

Incorporation of companies as per companies act 2013

*With e-forms and fees structure
(Private company having sharecapital)*

Minimum two Promoters	"Individual or Body corporate"
Minimum two Directors	"Individual"
All Director required	"DIN" (e-form-DIR-3)
Any one Director required	"DSC" (IT act 2000)
Promoter apply for name to ROC	e-form- INC.1 (fee-1000 minimum)
When select name is appropriate	ROC provide name approval certificate
MOA & AOA draft by company after receiving Approval certificate	Name of Ist Director is compulsory on AOA
MOA & AOA is subscribed by all subscriber (here subscriber means shareholder of company)	Subscription is valid before any person who acts as witness.
File e-form.INC-7 with ROC <i>It contain various attachment:</i> <i>• INC-8-declaration by CA CS CWA that all the rules regulation is completed</i> <i>• INC-9-affadaid by each subscriber that they not commit any fraud</i> <i>• INC-10-particulars of subscriber with proof</i>	For incorporation of company: INC-7 is important document it contain various information related to company through various attachments (fees-5000)
ROC issued certificate of incorporation	Through INC-11
File e-form-22 to ROC	Notice of situation(registered) office with in a period of 30 days of incorporation
File e-form-21 to ROC	Declaration that every subscriber paid their share & paid up capital not less than 1lakh, if this form not filled with in 180 days of incorporation then removal of company name by ROC

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