

Procedures to be Followed for Incorporation of New Company as Per Companies Act, 2013

1. Firstly You have to Filled Application for Reservation of Name of Company. Application Will be Submitted on MCA with Application Fees of R.s 1000/-
2. After Approval of Name you have to filled Incorporation Forms Within 60 Days of Application of Name of Reservation
3. Following Documents have to be Attached with Incorporation Forms.
 - a. *Documents to be Attached with Form DIR-12 (Appointment of Director)-*
 - i. *Declaration of First Director or Affidavit for Non- Acceptance of Deposits from Out- siders. This Declaration Should be on Stamp Paper of Rs. 10 Duly Notarized.*
 - ii. *DIR-2 (Consent to Act as a Director) from Each Director to be Appointed.*
 - iii. *Statement of Interest in Other Entities*
 - iv. *Power of Attorney on Stamp paper of Rs. 50, duly Notarized.*
 - b. *Documents to be Attached with Form INC-22 (Notice of Situation of Reg. Office of the Company.*
 - i. *Rent Agreement with NOC (if Property is not Owned by the Company.*
 - ii. *Property Papers if Property is Owned by the Company.*
 - iii. *Utility Bill (Compulsory Attachment). Any One Out of the Following can be Attached as Utility Bill. (Telephone Bill, Electricity Bill, Mobile Bill, Gas Bill)*
 - c. *Documents To be Attached with Form INC-7 (Incorporation Of Company)*
 - i. *MOA as per New Companies Act 2013.*
 - ii. *AOA as per New Companies Act 2013.*
 - iii. *Form INC-8 (Declaration by the Professional) with Membership No. Form Should be on Stamp paper of Rs. 10 Duly Notarized.*
 - iv. *Form INC-9 From Each Subscriber to the Memorandum. It Should also be on stamp paper of Rs. 10 Duly Notarized.*
 - v. *Form INC-10 of Specimen Signature from each Subscriber to the memorandum, Duly Notarized.*
 - vi. *Proof of Residential Address of each subscriber.*
 - vii. *Proof of Identity of each subscriber.*
 - viii. *Pan Card of each subscriber.*
4. After Approval of Incorporation of the Company you have to filled Form INC -21 (Intimation for Commencement of Business) within 180 days of incorporation of the Company. In the Earlier Act it was not mandatory for the Pvt. Ltd Companies.

I Hope you Find it Helpful For Incorporating the Companies as per Companies Act 2013.

WITH THANKS & REGARDS

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