

General Steps for Incorporate Section 25 Company

Step	Task	Purpose	Required Detail
1	File Form 1A	For Name Approval	1. Category of Company (Company Limited by share / by Gurantee / Unlimited Company) 2. Number of Promoters. 3. Detail of Promoters. 4. Main objects of Company (Should be for promoting commerce, art, science, religion, charity, or any other useful object) 5. Authorised Capital (No Limit) 6. Detail of Directors. 7. Digital Signature of Applicant (must be director). 8. Digital Signature of CS/CA in whole time practice.
2	File Form 24A	For getting license from Central Government (Regional Director)	1. Address of Registered Office. 2. Memorandum of Association 3. Articles of Association 4. Declaration as per Annexure V of Companies Regulations Act 1956 5. Future Annual Income and Expenditure Estimates 6. Declaration by Chartered Accountant in whole time practice that the MOA and AOA have been drawn in conformity with provisions of the Act. 7. Details of Promoters and of the proposed directors of the Company. 8. A list of the Names, addresses, description and occupations of its directors and of its managers or secretary, if any, together with the names of companies, associations and other institutions, in which the directors of the applicant company are directors or hold responsible positions, if any with the descriptions of the positions so held. 9. Statement of brief description of the work, if already done by the association and work proposed to be done. 10. Statement of the grounds on which applications is made. 11. Digital Signature of Applicant (must be director)
3	File Form 1, 18 & 32	1. Form 1 for Incorporation of Company. 2. Form 18 for Registered office 3. Form 32 for appointment of Director	1. Detail of all Subscribers. 2. Full Address of the Police Station under whose jurisdiction the registered office of the company is situated. 3. Proof of Registered office Address. 4. No Objection Certificate (NOC) from the owner of Registered Office. 5. Complete detail of Directors (including whether Chairman or Executive Director or Non-executive director)? 6. Consent Letter of Directors.

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