



Procedure & Document Required for formation a Private Company



Director Identification Number(DIN):-

1. First, we need at least two director names for Private Company.
2. Then we need to apply for DIN, if they have not DIN.

Document required for obtaining DIN:-

3. We should try to get Copy of Passport for Address proof and identity proof. Copy of passport is fulfilling both requirements.
4. If Person have not passport, then demand copy of PAN Card & Driving License or Voter Id.
5. One Passport size of both director color photograph is also needed.
6. For obtaining DIN, following points should be remember:-

Before you fill-in application for DIN

Please remember following common causes of REJECTIONS

- Applicant's name and father's name mentioned in abbreviated form. - The Name should be expanded even if the ID proof contains the name in abbreviated form.
- Mismatch in the Name and Father's Name in DIN form with the ID (Identity) proof enclosed. - Any mismatch in Name, including spelling mistake, may lead to rejection of application. Minor spelling deviations in the father's name may be accepted, if such deviations do not materially impact the name.
- Prefixes like Mr. / Ms. / Kumari / Shri etc. used in the applicant's name.
- Residence proofs like: Bank Statements, Electricity Bill, Telephone Bill, Utility bills etc. submitted are older than 2 months of submitting the application for verification OR such documents are in the name of some other person, for example father or spouse.
- The supporting documents are not duly attested i.e. Name, Designation, Membership/ Practicing certificate number etc. are not clearly indicated. – If the seal/ stamp does not contain membership/ practicing certificate number, same may be recorded by hand.
- Passport / Driving License / Identity proofs etc attached are expired. – Only such documents which are currently valid should be attached.

OTHER POINTS TO BE CONSIDERED:-

- After filling form and taking print, Form and attach proof will attesting by a Public Notary or a Gazette Officer of a Government or a Practicing professional (Chartered Accountant/ Company Secretary/ Cost Accountant) or a Company Secretary in full time employment of the company.
- The attesting authority (i) must indicate the following while attesting the documents:- (i) Signatures; (ii) Name in full in Capitals; (iii) Registration No.; and (iv) Seal/ Stamp.
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- In case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.
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- The proof of identify enclosed with DIN Form should also contain the Date of Birth of the applicant and the same should match the Date of Birth filled in the application form. In case the proof of identify does not indicate the Date of Birth then additional proof of Date of Birth, duly certified/ attested, should be attached.
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- Applicant and His father name must have last name. If the name of a person does not have a last name, then his/ her father's **first name** should be filled in the mandatory 'Last Name' field in form DIN-1. In such a case, an affidavit duly notarized by a Notary Public should also be submitted along with DIN application. Format of Affidavit is given as under:-

Specimen/Format of Affidavit:

(If ID proof has single name for applicant)

I ____ (Applicant Name as per id proof), residing at ____ (Address as per address proof) do solemnly affirm and stated as under:

I am ____ and my name ____, appearing on the enclosed ID proof, is single name. My father's name is _____. For applying DIN application of mine, I am mentioning my father's name "_____" as my Last name, as this a mandatory requirement for applying DIN. Both names denote one and the same person.

I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

(If ID proof has single name for applicant's father)

I am _____ and my father's name _____, appearing on the enclosed ID proof, is single name. My grandfather's name is _____. For applying DIN application of mine, I am mentioning my grandfather's name "_____" as my father's Last name, as this a mandatory requirement for applying DIN. Both names denote one and the same person.

I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

By:- KULVINDER SINGH. Source: MCA Site & My Mind

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