



CHECKLIST FOR REGISTRATION OF A NEW PVT. LTD. CO.

© Nihal Jain

Email : nihalbaid@yahoo.com

E-FORM DIR-3: APPLICATION FOR ALLOTMENT OF DIRECTOR IDENTIFICATION NUMBER



How to Apply
for DIN

Details required

- Photograph (latest Passport Size in JPG format)
- Identity Proof
 - Indian Nationals Foreign Nationals
 - PAN Card Passport
- Residence Proof
 - Ration card,
 - Driving license,
 - Aadhar Card (UIN)
 - Voter ID
 - Bank statement*
 - Electricity Bill*
 - Telephone*/Mobile* Bill

(should not be more than 2 months old)

Attachment(s) to e-form

- Proof of Identity,
- Proof of address,
- Copy of verification by the applicant as per Form No:DIR-4,
- Specimen signature duly verified in Form INC-10.

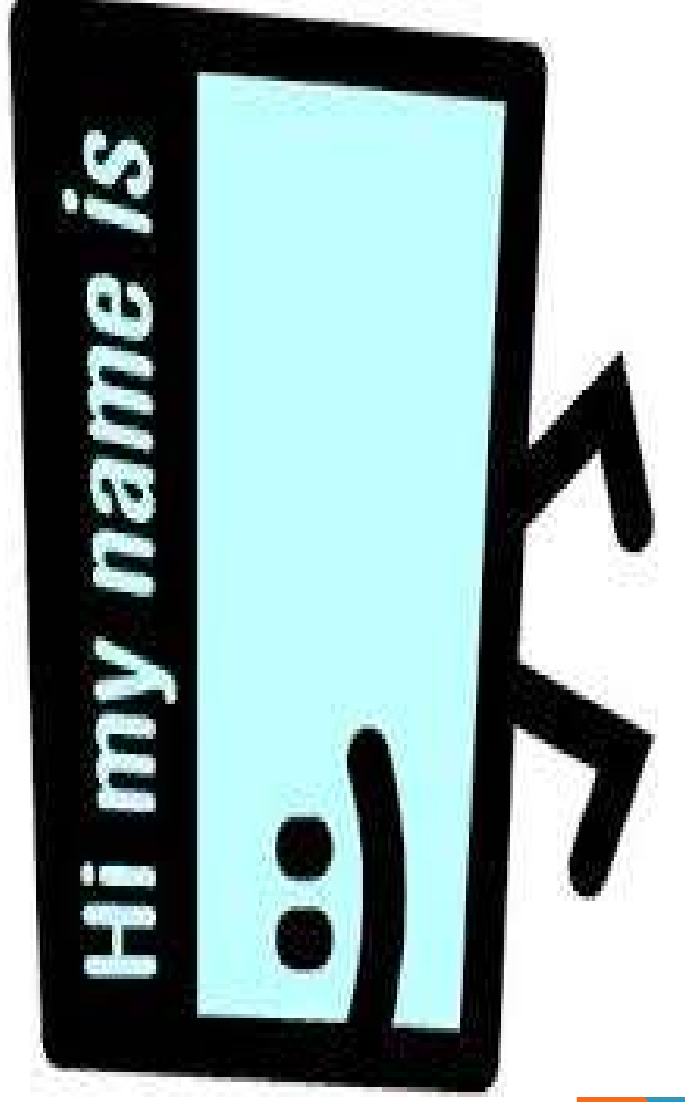
Current occupation

E-mail id

Mobile No.

Education Qualification

FORM INC-1:RESERVATION OF NAME



Mandatory Requirements:

DIN/PAN

First Name & Surname

Occupation type

Area of occupation

Detailed Address

Phone Number

Email id

Requirements (if applicable):

- NOC from the promoters if they are carrying on any partnership firm/sole proprietary or unregistered entity
- NOC if the proposed name contains name of any person other than promoters or their close blood relatives.
- NOC for proof of relation whether the proposed name includes the name of relatives.

Trade mark details if applicable.

Copy of affidavit in case proposed name including phrase “Electoral Trust

FORM INC-22:NOTICE OF SITUATION OR CHANGE OF SITUATION OF REGISTERED OFFICE



Details required

Registered address of the company

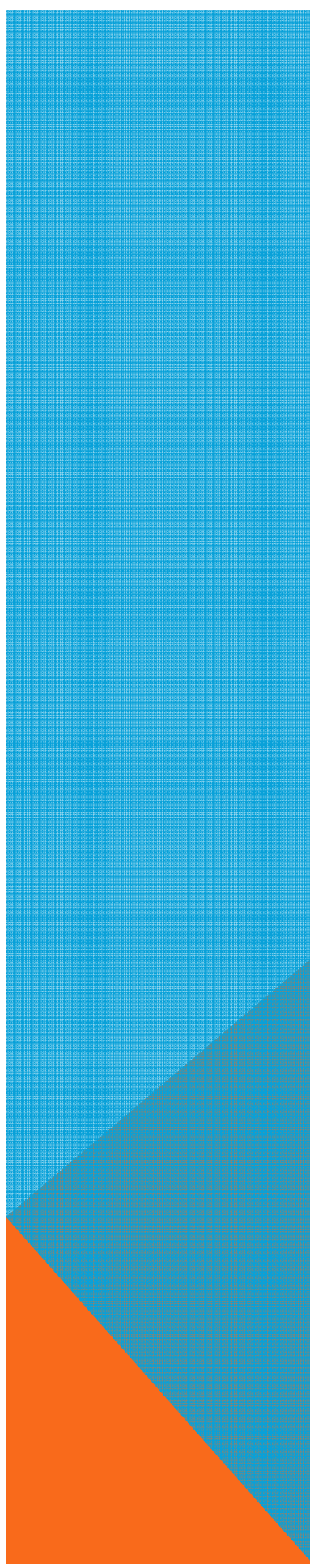
Police station address where the company's registered office is situated

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

Attachments

- Copies of the utility bills as mentioned above (not older than two months);
- 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)
- Copy of order of competent authority;

FORM INC-7: INCORPORATION OF COMPANY



Details required

Address for correspondence till the registered office of the company is established.

Particulars of promoters:

- Name (including surname or family name) and recent Photograph affixed and scan with MOA and AOA:
- Father's/Mother's/ name:
- Nationality:
- Date of Birth:
- Place of Birth (District and State):
- Educational qualification:
- Occupation:
- Income-tax PAN
- Permanent residential address and also Present address

Attachment

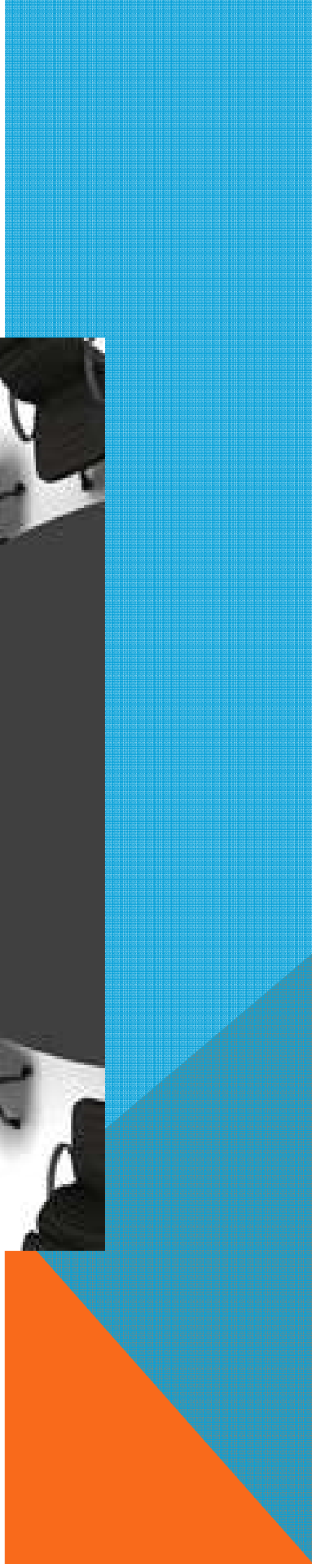
- MOA
- AOA
- Declaration in Form-INC-8
- Affidavit from each subscribers in Form-INC-9
- Specimen signature in form-INC-10
- Proof of residential address of the company (not more than 2 months)
- Proof of Identity
- NOC in case there is change in the promoters (first subscribers to MOA)

Duration of stay at present address

Email id

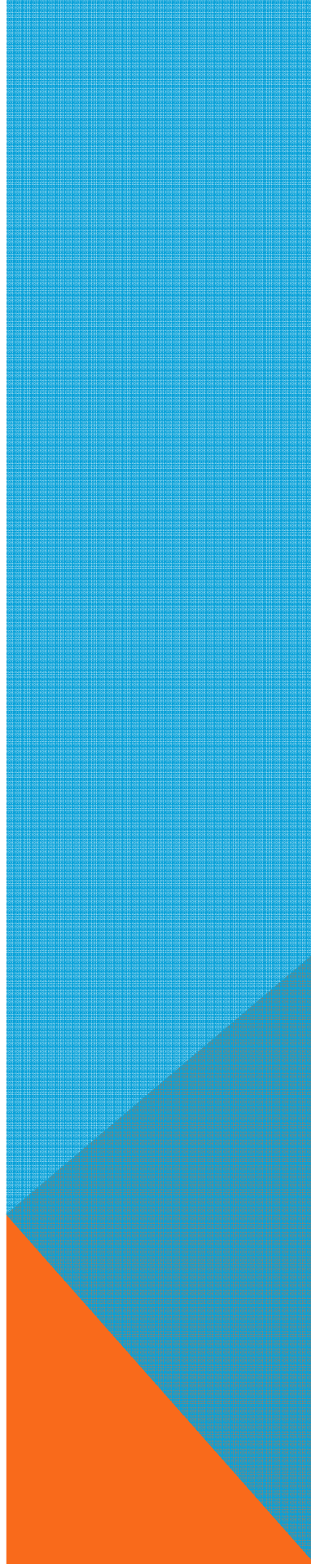
Phone No.

FORM DIR-12: PARTICULARS OF APPOINTMENT OF DIRECTORS AND KMP AND THE CHANGES AMONG THEM



Attachments

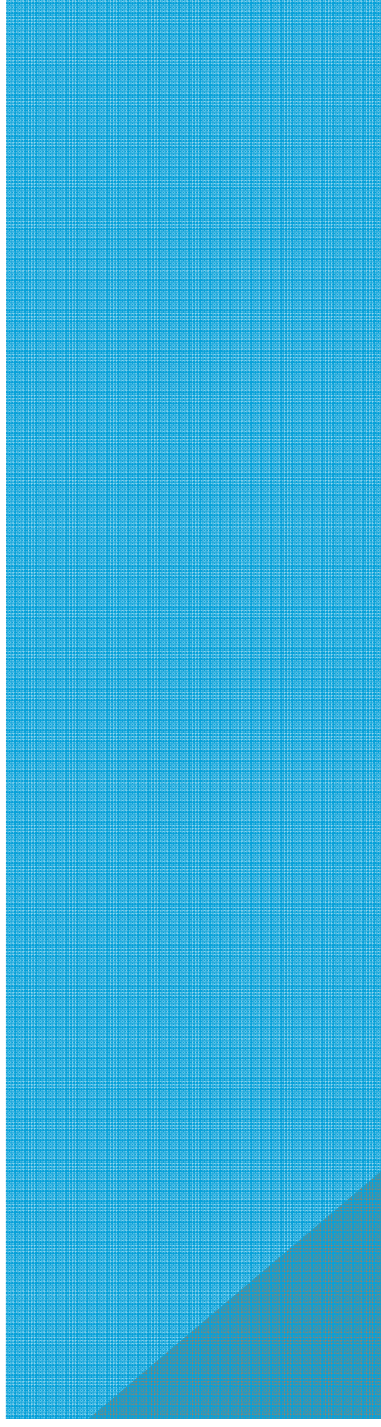
- Letter of appointment
- Declaration by first director in form INC-9
- Declaration of appointee director in Form DIR-2
- Interest in other entities.



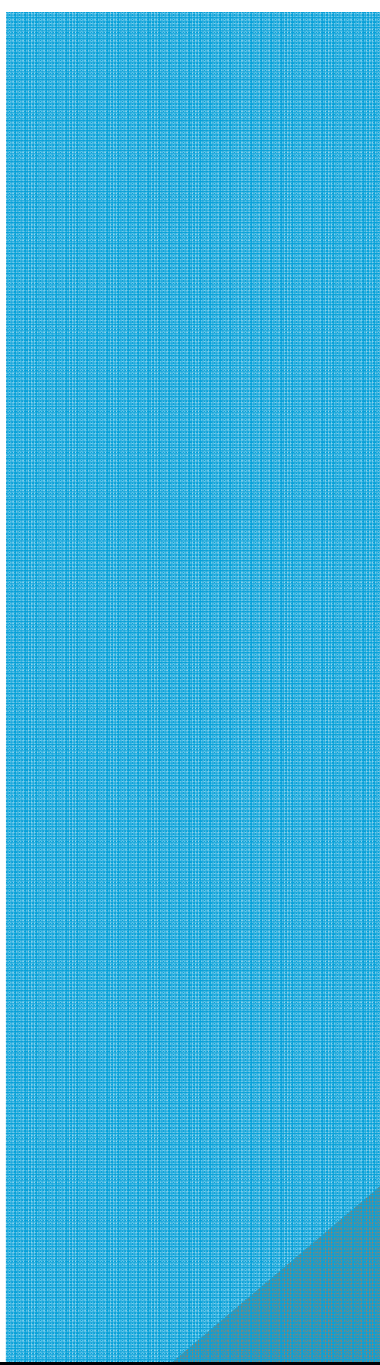
FORM INC-21:DECLARATION PRIOR TO THE COMMENCEMENT OF BUSINESS OR EXERCISING BORROWING POWERS

Attachments

- Specimen signature in Form INC-10
- Certificate of Registration issued by the RBI (in case of NBFCs) from other Regulators



ANNEXURE TO E-FORMS:



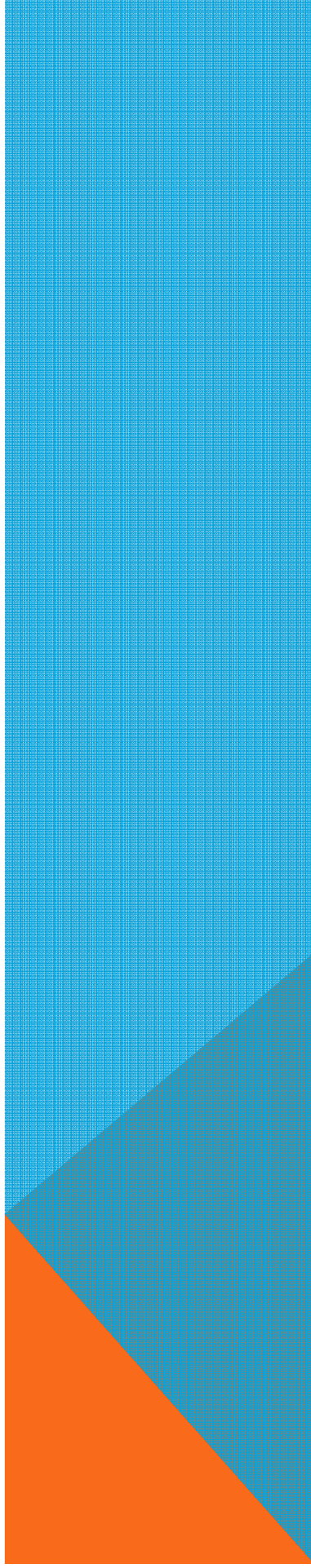
FORM:DIR-2

Description

Consent to act as a director of a company

Related e-form(s)

- Form DIR-12



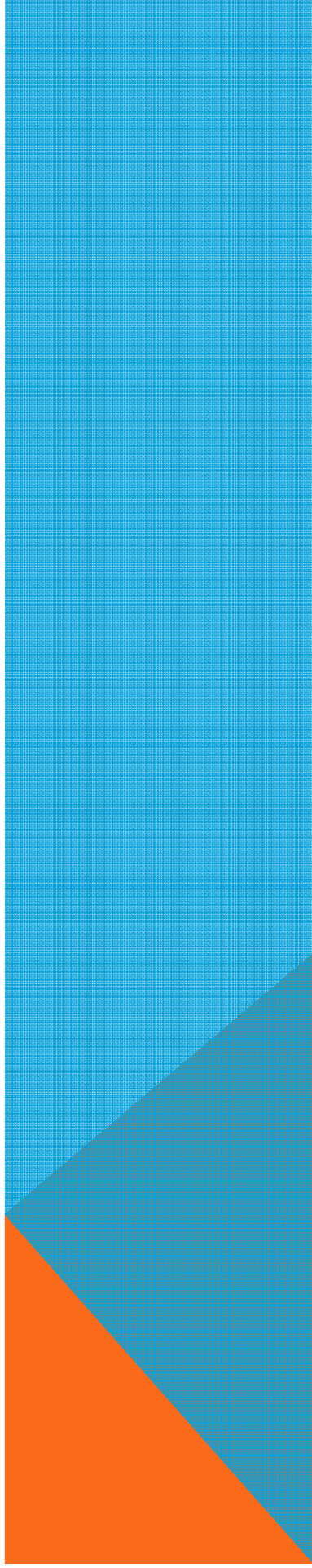
FORM:DIR-4

Description

Verification of applicant for application
for DIN

Related e-form(s)

- Form DIR-3



Thank

you...

Presented By: Nihal Jain Baid

Email: nihalbaid@yahoo.com

Phone No: 8861107514