

INCORPORATION OF PRIVATE LIMITED COMPANY

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Step No.	Procedures	Description
I.	File Application for Name Availability in Form 1A	✓ Selection of Type of company ✓ Proposed Name (Select any five Name) 1. 2. 3. 4. 5. ✓ Nature of Business ✓ Authorized Capital ✓ Particulars of Proposed Directors ✓ Digital Signature Certificates ✓ of Proposed Directors (<i>Refer Step No II</i>)
II.	Apply for Digital Signature Certificate & Directors Identification Number	✓ Digital Signature Certificate 1. Proof of Identity 2. Proof of Residential Address. 3. 2 Passport Size Photograph 4. Attestation/Verification from Gazetted Officer. ✓ Directors Identification Number. 1. Copy of Pan Card (Mandatory for Indian Director) 2. Copy of Passport (Mandatory for Foreign Directors) 3 Passport Size Photograph 4. Affidavit from the Applicant 5. Attestation/Verification from CA/CS
III.	File documents relevant for Incorporation and situation of the registered office.	✓ Memorandum and Article of Association of Proposed Company with relevant object clause and other relevant particulars. ✓ Certified True Copy of Name Approval Letter. ✓ FORM-18 for registered address. ✓ Form-32 for appointment of Directors

- ✓ along with photograph and consent letter of directors.
- ✓ General Power of attorney from all the promoters in favor of the Chartered accountant.

IV. Stamp Duty and ROC Fees.

- ✓ Payment of requisite Stamp duty and Registration fees while filling Incorporation documents.

V. Obtaining Incorporation Certificate.

- ✓ Obtain Incorporation certificate of company.