



Documents and check list for Incorporation of the Company having Share Capital

DIN process papers

1. Address proof of each proposed promoters (**Xerox Self attested**)
 - Preferably Passport, Driving Licences Voter ID, Aadhaar Card, Bank statement (not older than 2 months)
2. Identity Card of each promoters (**Xerox Self attested**)
 - Pan Card only (Mandatory)
3. Latest passport size photo of each Promoter.
4. Verification of applicant (DIR - 4) for application for DIN (Affidavit will be given by us)
 - Get it **stamped or franking** of Rs. 10/- and get in **Notarised**.
5. Area of Occupation (i.e. whether the applicant is Self Employed / Professional / Homemaker/Student/Service man)

	Name of Promoters	Education Qualification	Occupation	Mobile No.	Email id	No. of shares Applied
1						
2						

Name approval process

1. Type of Company - Private Limited/public limited/One person Company.
2. State in which proposed Company will be incorporated – _____
3. Authorised Capital of Company – _____
4. Paid up capital of such Company – _____
5. Proposed **Four** Name of Company in **CAPITAL LETTER** (Name Should Not be Identical and Similar)

1	
2	
3	
4	

- Whether proposed name include any name of promoters relatives – Yes/No
If yes then give the **proof** of such relation.
- Whether promoter carry any partnership business or proprietary business in name applied for - Yes/No
If yes the then **NOC** from such owner.



6. Proposed Object of the Company

Incorporation of Company process papers

7. Address of Correspondence till Company incorporated with Email ID –
-
8. Whether above address will be same as proposed regd office address. (Yes / No). If, No provide that Address.
9. Subscriber sheet – Write details of promoters **Self Handwriting** as per draft (Annexure A) which is attached of both MOA and AOA.
10. Declaration by Practicing Professional to Incorporate Company **after name approval**
11. **Affidavit INC – 9** get Stamped or franking of Rs. 20/- from each promoters and then **Notarised**.
12. Bank Statement of all Promoters depicting the address duly **self attested**.

Appointment of Director

13. Sign Consent letter DIR -2 of each promoters given us as from each promoters **after name approval**
14. Interest in other Entities (Whether Director / Proprietor / Partner)

	Name of promoter	Name of Company / prop. / Firm	Designation	% of Holdings	Amount
1					
2					
3					
4					

Situation of registered office

15. Provide copy of any utility bill from below of for regd. office (**Self Attested by Director**)
- Telephone / Gas / Electricity / Mobile bill (Not older than 2 months).
16. Whether proposed registered office owned by Director/other entity or person/Taken on lease.
- If taken on lease then provide us copy **Rent agreement** or **lease agreement**.
17. If not taken on lease or rent then sign **NOC** from owner of proposed registered office
18. Copy of Lease Deed/Rent Deed/ Conveyance Deed along with Rent Receipts.

**Certificate of Commencement of Business**

It is mandatory for Private Company also. INC 10 on **Rs. 20/- Stamp duly notarised.**

Additional Requirement

1. Digital Signature Certificate of **Each** Director is Mandatory for DIN form
Fill the attached form by fixing Passport size photo and sign it **across** pic.
Document Required:
 - Self attested copy of Pan Card
 - Self attested Address Proof (Passport, Driving Licences Voter ID, Aadhaar Card)
2. One Photograph of the Premises.

***** ** End*****

Thanks & Regards
Jaisal Mohatta
Associate Company Secretary