

Checklist for Incorporation of Company

Step 1

1. **Obtaining Directors Identification Number (DIN)**
 - a. Applicant to Obtain DIN if he does not have the DIN.
2. **Checklist for Obtaining DIN:-**
 - a. Signed copy of PAN
 - b. Signed copy of Address Proof
 - c. Color Photograph
 - d. Area of Occupation (Self employed, Professional, home maker, Student, Serviceman)
 - e. Educational Qualification Certificate
 - f. Email address
 - g. Mobile number
 - h. Place of birth

Note: - For Obtaining DIN applicant must have the Digital Signature.

For obtaining Digital Signature following documents are required:-

- a) Signed original application
- b) 1 color photograph of the applicant
- c) Photograph should be crossed signed on the application
- d) Signed copy of PAN
- e) Signed copy of Address proof
- f) Email
- g) Mobile number

Step 2: - Selecting a name

- 1 The promoter under a proposed name shall make an **application for Reservation of name in Form INC-1** to Registrar of Companies of the state in which registered office of company is proposed to be situated.
- 2 Applicant is required to give 6 alternative names to the registrar.
- 3 The proposed name shall not be Identical/ similar to the name of a Company already exist.
- 4 The proposed name shall not be registered in the Trade marks
- 5 If the proposed name contains name of any other person than promoters or their close blood relatives then NO Objection Certificate from that other person would be required.

- 6 If the proposed name includes name of the relatives then proof of relation would be required.
- 7 Minimum 2 Directors in case of a private company and 3 in case of a Public Limited company.

Registrar after examining all the documents may reserve the name of the Proposed Company which will be valid for 60 days from the date of application.

Step 3:- Filing of various Documents after getting the Name Approval

An Application shall be filed, with the Registrar within whose jurisdiction the registered office of the company is proposed to be situated, **in Form INC-7** for Incorporation of Company

Form INC-7 is required to be filed for Incorporation of the Company

Section 7(1):

Following documents and information to be filed with the Registrar within whose jurisdiction the registered office of a company is proposed to be situated, namely:—

- a. The MOA & AOA duly signed by all the subscribers to the memorandum.
- b. A declaration in [form INC-8](#) to be filed by an advocate, a chartered accountant, cost accountant or company secretary in practice, who is engaged in the formation of the company on **Rs. 10 stamp paper duly notarized**.
- c. An affidavit in [form INC-9](#) from each of the subscribers to the memorandum and from persons named as the first directors on **Rs. 10 stamp paper duly notarized**.
- d. Verification of Signature of Subscribers in [Form INC-10](#).
- e. The address for correspondence till its registered office is established.
- f. The particulars of name, including surname or family name, residential address, nationality and such other particulars of every subscriber to the memorandum along with proof of identity, as may be prescribed.
- g. Number of shares Subscribed by each Subscriber.
- h. The particulars of the persons mentioned in the articles as the first directors of the company, their names, including surnames or family names, the Director Identification Number, residential address, nationality and such other particulars including proof of identity as may be prescribed.
- i. The particulars of the interests of the first directors of the company in, other firms or bodies corporate along with their Consent to act as a Director of the company in [Form DIR-2](#).

(2) The Registrar on the basis of documents and information filed under sub-section (1) shall register all the documents and information referred to in that subsection in the register and issues a certificate of incorporation in the prescribed form to the effect that the proposed company is incorporated under this Act.

(3) On and from the date mentioned in the certificate of incorporation issued under subsection(2), the Registrar shall allot to the company a corporate identity number, which shall be a distinct identity for the company and which shall also be included in the certificate.

(4) **Form INC-7 to be filed within sixty days** from the date of application of reservation of name in Form INC-1

Step 4:- Filing of Form INC -22

1) Verification of Registered office to be filed in **Form INC-22** with Registrar within 30 days from the date of incorporation.

Any of the following documents shall be attached along with the form, namely -

a) The registered document of the title of the premises of the registered office in the name of The Company.

b) the notarized copy of lease / rent agreement in the name of the company along with a copy of rent paid receipt not older than one month, if any.

c) The authorization from the owner or authorized occupant of the premises along with proof of ownership or occupancy authorization, to use the premises by the company as its registered office, if any.

d) The proof of evidence of any utility service like telephone, gas, electricity, etc. depicting the address of the premises in the name of the owner or document, as the case may be, which is not older than two months.

Form No. INC-8

Declaration

[Pursuant to section 7(1) (b) and rule 14 of the Companies (Incorporation) Rules, 2014]

Name of the Company:

I,.....,

- An advocate who is engaged in the formation of the company
- A Chartered Accountant in India who is engaged in the formation of the company
- A Cost Accountant in India who is engaged in the formation of the company
- A Company Secretary in practice in India who is engaged in the formation of the company

Declare that all the requirements of Companies Act, 2013 and the rules made there under relating to registration of the company under the Act and matters precedent or incidentals thereto have been complied with.

Date:

Signature:

Place:

Membership No.:

Form No. INC-9

Affidavit

[Pursuant to section 7(1) (c) of the Companies Act, 2013 and rule 15 of the Companies (Incorporation) Rules, 2014]

Name of the proposed company: (Company Name)

I, _____, named as first director in the articles, of the above named proposed company, hereby solemnly declare and affirm that:

- I have not been convicted of any offence in connection with the promotion, formation or management of any company during the preceding five years; and
- I have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law during the preceding five years; and
- All the documents filed with the Registrar for registration of the company contain information that is correct and complete and true to the best of my knowledge and belief.

Date:

Signature:

Place:

Form No. INC – 10

**Form for verification of signature of subscribers
[Pursuant to rule 16 (1) (q) of Companies (Incorporation) Rules,
2014]**

**Size 4'4' (passport size
Photograph to be pasted)**

**To be attested by
Banker/Notary**

Name	
Father's Name	
Address	
Specimen Signature	

Attestation

(Signature of witness)

Note:

1. In point no. 1 above, strike off whichever is not applicable.
2. Person who is attesting should indicate his/her name, address and ID number.

Form DIR-2
Consent to act as a director of a company

[Pursuant to section 152(5) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]

To,

REGISTRAR OF COMPANIES

(Address)

Subject: Consent to act as a Director

I, _____, hereby give my consent to act as director of (Company name) pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

1. Director Identification Number(DIN):
2. Name:
3. Father's Name:
4. Address:
5. Email-id:
6. Mobile No.:
7. Income Tax PAN:
8. Occupation:
9. Date of Birth:
10. Nationality:
11. No. of Companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Whole time Director, Secretary, CFO, Manager, CE. :
12. Particulars of membership No. and Certificate of Practice if the applicant is a member of any professional Institute. Specifically state NIL if none :

Declaration

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and has not been found guilty of any

fraud or misfeasance or of any breach of duty to any company under this Act or and previous company law in the last five years. I further declare that if appointed my total Directorship in all the company shall not exceed the prescribed number of companies in which a person can be appointed as a Director.

Date:

Signature:

Place:

Designation:

Attachments: -

1. Proof of Identity
2. Proof of Residence

VENKY RATHI

Affidavit for Non Acceptance of Deposits

Declaration

We the Promoters of M/s (company name) (The Company) do hereby solemnly affirm and state that:

1. The Company or its Directors shall not carry out any money circulation scheme or multi level /pyramid scheme to accept deposits from the public.
2. The Company or its Directors shall not accept any deposit from public unless compliance of the applicable provisions of the Companies Act, 1956, RBI Act, 1934 and SEBI Act, 1992 and rules / regulations/ directions made there under are duly complied and filed with the concerned authorities.

For (company name)

()

Director

**PARTICULARS OF EVERY SUBSCRIBER TO THE MEMORANDUM TO
BE FILED WITH THE REGISTRAR PURSUANT TO
RULE 16 OF THE COMPANIES (INCORPORATION) RULES, 2014.**

Passport size
Photograph to be
pasted

S.NO.	PARTICULARS	DETAILS OF SUBSCRIBER
a)	Name (including surname or family name) and recent photograph affixed and scan with MOA and AOA	
b)	Fathers /mothers name	
c)	Nationality	
d)	Date of Birth	
e)	Place of Birth (District and State)	
f)	Educational Qualification	
g)	Occupation	
h)	Income Tax permanent account number	
i)	Permanent residential address and also present address (time since residing at present address and address of previous residence address (es) if stay of present address is less than one year) similarly the office/business addresses.	
j)	E mail id of subscriber	
k)	Phone no. of Subscriber	
l)	Fax no. of Subscriber (optional)	
m)	Proof of Identity: For Indian Nationals: PAN card (mandatory) and any one of the following: Voters ID card Passport Copy Driving License copy	
n)	Residential Proof such as Bank Statement, Electricity Bill, Telephone /Mobile Bills Provided that bank statement, Electricity Bill, Telephone /Mobile Bills should not be more than	

	two months old.	
o)	Proof of Nationality if subscriber is a foreign national	
p)	If the subscriber is already a director or promoter of the Company, the particulars relating to- i) Name of company ii) CIN iii) Whether interested as a Director or promoter	

Explanation: information related to (i) to (l) shall be of the individual subscriber and not of the professional engaged in the incorporation of the company.

Subscription Sheet

We, the several persons whose names and addresses are subscribed below, are desirous of being formed into a company in pursuance of this Memorandum of Association and respectively agree to take the number of shares in the capital of the company set opposite our respective names:

[illegible]

Dated:

Place:

Note:-

1) Subscription Sheet to be **filled in hand writing by both the promoters.**

2) Details to be furnished by Promoters: -

- a) Name
- b) Father's Name
- c) Address
- d) Occupation

VENKY RATHI

RENT AGREEMENT

This Rent Agreement is made and executed at New Delhi on 29th day of August, 2014.

(Herein referred to as "the First Party")

&

(Herein referred to as "The Second party")

The expression of the terms of the First Party and Second Party wherever they occur in the body of this agreement shall mean & include them, their respective heirs, successors, legal representatives, administrators, executors, assigns and nominees until and unless it is repugnant to the context or meaning thereof.

Whereas, the First Party is the owner and in possession of Property bearing F-193/551, Laxmi Nagar, Delhi-110092(herein after called the premises) and the Second Party has agreed to take the same on the following agreed terms & conditions.

NOW THIS LEASE AGREEMENT WITNESSES AS UNDER:-

- That the First Party grants the lease in respect of the said premises for a limited period of 3 Years commencing from 29.08.2014 which will expire on 29.08.2017. The period may be further extended on mutual consent of the parties.
- That the Second Party shall pay the monthly Rent of Rs.10,000 (Ten thousand only), as rent to the First Party payable by the Second Party always in advance, on or before the 10th day of each Calendar Month.
- That the Second Party has paid the security Deposit of Rs.10,000 (Ten Thousand only), to the First Party which will be refunded at the time of vacating the premises.
- That the Second Party shall use the said leased premises for Commercial purpose only.
- That the Second Party shall pay the electricity and water charges as per meter reading to the First Party along with the Rent.
- That the Second Party shall be responsible to attend all the minor day-to-day repairs such as fuses of bulbs and tube lights, leakages/replacement of water taps, etc. at his own cost but the major repairs in the said leased Premises shall be borne by the First party.
- That the second Party shall not sublet the whole or any part of the said leased premises to anyone else in any case at any circumstances without obtaining prior written permission of the First party.

- That the Second Party shall permit the First Party or his/her authorized agent to enter into the said leased premises for inspection or general checking or to carry out the repair work, at any reasonable time.
- That this lease can be extended for another period with the mutual consent of both the Parties, on increasing 10% in the rent yearly.
- That this lease can be terminated even before the expiry of the leased period, giving one month written notice from either side.
- That the Second Party shall abide by all the bye-laws rules and regulations of the civil/concerned/local authority, in respect of the said leased premises.
- That at the expiry of the lease period, the Second Party shall handover the vacant possession of the said premises, peacefully in the same condition to the First Party.
- That the terms & conditions of this agreement as stated above shall be binding on both the parties. The terms of this Agreement are final and are irrevocable.

In witness whereof, both the parties hereto have signed this lease Agreement on the day, month and year first above written, in the presence of the following witnesses.

WITNESSES:

FIRST PARTY

SECOND PARTY

NO OBJECTION LETTER

Date: /2014

To,
The Registrar of Companies
NCT of Delhi & Haryana
5th Floor, IFCI Tower,
Nehru Place

Subject: No Objection Letter for use of premises as Registered Office

Dear Sir,

I declare that the following premise is leased by me:

Copy of the latest Utility Bill received in my name is enclosed herewith as proof of the address.

I, do hereby confirm that I have no objection for using the above premises as the Registered Office of the Company proposed to be incorporated under the name and style of "VSG SHIPPING & LOGISTICS PRIVATE LIMITED"

Thanking you,

Yours faithfully,

Name of Leasee