

PROCEDURE FOR INCORPORATION OF PRIVATE LIMITED COMPANY

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S.N.	PROCESS	RELEVANT FORM	ATTACHMENT	FORM DIGITALLY VERIFIED BY
1	APPLY FOR DSC OF EACH DIRECTOR FROM AUTHORIZED DSC ISSUING AUTHORITY	DSC FORM	SELF ATTESTED PAN CARD - ID PROOF(COMPULSORY) PASSPORT SIZE PHOTO - 1 SELF ATTESTED ADDRESS PROOF	
2	OBTAIN DIN	DIR3	SELF ATTESTED PAN CARD - ID PROOF(COMPULSORY) PASSPORT SIZE PHOTO - 1 SELF ATTESTED ADDRESS PROOF DIR 4 - FOR VERIFICATION	DIGITALLY SIGNED BY BOTH APPLICANT AND PROFESSIONAL (CA/CS/CWA)
3	APPLY FOR NAME APPROVAL	INC -1	1. NOC NEEDED FROM PROPRIETOR IF PROPRIETORSHIP IS CONVERTED TO COMPANY OR NOC FROM EACH PARTNER IF PARTNERSHIP FIRM IS CONVERTED TO COMPANY (verified by the notary) 2. LATEST BALANCE SHEET & OF PROPRIETORSHIP / PARTNERSHIP BUSINESS	DIGITALLY SIGNED BY ANY ONE DIRECTOR
4	DRAFTING OF MOA	MOA SHALL BE IN RESPECTIVE FORM AS PRESCRIBED IN TABLE A, B, C, D AND E OF SCHEDULE - I		
5	DRAFTING OF AOA	AOA SHALL BE IN RESPECTIVE FORM AS PRESCRIBED IN TABLE F, G, H, I AND J OF SCHEDULE - I		
6	APPLICATION FOR INCORPORATION OF COMPANIES WITHIN WHOSE JURISDICTION THE REGISTERED OFFICE OF THE COMPANY IS PROPOSED TO BE SITUATED	INC - 7	1. INC 8 - Declaration by professionals (CA/CS/CWA)(verified by the notary with court fee (20*5)) 2. INC 9 - Affidavit from Subscribers and First Directors (On stamp paper) (verified by the notary) 3. INC 10 - Specimen signature and Photo(verified by the notary with court fee (20*5)) MOA (along with Subscriber sheet) AOA (along with Subscriber sheet) 4. Proof of Identity for each subscriber : PAN Card (mandatory) and any one of the following Voter's identity card Passport copy Driving License copy 5. Residential proof for each subscriber : such as Bank Statement, Electricity Bill, Telephone / Mobile Bill not more than two months old 6. NOC OF NO CHANGE IN PROMOTER (verified by the notary)	DIGITALLY SIGNED BY BOTH APPLICANT AND PROFESSIONAL (CA/CS/CWA)
7	REGISTERED OFFICE OF COMPANY	INC - 22	1. Proof Of Evidence Of Any Utility Service (Like Electricity bill , telephone bill etc) (Not older than 2 month) 2. Authorization / NOC from owner along with proof of ownership 3.Registration document / Notarized copy of lease or rent agreement and copy of rent paid receipt not older than 1 month	DIGITALLY SIGNED BY BOTH APPLICANT AND PROFESSIONAL (CA/CS/CWA)
8	APPOINTMENT OF DIRECTOR	DIR - 12	1. DIR 2 + declaration(verified by the notary with court fee((20*5)) 2. INC 10 3. INC 9 4. DIR 8-Declaration of non disqualification 5. MBP-1 - Disclosure of Interest in other entities	DIGITALLY SIGNED BY BOTH APPLICANT AND PROFESSIONAL (CA/CS/CWA)
9	COMMENCEMENT OF BUSINESS	INC 21	1. Declaration from Director (On stamp paper) 2.E-form INC.10 of Specimen Signature, which you would have attached with Form INC 1 at the time of incorporation. 3.Board Resolution stating that Company has received the subscription money in full, which will be deposited into company bank account.	DIGITALLY SIGNED BY ANY ONE DIRECTOR

Form DIR-4

Verification of applicant for application for DIN

(To be in the form of Affidavit)

[Pursuant to section 153 and rule 9(3)(a)(iv) of Companies (Appointment and Qualification of Directors) Rules, 2014]

I,, Son*/ Daughter* of, born on, resident of hereby confirm and verify that the particulars given in the Form DIR-3 are true and also are in agreement with the documents being attached to the Form DIR-3.

I hereby confirm and declare that

1. The photograph and documents being attached to the Form DIR-3 belong to me. I further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-3, and
2. I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and
3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
4. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and
5. I shall be liable under section 448 of the Act and under the relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted.

*Note: strike out whichever is not applicable.

Signature:

(Name)

TO WHOMSOEVER IT MAY CONCERN

I, Proprietor / Partner of “.....” does not have any kind of objection and would allow the applicant to take up their Proposed company name as “.....”

Authorised Signatory

.....

Proprietor / Partner

.....

We the several person whose name and address are subscribed, are desirous of being formed into a company in pursuance of this memorandum of association and we respectively agree to take the numbers of shares in the capital of the company set opposite to our respective names

S. NO.	SIGNATURES , NAMES, ADDRESSES , DESCRIPTIONS AND OCCUPATIONS OF THE SUBSCRIBERS	NO. OF EQUITY SHARES TAKEN BY EACH SUBSCRIBERS
1.	NAME: Father's/Mother's/ name: Nationality: Date of Birth: Place of Birth (District and State): Educational qualification: Occupation: Income-tax permanent account number: Email id of Subscriber: Phone No. of Subscriber : Permanent residential address and also Present address :	
	TOTAL NO. OF SHARES TAKEN IN WORDS	

S. NO.	SIGNATURES , NAMES, ADDRESSES , DESCRIPTIONS AND OCCUPATIONS OF THE SUBSCRIBERS	NO. OF EQUITY SHARES TAKEN BY EACH SUBSCRIBERS
2.	NAME: Father's/Mother's/ name: Nationality: Date of Birth: Place of Birth (District and State): Educational qualification: Occupation: Income-tax permanent account number: Email id of Subscriber: Phone No. of Subscriber : Permanent residential address and also Present address :	
	TOTAL NO. OF SHARES TAKEN IN WORDS	

Witness Statement:

"I witness to the subscriber(s), who has/have subscribed and signed in my presence (date and place to be given) further I have verified his or their Identity Details (ID) for their identification and satisfied myself of his/her/their identifications particulars as filled in"

NAME OF WITNESS:

SIGNATURE OF WITNESS:

OCCUPATION:

ADDRESS

DATE:

PLACE:

We, the several persons, whose names, addresses and descriptions are hereunder subscribed, are desirous of being formed into a company in pursuance of this Articles of Association

S. NO.	SIGNATURES , NAMES, ADDRESSES , DESCRIPTIONS AND OCCUPATIONS OF THE SUBSCRIBERS	NO. OF EQUITY SHARES TAKEN BY EACH SUBSCRIBERS
1.	NAME: Father's/Mother's/ name: Nationality: Date of Birth: Place of Birth (District and State): Educational qualification: Occupation: Income-tax permanent account number: Email id of Subscriber: Phone No. of Subscriber : Permanent residential address and also Present address :	
	TOTAL NO. OF SHARES TAKEN IN WORDS	

S. NO.	SIGNATURES , NAMES, ADDRESSES , DESCRIPTIONS AND OCCUPATIONS OF THE SUBSCRIBERS	NO. OF EQUITY SHARES TAKEN BY EACH SUBSCRIBERS
2.	NAME: Father's/Mother's/ name: Nationality: Date of Birth: Place of Birth (District and State): Educational qualification: Occupation: Income-tax permanent account number: Email id of Subscriber: Phone No. of Subscriber : Permanent residential address and also Present address :	
	TOTAL NO. OF SHARES TAKEN IN WORDS	

Witness Statement:

"I witness to the subscriber(s), who has/have subscribed and signed in my presence (date and place to be given) further I have verified his or her Identity Details (ID) for their identification and satisfied myself of his/her/their identifications particulars as filled in"

NAME OF WITNESS:

SIGNATURE OF WITNESS:

OCCUPATION:

ADDRESS:

DATE:

PLACE:

Form No. INC-8

Declaration

[Pursuant to section 7(1)(b) and rule 14 of the Companies
(Incorporation)
Rules, 2014]

Name of the Company:

I,.....

- an advocate who is engaged in the formation of the company.
- a Chartered Accountant in India who is engaged in the formation of the company.
- a Cost Accountant in India who is engaged in the formation of the company.
- a Company Secretary in practice in India who is engaged in the formation of the company

Declare that all the requirements of Companies Act, 2013 and the rules made thereunder relating to registration of the company under the Act and matters precedent or incidental thereto have been complied with.

Date:

Signature:

Place:

Membership No.:

Form No. INC-9

Affidavit

[Pursuant to section 7(1)(c) of the Companies Act, 2013 and rule 15 of the Companies (Incorporation) Rules, 2014]

Name of the proposed company:

I, being the subscriber to the memorandum / named as first director in the articles, of the above named proposed company, hereby solemnly declare and affirm that:

- I have not been convicted of any offence in connection with the promotion, formation or management of any company during the preceding five years; and
- I have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law during the preceding five years; and
- All the documents filed with the Registrar for registration of the company contain information that is correct and complete and true to the best of my knowledge and belief.

Date:

Signature:

Place:

Form No. INC – 10

**Form for verification of signature of subscribers [Pursuant to rule 16 (1) (q) of
Companies (Incorporation) Rules, 2014]**

**Size 4'*4' (passport size
Photograph to be pasted)**

To be attested by
Banker/Notary

1. Names, father's name and Address of subscribers/first directors:

Name:

Father's Name

Address

2. Specimen signatures:

Attestation
(Signature of witness)

Note:

1. In point no. 1 above, strike off whichever is not applicable.
2. Person who is attesting should indicate his/her name, address and ID number.

TO,

The Registrar of Companies,

JHARKHAND

SUB: No objection For Incorporation of
PRIVATE LIMITED

Dear Sir,

There is no change in the Promoters (first subscribers to Memorandum of Association)

Regards,

Proposed Directors

NOC Form Landlord for Company Registration

NO OBJECTION CERTIFICATE

I, ----- S/o SHRI -----, RESIDENT AT -----, do hereby solemnly affirm as under:-

1. That I am the Legal owner/Occupier and in possession of property bearing No. - ----- .
2. That I shall “No Objection” if the registered office of the Company named “M/s -----” shall be situated at my above said premises and Registered in Registrar of companies.

DEPONENT

VERIFICATION:-

Verified at .

..... on this xx day of **month**..... that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

To,

The Registrar of Companies,

.....

SUB: REGARDING USE OF MY ADDRESS AS REGISTERED OFFICE OF THE

“**PRIVATE LIMITED/LLP**”.

Dear Sir,

I..... IS THE OWNER OF THE PLACE WHICH IS BEING USED
AS THE REGISTERED OFFICE OF “

PRIVATE LIMITED

THE ADDRESS IS MENTIONED BELOW:

Particulars of Registered Office	
Address of Registered office Line I	
Line II	
City	
District	
State	
Pin Code	
Address of Nearest Police Station	

I HAVE NO OBJECTION IF MY ADDRESS IS USED AS THE REGISTERED OFFICE OF
“**PRIVATE LIMITED**.

Thanks & Regards,

Name

Signature:

Form DIR-2
Consent to act as a director of a company
[Pursuant to section 152(5) and rule 8 of Companies (Appointment and
Qualification of Directors) Rules, 2014]

To

----- (Name of the company)

----- (Address of the company)

Subject: Consent to act as a director.

I, hereby give my consent to act as director of
..... (Name of the company),
pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I
am not disqualified to become a director under the Companies Act, 2013.

SL.NO	PARTICULARS	DETAILS
1.	Director Identification Number (DIN):	
2.	Name (in full):	
3.	Father's Name (in full):	
4.	Address:	
5.	E-mail id:	
6.	Mobile no.:	
7.	Income-tax PAN. :	
8.	Occupation:	
9.	Date of birth:	
10.	Nationality:	
11.	No. of Companies in which I am already a director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole Time Director , Secretary, Chief Financial Officer,	
12.	Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none.	

DECLARATION

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director.

Signature:

Designation:

Date:

Place:

Attachments:

1. Proof of identity;
2. Proof of residence;

FORM 'DIR-8'

Intimation by Director

[Pursuant to Section 164(2) and rule 14(1) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company _____

Nominal Capital Rs. _____

Paid-up Capital Rs. _____

Name of Company _____

Address of its Registered Office _____

To

The Board of Directors of _____

I _____ son/daughter/wife of _____ resident of _____ director/managing director/manager in the company hereby give notice that I am/was a director in the following companies during the last three years:-

Name of the Company 1..... 2.....	Date of Appointment	Date of Cessation
--------------------------------------	---------------------	-------------------

I further confirm that I have not incurred disqualification under section 164(2) of the Companies Act, 2013 in any of the above companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director.

or

I further confirm that I have incurred disqualifications under section 164(2) of the Companies Act, 2013 in the following company(s) in the previous financial year, and that I, at present stand disqualified from being a director.

Name of the Company 1..... 2.....	Date of Appointment	Date of Cessation
---	---------------------	-------------------

Signature

(Full Name)

Dated this _____ day of _____

FORM MBP - 1
Notice of interest by director
[Pursuant to section 184 (1) and rule 9(1)]

To
The Board of Directors
ABC India Private Limited

Dear Sir(s)

I,, son/spouse/daughter of, resident of, being a director/MD/WTB in the company hereby give notice of my interest or concern in the following company or companies, bodies corporate, firms or other association of individuals:-

S.No.	Name of Companies/Firms and or others	Nature of Interest	Shareholding/Percentage of ownership	Date of becoming owner

Place:
Date:

Signature:

MD/Director/Secretary/Whole time Director

xyz PRIVATE LIMITED

REGISTERED OFFICE-

CIN NO: **CONTACT NO-**.....

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF, WHICH WAS HELD ON XX TH AUGUST 2014 AT 04.00 P.M. AT ITS REGISTERED OFFICE:

“RESOLVED THAT pursuant to section 11 of the Companies Act 2013, Confirmation from the board of Directors of the Company be and is hereby given that the Company has received the Subscribed money in full by way of cash, which will be deposited into bank account once bank account of the company is opened for Commencement of Business.”

RESOLVED FURTHER THAT the draft of the declaration in the Form INC-21 made in accordance with the provisions of section 11(1) of the Companies Act, 2013, as placed before the Board duly initialed by the Directors for the purpose of identification be and is hereby approved and that the same be delivered to the Registrar of Companies, Jharkhand obtaining the Certificate of Commencement of Business.

“RESOLVED FURTHER THAT Shri Director of the Company, be and is hereby authorised to sign the resolution and declaration and digitally sign e-Form - 21 and file the same with Registrar of Companies, Jharkhand”.

Certified true copy

Place:.....

Date:

By order of the Board
For,

.....
Director
(DIN -)

e – Stamp Certificate No –

ANNEXURE –

A declaration on stamp paper of Rs. 20/- signed by the directors. This stamp paper should be in the name of the Company and you may write the following statement on this stamp paper for stamp duty payment related compliance:

"This E- Stamp paper is for E-Form INC-21 (Declaration prior to the commencement of business or exercising borrowing powers) of _____ Private Limited."

