

## Documents upto Name Approval

|   |                                       |                                                                                                                                     |  |
|---|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Pan Card of All the Directors         |                                                                                                                                     |  |
| 2 | Residence Proof of All the Directors  | (Voter ID/Driving License/Passport etc.)                                                                                            |  |
| 3 | Bank Statement of All the Directors   | (With Transaction Page Not Older then 2 Months)                                                                                     |  |
| 4 | Color Photograph of All the Directors | 2 Pieces                                                                                                                            |  |
| 5 | Noterized DIR 4                       |                                                                                                                                     |  |
| 6 | DSC Form                              | Signed by the Applicant                                                                                                             |  |
| 7 | Proposed Main Object                  | Not more then One                                                                                                                   |  |
|   | Proposed Name                         | Name can be checked online at -                                                                                                     |  |
|   |                                       | <a href="http://www.mca.gov.in/DCAPortalWeb/dca/DetailsQueryName.do">http://www.mca.gov.in/DCAPortalWeb/dca/DetailsQueryName.do</a> |  |

**<= Duly Signed By the Applicant**

## Checklist for Company Registration

|    |                                                                                                                                                   |                                                                         |                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------|
| 1  | Non Judicial Stamp paper of ₹ 100/- Each                                                                                                          | 2 Stamp Paper for <b>Each</b> Director ( <b>For INC 9 &amp; DIR 2</b> ) | (To be Purchased on Director's Name Individually) |
| 2  | Non Judicial Stamp paper of ₹ 100/- Each                                                                                                          | One for Practicing Professional ( <b>For INC 8</b> )                    | (To be Purchased on Professional's Name)          |
| 3  | INC 8                                                                                                                                             | To Be Noterized ON STAMP PAPER                                          |                                                   |
| 4  | INC 9                                                                                                                                             | To Be Noterized ON STAMP PAPER                                          |                                                   |
| 5  | INC - 10                                                                                                                                          | To Be Noterized                                                         |                                                   |
| 6  | Proof of Registered Office Address                                                                                                                | (Conveyance/Lease deed/Rent Agreement along with the rent receipts)     | Self Attested by the Applicant                    |
| 7  | Copies of the utility bills as mentioned above                                                                                                    | Not older than two months                                               |                                                   |
| 8  | A proof that the Company is permitted to use the address as the registered office of the Company if the same is owned by any other entity/ Person | NOC BY THE OWNER                                                        |                                                   |
| 9  | DIR 2                                                                                                                                             | To Be Noterized ON STAMP PAPER                                          |                                                   |
| 10 | Letter of Appointment                                                                                                                             | To be signed by Appointee                                               |                                                   |
| 11 | Subscriber's Page of MOA & AOA                                                                                                                    | Duly Handwritten by all the Subscriber's And Witnessed By Professional  |                                                   |
| 12 | Drafted MOA & AOA                                                                                                                                 | As Per Companies Act 1956 & Companies Act 2013 As Applicable            |                                                   |