

Documents required for Incorporation of a Company.

Requirements for DIR-03 (DIN) - For each applicant.

- 3 Photographs
- Name & Area of the occupation
- Educational Qualification
- Date & Place of Birth
- Copy of Identity Proof.
- Copy of Residential Address Proof.
- Verification by the applicant in DIR-4.
- DSC of each applicant.

Requirements for INC-1 (Form 1A) - Name Availability

- DIN of the applicant.
- Occupation of the applicant.
- Permanent Address.
- Type of Company.
- Category & Sub-category of the proposed company.
- Name of state & ROC which is to be situated.
- Details of promoters.
- Objects of the proposed company.
- Particulars of directors (along with their address.)
- NOC (if promoters are using the same name as any partnership firm, sole proprietorship)
- Proposed Name of the Company (max 6 in order of preference)
- Significance of the Key word

Requirements for INC-7 (Form 1)

- Details of promoters
- Permanent Address of the promoter (Duration of stay at present address)
- Identity Proof & Residential Proof of promoter.
- Proposed Authorised capital
- Number of Share Subscribed
- Amount of shares subscribed

- Declaration in form INC 8
- Affidavit from each subscriber from each subscriber of MOA in INC 9

Requirements for INC-22 (Form 18)- Registered office.

- Address of the Company
- Address of the jurisdiction of police station.
- Proof of registered office address (conveyance, lease deed, rent agreement along with rent receipts)
- Copy of utility bills
- NOC from the concerned person if not registered in the name of the company.

Requirements of DIR-12 (Form 32)- Directors

- DIN of the director
- Interest in any other entities along with shareholding.

Schedule of fees.(ROC)

1. DIN-Rs.100 per application
2. Name Availability (INC-1)- Rs.1000 per application
3. Registration Fees as per ROC is attached.
4. Stamp Duty- As per state wise
5. Fee for Form INC 7, INC 22 & DIR 12- as per new MCA Fee schedule.