities		
11. Rent, Rates & Taxes		
12. Printing & Stationary		
13. Legal & Professional Expenses		
14. Entertainment		
15. Insurance Costs		
16. Charity & Donation		
17. Others to be specified		
18. Depreciation		
Total		
Apportionment		
i. Nitrogen (Annexure C) ii. Power (Annexure E) iii. Steam generation (Annexure D) iv. Air Conditioning (Annexure F) v. Product A---------- vi. Product B---------- vii. Product C----------		

Annexure-I

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of manufacturing overheads for the Year Ended_____

	PARTICULARS	CURRENT YEAR	PREVIOUS YEAR
1.	Consumable stores and spare parts		
2.	Repair and maintenance		
3.	Utilities		
4.	Insurance		
5.	Lubrication oil		
6.	Rent		
7.	Rates & Taxes		
8.	Office Supplies		
9.	Other Overheads (to be specified)		
10.	Depreciation		
	Apportionment		
	i. Nitrogen (Annexure C) ii. Power (Annexure E) iii. Steam generation (Annexure D) iv. Air Conditioning (Annexure F) v. Product A---------- vi. Product B---------- vii. Product C----------		

Annexure-J

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement showing the Cost of Selling, Distribution for the Year Ended_____

	Current Year (Rs.)	Previous Year (Rs.)
Salaries Wages & Other Benefits (Annexure G)		
Commission to Selling agents		
Freight and transport charges less recoveries from customers		
Loading and unloading charges		
Godown rent		
Retail sales office expenses such as rent etc., if any		
Other expenses		
Share of Administration Overheads		
Stores & Spares		
Loose Tools		
Depreciation		
Insurance		
Other Overheads		
Total		
Apportionment		
i. Nitrogen (Annexure C) ii. Power (Annexure E) iii. Steam generation (Annexure D) iv. Air Conditioning (Annexure F) v. Product A---------- vi. Product B---------- vii. Product C----------		

Annexure-K

Name of Company : ----------

Name & address of Rayon/Polyester Factory : ----------

Statement of Fixed Assets and allocation of Depreciation for the Year Ended _____

	Cost			*Depreciation*				Written Down Value	Total Depreciation
	Cost Opening	Additions/ Deletions	Cost Closing	Rate %	Acc. Dep Opening	Charge for the Year	Acc. Dep Closing		
Sr. #									
Production									
Building									
Plant & Machinery									
Electrical Installations									
Furniture & Fixtures									
Transferred from other Departments									
TOTAL									
Electrical Department									
Building									
Plant & Machinery									
Electrical Installations									
Furniture & Fixtures									
TOTAL									
Workshop									
Building									
Tools & Equipment									
Furniture & Fixtures									
TOTAL									
Stores & Allied Facilities									
Building									
Storage Tanks									
Furniture & Fixtures									
TOTAL									
Administrative									
Building									
Office Equipment									
Vehicles									
Furniture & Fixtures									
Electrical Appliances									
TOTAL									

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BUSHRA ASLAM,
Secretary.

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