

FORMATION OF COMPANY UNDER THE COMPANIES ACT, 2013

Step 1:- Application for allotment of Director Identification Number in DIR-3

Attachments- ID Proof, Residence Proof, Copy of Verification by Applicant in DIR-4, Specimen Signature

Step 2: - Application of Name availability / Reservation of Name INC-1

Step 3: - Application for Incorporation of Company INC-7

Attachments-

Memorandum of Association,
Article of Association,
Declaration INC-8,
Affidavit from Each Subscriber in INC-9
Specimen Signature in INC- 10

Step 4: - Notice of Situation of registered Office of Company under Incorporation INC-22

Attachments-

Proof of Registered Office address (Conveyance/Lease deed/Rent Agreement along with the rent receipts) etc.;

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 (not taken on lease by company)

Step 5:- Intimation regarding its First Directors DIR-12

Attachments-

Consent to act as a Director in DIR-2
Interest in Other entities

Step 6:- Declaration prior to commencement of business INC-21

(Declaration has to be filled by Director within a period of 180 days from the date of incorporation)

Attachments-

Certificate of Incorporation

Specimen Signature in INC- 10