Legal Deeds and Documents

Memorandum of Association

Memorandum of Association of XYZ Private Limited
(Company Limited by Shares) (Incorporated under the Cos. Act, 1956).

I. The name of the company is XYZ Private Ltd.

II. The Registered office of the company will be situated in the State of ....

III. The objects for which the company is established are:

A) MAIN OBJECTS OF THE COMPANY ON ITS INCORPORATION ARE:

1. To carry on the business are ....
2. To carry on all or any of the business on matters relating to research, development and application of ....

B) OBJECTS INCIDENTAL TO THE MAIN OBJECTS:

1. To buy, sell, export and deal in all works, plant, machinery and materials commonly dealt in by persons engaged in the above lines of business.
2. To enter into agreements and contracts with Indian or foreign individuals, firms, companies or other organizations for technical, financial or other assistance.

IV. The liability of the members is limited.

V. The authorised share capital of the company is ₹. ______ divided into ________ eq. shares of ₹. ____ each to be issued.

VI. We, the several persons whose names, addresses and descriptions are subscribed hereunder are desirous of being formed into a company, in pursuance of this MOA and we respectively agree to take the no. of shares in the capital of the company set opposite to our respective names.

S. No	Names	Addresses	No. of shares	Signature	Witness

Dated - ....

Place - ....

Articles of Association

Articles of Association of .... Private Limited
(Company Limited by Shares) (Incorporated under the Co. Act, 1956)

1. The Regulation contained in the table 'A' of the Companies Act, 1956 shall not apply to this company.
2. 'The Seal' means the common Seal of the company.

PRIVATE COMPANY

3. The company is a private company.
   a) The right to transfer the shares of this company shall be restricted.
   b) The number of members of the company shall be limited to 50 (fifty).
   c) No invitation shall be issued to the public to subscribe for any shares.

COMMENCEMENT OF BUSINESS

4. The Business of the company may be commenced as soon as the Directors think fit.

CAPITAL

5. a) The Authorized Share capital of the company is ₹. ______ divided into ______ equity shares of ₹. ______ each.
   b) The company shall have the power to issue preference shares.

FORM OF TRANSFER

6. Shares in the Company shall be transferable by written instrument.

POWER OF BOARD TO DECLINE TRANSFER

7. a) The Board may refuse to register any t/f of shares.
   i) where the share is not fully paid up.
   ii) when the company has a loan on the said share or shares.

DIRECTORS TO HAVE ABSOLUTE DISCRETION IN RECOGNISING TRANSFERS

8. The Board of Directors may decline to register any proposed transfer of shares.
9. Every member who intends to transfer shares shall give notice in writing to the company.

GENERAL MEETING

10. The quorum for a General Meeting shall be two members.
    We, the several persons whose names and addresses are subscribed hereunder are desirous of being formed into a company, in pursuance of the AOA.

PTO

S.No. Names Address No. of shares Signature Witness

Dated- ......

Place- ......

Notice: Meeting of Board of Directors

Notice

Notice is hereby given that the meeting of the Board of Directors of the company will be held at the registered office on ...... at ..... a.m./p.m. to transact the following:

Agenda

1. Confirmation of the minutes of the previous Board Meeting held on ...... to .....
2. Discussion of the progress in business
3. Co-option of Mr. RS as an Additional Director of the company
4. Buy back of 10% of the equity shares of the company.
5. Any other matter with the permission of the chair.

By order of Board of Directors

Place:

Date:

Notice of Statutory Meeting

TKR Limited

Registered office: ......

Notice is hereby given that the statutory meeting of the company will be held at the registered office of the company at ...... on ..... 2011 ..... at ..... a.m./p.m. for considering the statutory report and for considering any other business which ought to be considered at that meeting.

Please find enclosed copy of the statutory Report.

By order of Board.

Date:-

Place:-