

TABLE FOR STEP OF INCORPORATION OF COMPANY

S. NO.	Particulars	Section	Rule	E-Forms
1.	Select Name of Person – who will be promoters (At least Two Name)	NA		PROMOTER AND DIRECTOR MAY BE SAME.
2.	Select Name of Person- who will be directors (At least Two Name)	149(1)(a)	Rule-17(The Companies (Incorporation) Rules, 2014	
3.	Apply for- DSC of Directors			
4.	Apply For- Din of Directors	152(3)	Rule-9 The Companies (Appointment and Qualification of Directors)	DIR-3
5.	Select Name of Company			
6.	Apply for Name Approval	4(4)	Rule- 9 of The Companies (Incorporation) Rules, 2014	INC-1
7.	Name Approved by ROC will be available for 60 days from the date of issue of Name Availability Certificate.			
	After Obtaining Name Approval Certificate - Steps			
8.	Drafting of MOA	4		Tables A,B,C,D & E prescribed in SCHEDULE- I
9.	Drafting of AOA	5		Tables F,G,H,I & J prescribed in SCHEDULE- I
10.	Declaration from Professional	7(1)(b)	Rule-14(The Companies (Incorporation) Rules, 2014	INC-8
11.	Affidavit from subscribers and first directors	7(1)(c)	Rule-15(The Companies (Incorporation) Rules, 2014	INC-9
12.	Form for verification signature of subscribers		Rule-16 (1) (q) (The Companies (Incorporation) Rules, 2014	INC-10
13.	Consent from Director	152(5)	Rule-8 The Companies (Appointment and Qualification of Directors)	DIR-2
14.	Disclosure of Interest from Director	184(1)	Rule-9 The companies (Meeting of Board and Its Powers) Rules, 2014	MBP-1
15.	Declaration of Disqualification	164(2)	Rule- 14 The Companies (Appointment and Qualification of	DIR-8

			Directors)	
16.	After Preparation of all above documentation- Forms require to file with ROC			
17.	Application for Incorporation of Company	7	Rule-12(The Companies (Incorporation) Rules, 2014	INC-7
18.	Appointment of Director		Rule-17(The Companies (Incorporation) Rules, 2014	DIR-12
19.	Registered Office of Company	12	Rule-25(The Companies (Incorporation) Rules, 2014	INC-22
20.	After Filling of Above Three e-forms			
21.	File Declaration from Director with ROC	11	Rule-24(The Companies (Incorporation) Rules, 2014	INC-21

TABLE FOR ATTACHMENTS WITH E-FORM

S. NO.	Particulars	Physical Form	E-Forms
1) -	Application for DIN		DIR-3
-	<u>ATTACHMENT</u>		
-	on Affidavit of Rs. 10/-	DIR-4	
-	Self Attested Pan Card		
-	Self Attested Passport		
2) -	Application for Name Approval		INC-1
3) -	Form for Incorporation		INC-7
-	<u>ATTACHMENT</u>		
-	Declaration from Professional	INC-8	
-	Affidavit from subscribers and first directors	INC-9	
-	Form for verification signature of subscribers	INC-10	
-	Memorandum of Association (along with Subscriber sheet)		
-	Article of Association (along with Subscriber sheet)		
4) -	Form for Appointment of Director		DIR-12
-	<u>ATTACHMENT</u>		
-	Consent to act as director	DIR-2	
-	Declaration of non disqualification	DIR-8	
-	Disclosure of Interest in other entities	MBP-1	
5)	Form for Register Office of Company		INC-22
-	<u>ATTACHMENT</u>		
-	Proof Of Evidence Of Any Utility Service (Not older than 2 month)		
-	After Getting Certificate of Incorporation		
6)	Form for Commencement of Business		INC-21
	Declaration from Director (On stamp paper)		

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Disclaimer: The entire contents of this document have been prepared on the basis of relevant provisions and as per the information existing at the time of the preparation. Though utmost efforts has made to provide authentic information, it is suggested that to have better understanding kindly cross-check the relevant sections, rules under the Companies Act, 2013, Income Tax Act and LLP Act-2008. The observations of the author are personal view and the authors do not take responsibility of the same and this cannot be quoted before any authority without the written consent of the author.

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