

MRB & Company

Accounting & Tax Consultants

Address: 1st Floor, Opp. Chand Masjid,
Bazar Madhodas, Sikandrabad
Distt. Bulandshahr, UP-203205
Mobile No. 8267859394, 9818706670
Email: camrbcompany@gmail.com

Documents / Information required for Incorporation of the Company having Share Capital

DIN process papers

1. Address proof of each proposed promoters (**Xerox Self attested**)
 - Preferably Passport, Driving Licences Voter ID, Aadhaar Card, Bank statement (not older than 2 months)
2. Identity Card of each promoters (**Xerox Self attested**)
 - Pan Card only (Mandatory)
3. Latest passport size photo of each Promoter.
4. Verification of applicant (DIR - 4) for application for DIN (Affidavit will be given by us)
 - Get it **stamped or franking** of Rs. 10/- and get in **Notarised**.
5. Area of Occupation (i.e. whether the applicant is Self Employed/Professional/Homemaker/Student/Serviceman)

	Name of Promoters	Education Qualification	Occupation	Mobile No.	Email ID	No. of shares applied
1						
2						
3						

Name approval process

1. Type of Company - Private Limited/public limited/One person Company.
2. State in which proposed Company will be incorporated – _____
3. Authorised Capital of Company – _____
4. Paid up capital of such Company – _____
5. Proposed **Four** Name of Company in **CAPITAL LETTER** (Name Should Not be Identical and Similar)

1.....

2.....

3.....

4.....

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- Whether proposed name include any name of promoters relatives – Yes/No
If yes then give the **proof** of such relation.
 - Whether promoter carry any partnership business or proprietary business in name applied for - Yes/No
If yes the then **NOC** from such owner.

6. Proposed Object of the Company.....
.....

Incorporation of Company in Process

7. Address of Correspondence till Company incorporated with Email ID
.....

8. Whether above address will be same as proposed regd. office address. (Yes / No).

If, No provide that Address.....

9. Subscriber sheet – Write details of promoters **Self Handwriting** as per draft (Annexure A) which is attached of both MOA and AOA.

10. Declaration by Practicing Professional to Incorporate Company **after name approval**

11. **Affidavit INC – 9** get Stamped or franking of Rs. 20/- from each promoters and then **Notarised**.

12. Bank Statement of all Promoters depicting the address duly **self-attested**.

Appointment of Director

13. Sign Consent letter DIR -2 of each promoters given us as from each promoters **after name approval**.

14. Interest in other Entities (Whether Director / Proprietor / Partner)

	Name of Promoters	Name of Co./Prop./Firm	Designation	% of Holding	Amount
1					
2					
3					

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Situation of registered office

15. Provide copy of any utility bill from below of for regd. office (**Self Attested by Director**)
 - Telephone / Gas / Electricity / Mobile bill (Not older than 2 months).
16. Whether proposed registered office owned by Director/other entity or person/Taken on lease.
 - If taken on lease then provide us copy **Rent agreement** or **lease agreement**.
17. If not taken on lease or rent then sign **NOC** from owner of proposed registered office.
18. Copy of Lease Deed/Rent Deed/ Conveyance Deed along with Rent Receipts.

Certificate of Commencement of Business

It is mandatory for Private Company also. INC 10 on **Rs. 20/- Stamp duly notarised. Additional Requirement**

1. Digital Signature Certificate of **Each** Director is Mandatory for DIN form Fill the attached form by fixing Passport size photo and sign it **across** pic.
Document Required:
 - Self attested copy of Pan Card
 - Self attested Address Proof (Passport, Driving Licences Voter ID, Aadhaar Card)
2. One Photograph of the Premises.

***** ** End*****

Thanks & Regards

Rizwan Saifi
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