

SIMPLE STEPS TO INCORPORATION OF PRIVATE LIMITED COMPANY (OTHER THAN OPC) UNDER NEW COMPANY ACT 2013

MINIMUM TWO SUBSCRIBERS, MINIMUM CAPITAL RS.100000/- (FOR COMPANY WITH SHARE CAPITAL)

DIN REQUIREMENTS:-

1. OBTAIN DIGITAL SIGNATURE (SIGNING OF APPLICATION PROVIDED BY DSC PROVIDER, ONE PHOTO GRAPH TO BE AFFIXED ON THE APPLICATION, ID PROOF, ADDRESS PROOF)
2. ID PROOF :- PAN CARD, PASS PORT, VOTER ID (PAN CARD IS MUST FOR INDIAN) **SELF ATTESTED**
3. ADDRESS PROOF: - ADHAR CARD, VALID DRIVING LICENCE, VOTER ID OR TELEPHONE BILL OR, BANK STATEMENT NOT OLDER THAN 60 DAYS. **SELF ATTESTED**
4. AFFIDAVIT IN FORM DIR- 4 ON NON JUDICIAL STAMP PAPER OF RS.20/- & VERIFICATION OF SIGNATURE OF THE APPLICANT AFFIXING PHOTO GRAPH IN PLAIN PAPER (**BOTH NOTORISED**)
5. ALL THE APPLICABLE DOCUMENTS TO BE ATTACHED TO **DIR -3** AND AFTER AFFIXING DSC OF APPLICANT & PROFESSIONAL, PRESCRUTINY , UP LOADED ON MCA 21 AT " E FORM " UPLOAD LINK BY PAYING RS.500/- ON LINE FEE.
6. IMMEDIATELY IF APPROVED YOU WILL RECEIVE A SRN WITH DIN NUMBER AND USING THAT DIN NUMBER ONE CAN DOWN LOAD DIN APPROVAL LETTER FROM DIN APPLICATION STATUS LINK ON MCA 21 PORTAL

NOTE: FOR FOREIGN NATIONALS ALL DIN ATTACHMENTS AND DSC ATTACHMENTS SHALL BE EITHER NOTORISED OR APPOSTILED AS PER APPLICABLE RULES. (FOR din ONLY NOT FOR DSC DOCUMENTS OF FOREIGNER CAN BE ATTESTED BY CEO OR CFO OF THE COMPANY, WHERE THE PERSON IS APPOINTED TO BE APPOINTED AS DIRECTOR.)

ALL THE DSC'S OF THE DIN HOLDERS HAS TO BE REGISTERED IN THE PORTAL IN ORDER TO USE FURTHER FOR ANY FILINGS ON MCA 21

INCORPORATION OF PRIVATE LIMITED COMPANY OTHER THAN OPC.

1. OBTAIN ALL THE DETAILS FROM THE SUBSCRIBERS /PROMOTERS OF THE COMPANY
A)NAME, B) FATHERS NAME,C) DATE OF BIRTH, D) PLACE OF BIRTH, E)EDUCATIONAL QUALIFICATION,F) PERIOD OF STAY AT A GIVEN ADDRESS FOR DIN, G) OCCUPATION H) PAN NUMBER I) TELEPHONE NUMBER J) E-MAIL ID .
2. MAXIMUM SIX NAMES CAN BE PROPOSED & NAME SHALL BE AS PER NAME GUIDE LINES, APPLY UNDER FORM NUMBER INC-1, (MAIN OBJECTS MUST BE CRYSTALISED) IF THERE IS NAME LIKE GLOBAL, INDIA, CORPORATION ETC GIVE UNDERTAKING FOR APPROPRIATE CAPITAL CONTRIBUTION. IF IT IS SUBSIDIARY AND ONE OF THE SUBSCRIBERS IS OTHER THAN INDIVIDUAL APPROPRIATE RESOLUTION TO BE ATTACHED & IF NAME IS SIMILER OBTAIN NOC FROM THE PARENT COMPANY OR FROM THE OTHER COMPANY. (FILING FEE 1000/-)
3. AFTER NAME APPROVAL BY THE REGISTRAR WITH IN 60 DAYS FILE INCORPORATION DOCUMENTS.

4. **FORM INC-7, INC-22 AND DIR-12**
5. ENCLOSURES FOR INC -7 :- A) GENERAL DECLARATION BY PROMOTERS & FIRST DIRECTORS REGARDING NON ACCEPTANCE OF DEPOSITS. (NOTORY) B) DECLARATION BY PROFESSIONAL IN , INC-8 (NOTORY) C) AFFIDAVIT BY PROMOTERS/DIRECTORS IN ,INC 9 (NOTORY) D) SIGNATURE VERIFICATION IN FORM INC-10 (NOTORY) E) IF THERE IS CHANGE IN SUBSCRIBER , NOC FROM THEM F) MEMORANDUM OF ASSOCIATION G) ARTICLES OF ASSOCIATION (NOTE:- PHOTOGRAPHS OF ALL SUBSCRIBERS TO BE PASTED ON BOTH MOA & AOA & TO BE WITNESSED BY THE PERSON WHO IS ENGAGED IN THE WORK OF INCORPORATION) H) ADDRESS PROOF DULY ATTESTED BY PROFESSIONAL FOR ALL SUBSCRIBERS AS PER DIN. I) PAN CARD OF INDIANS, PASSPORT FOR FOREIGN NATIONAL DULY ATTESTED / APPOSTILED AS APPLICABLE.
6. STAMP PAPERS FOR AFFIDAVIT & DECLARATIONS IS MUST EXCEPT FOR INC-10
7. DIR -12 ATTACH ALL **DIR- 2** TAKEN ON PLAIN PAPER SIGNED BY DIRECTORS
8. INC 22:- RENT AGREEMENT, NOC FROM BUILDING OWNER, AND PROOF OF OWNERSHIP THAT IS ELECTRIC BILL/TAX PAID RECEIPT OF THE SAID BUILDING, IF IT IS IN THE NAME OF THE DIRECTOR RENT AGREEMENT IS NOT NECESSARY NOC WILL & PROOF OF PROPERTY WILL BE ENOUGH. ALL THESE DOCUMENTS TO BE ATTESTED BY THE PROFESSIONAL.

NOTE: - THE AUTHORISED PROFESSIONAL ONLY HAS TO AFFIX HIS DSC FOR ALL THE FORMS

IF ALL THE ABOVE DOCUMENTS ARE IN ORDER & APPROVED, REGISTRAR MAY ISSUE CERTIFICATE OF INCORPORATION IN **FORM INC-11**

THERE AFTER THE SUBSCRIBERS HAS TO CONTRIBUTE THEIR PORTION OF THE SHARE APPLICATION MONEY IN TO THE BANK ACCOUNT OF THE COMPANY WITH 60 DAYS AND WITH IN 180 DAYS THE COMPANY HAS TO FILE INC-21 WITH DECLARATION FOR COMMENCEMENT OF BUSINESS.

IMPORTANT PLEASE NOTE BEFORE UPLOADING VERIFY ALL THE ENCLOSURES AS PER REQUIREMENT

NAME: - **AS PER DIN**

ADDRESS & ADDRESS PROOF: - **AS PER DIN**

NOTORISATION OF DOCUMENTS, STAMP PAPERS

ATTESTATION & WITNESS OF DOCUMENTS

DATING OF DOCUMENTS

FILLING OF ALL COLUMNS IN **INC-7, DIR-12 & INC-22**

MENTIONING MEMBERSHIP NUMBER, CP NUMBER OF PROFESSIONAL

OCCUPATION OF SUBSCRIBERS

IF SUBSCRIBER IS from OUT OF TOWN Please DO NOT FORGET TO MENTION CAMP AT: - (NAME OF THE Place)

By: --- B V KAMATH (kamathbv9@gmail.com)

COMPANY SECRETARY IN PRACTICE

VIJAYNAGAR

BANGALORE_560040

date:-24-06-2014