

# CHECK LIST FOR INCORPORATION COMPANY

 **NITIN KATKAR**  
*Company Secretary*

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Name of the Client:-

Contact No-

Email-

Type of the Company;- ☐ Private ☐ Public ☐ LLP

|                               |                      |
|-------------------------------|----------------------|
| <b>Authorised Capital (₹)</b> | <input type="text"/> |
| <b>Paid up Capital (₹)</b>    | <input type="text"/> |

(If Private Company One Lacs or Public Co. Five Lacs)

**Name of the Person incorporate the Company:- ( Minimum Two)**

| Sr. No | Name of the Directors/ Promoters | Introduced Capital (₹) | PAN No.              | Education            |
|--------|----------------------------------|------------------------|----------------------|----------------------|
| 1      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| 2      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| 3      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| 4      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| 5      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| 6      | <input type="text"/>             | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
|        | Total Amount (₹)                 | <input type="text"/>   | <input type="text"/> | <input type="text"/> |

**Proposed Six Name For the Company:- (Mandatory)**

| Sr.No. | Proposed Name for the Company |
|--------|-------------------------------|
| 1      | <input type="text"/>          |
| 2      | <input type="text"/>          |
| 3      | <input type="text"/>          |
| 4      | <input type="text"/>          |
| 5      | <input type="text"/>          |
| 6      | <input type="text"/>          |

**Object/ Main Business of the Company and Other Activate:-**

|                |                      |
|----------------|----------------------|
| Main Business  | <input type="text"/> |
| Other Activate | <input type="text"/> |

## Following Documents required for New Companies;

### ➤ Address proof:-

- Index-II, Light Bill, If Shop on Lease – Lease and Rent Agreements.
- Consent letter of Owner.( If on Lease )
- Municipal / Grampanchyat Tax Payment Chllan.

### ➤ Identity Proof:-

- There is ID proof required for New Company.

## Following Documents required for Promoters/ Directors;

### Address proof:-

- Driving License
  - Voting Cards
  - Ration Card
  - Passpor
  - Bank Statements( Current Month)
  - Telephone Bill/ Light Bill
- }

copy of each Directors

### Identity Proof:-

- Pan Card
  - Voting Card
  - Passport
- }

Copy of each Directors

Note:- Five Copy of ID Proof and Address Proof self attested .

## Photo – 4 Copies of each Director.

Profeeisnoal Charges:-

₹

Date:-

Signature

Place:-

(Name : \_\_\_\_\_)

## For Office Use Only

| eForm      | Date of Filed | Particulars       |         | SRN No |
|------------|---------------|-------------------|---------|--------|
| DIN-01     |               | Name of Directors | DIN No. |        |
|            |               |                   |         |        |
|            |               |                   |         |        |
|            |               |                   |         |        |
| DSC        |               |                   |         |        |
| eForm-1A   |               |                   |         |        |
| eForm-1    |               |                   |         |        |
| eForm-18   |               |                   |         |        |
| eForm-32   |               |                   |         |        |
| Stamp Duty |               |                   |         |        |