



INC-29 FEATURES

GOYAL DIVESH & ASSOCIATES, PRACTICING COMPANY

SECRETARY, New e-Form INC-29

New features/ Options of e-form INC-29 introduced by Ministry today itself

(In pursuance of sections 4,7,12,152 and 153 of the Companies Act, 2013 read with rules made there under)

The Ministry of Corporate Affairs has introduced a new integrated “e-form INC-29” w.e.f. 1st May, 2015. INC-29 will provide applicants a facility to avail of the following services through a single e-form.

- a) Allotment of Director Identification No. (DIN) (Max. 3 Directors)
- b) Name of a Company; and
- c) Incorporation of Company.

**** SECTION-8 COMPANY CAN'T INCORPORATED BY INC-29.**

INFORMATION REQUIRED TO BE MENTION IN FORM INC-29:

- Main division of industrial activity of the company
- Authorized Capital of Company
 - No. of Shares
 - Amount per shares
- Subscribe Capital of Company
 - No. of Shares
 - Amount per shares
- Correspondence address of Company (This address may be registered office address or not).
- Particular of Proposed Name of Company
 - Proposed Name
 - Significant of abbreviated or coined word in the proposed name
- Number of first subscriber(s) to MOA and directors of the company
 - Detail of Total No. of Directors

- No. of Directors having DIN
 - No. of Directors **Not having DIN**
- Detail of Total No. of Subscribers
 - No. of Subscribers having DIN
 - No. of Subscribers **Not having DIN**
- If Director/Subscriber having DIN
 - DIN
 - Designation & Category
 - Email ID
 - No. of Share Subscribe
 - Directorship in other companies
 - No. of Subscriber Shares
- If Director/Subscriber NOT having DIN (**DIN will also generate by these Information**)
 - Name & Father Name of Person
 - Date of Birth & Place of Birth
 - Occupation Type
 - Education Qualification
 - PAN
 - Complete Address
 - Mobile No.
 - Duration of Stay at present address
 - Designation & Category
 - **Attachments:**
 - Proof of Identity (Voter/Driving/Passpor/Aadhar)
 - Residential Proof (Bank Statement/ Electricity/Telephone/Mobile Bill)
 - No. of Subscriber Shares

“When the e-Form is processed and DIN is generated, an acknowledgement email of DIN generation is sent to the director.”

Mandatory Attachments if DIN is applying:

- Proof of identity & residential address of subscribers;
- Proof of identity and address of Applicant

- Apply PAN/TAN: (PAN automatically apply by these info's)
 - Area Code
 - AO type
 - Range Code
 - AO No.
- Source of Income:
 - Income from Business/profession
 - Capital Gains
 - Income from house property
 - Income from other source
 - No Income
- Additional Information for Employer registration under Employee State Insurance Corporation (ESIC):
 - Type of Unit (Factory/Establishment)
 - Exact nature of Work/Business carried on
 - Work Sub category

MANDATORY ATTACHMENTS:

- Memorandum of association
- Articles of Association;
- Affidavit and declaration by first subscriber(s) and director(s);;
- Proof of Office address (Conveyance/ Lease deed/ Rent Agreement etc. along with rent receipts);
- Copy of the utility bills (not older than two months)

NOTE:

- ❖ The e-Form will not be auto approved (STP).
- ❖ Companies have option to go by route of e-form INC-29 or earlier route INC-1, INC-7, DIR-12 and INC-22.
- ❖ Director has to give declaration at the end of the form that he have check the name on MCA website and Trade Mark Website.
- ❖ DSC of Director will be affix on form. {In case of director don't have DIN then mention PAN No. of director at the place of affixing of DSC}

- ❖ DSC of professional will also affix on the form.
- ❖ Fee for Form Rs. 2000/-
- ❖ List of main divisions of industrial activities given as Annexure A in the instruction Kit of INC-29.
- ❖

PFA BELOW DRAFT FILED FORM INC-29

(Author – CS Divesh Goyal, ACS is a Company Secretary in Practice from Delhi and can be contacted at csdiveshgoyal@gmail.com) 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. 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

CONTACT ON BELOW MENTIONS EMAIL ID FOR ANY QUERY OR QUESTION OR SUGGESTIONS:

Regards,
CS Divesh Goyal
GOYAL DIVESH & ASSOCIATE
Mob: +91-8130757966
csdiveshgoyal@gmail.com

FORM NO. INC-29**Integrated Incorporation
Form**

[Pursuant to sections 4, 7, 12, 152 and 153 of
the Companies Act, 2013 read with rules made
thereunder]

Form language ☒ English ☐ Hindi

Refer the instruction kit for filing the form.

1. (a) *State the type of company
- (b) *State the class of company ☐ Public ☒ Private ☐ One Person Company
- (c) *State the category of company
- (d) *State the sub-category of company
- (e) *Company is ☒ Having share capital ☐ Not having share capital

2. (a) *Main division of industrial activity of the company

Description of the main division

Activities Agriculture, Hunting and related Service activities

- (b) *Whether standard template of Memorandum of Association (MoA) as prescribed under schedule I to the Companies Act, 2013 is opted for adoption ☒ Yes ☐ No
- (c) (i) *Whether standard template of Articles of Association (AoA) as prescribed under schedule I to the Companies Act, 2013 is opted for adoption ☒ Yes ☐ No

3. (i) *Capital structure of the company

Total authorized share capital (in Rupees)

Authorized share capital	Equity	Preference	Unidentified
Number of shares	10,000	0	
Nominal amount per share (in Rupees)	10		
Total amount (in Rupees)	100,000	0	0

Total subscribed share capital (in Rupees)

Subscribed share capital	Equity	Preference
Number of shares	10,000	0
Nominal amount per share (in Rupees)	10	
Total amount (in Rupees)	100,000	0

4. (a) *Correspondence address

* Line I	ABC		
Line II	PQR		
* City	DELHI		
* State/Union Territory	Delhi-DL	* Pin code	110085
* District	Central Delhi		
* Phone (with STD code)		-	8888888888
Fax			
* email ID of the company	goyal.divesh04@gmail.com		

(b) *Whether the address for correspondence is the address of registered office of the company ☒ Yes ☐ No

(c) *Name of the office of the Registrar of Companies in which the proposed company is to be registered

Registrar of Companies, National Capital Territory of Delhi and Haryana

5. *Particulars of the proposed name

(a)	Proposed name	ABC AGRI PRIVATE LIMITED
	Significance of abbreviated or coined word in the proposed name	ABC IS ABSTRACT OF FIRST WORD C
	State the name of the vernacular language(s) if used in the proposed name and meaning thereof	

(b) (i) *Whether the promoters are carrying on any Partnership firm, sole proprietary ☐ Yes ☒ No or unregistered entity in the name as applied for

(ii) *Whether the proposed name contains name of any person other than the promoter(s) or their close blood relative(s) ☐ Yes ☒ No

(iii) *Whether the proposed name includes the name of relative(s) ☐ Yes ☒ No

(iv) *Whether approval from any sectoral regulator is required ☐ Yes ☒ No

(v) Whether the name is similar to ☐ Existing Indian Company ☐ Foreign body corporate

(c) (i) *Whether the proposed name is based on a registered trademark or is subject matter of an application pending for registration under the Trade Marks Act ☐ Yes ☒ No

6. (a) *Number of first subscriber(s) to MOA and directors of the company

	Having valid DIN	Not having valid DIN
Total number of directors (including subscriber cum director)	1	1
Number of individual first subscriber(s) cum director(s)	1	1
Number of individual first subscriber(s) other than subscriber cum director		
Number of non-individual first subscriber(s)		

(c) *Particulars of individual first subscriber(s) cum directors

I. ***Director Identification number (DIN)**

***Name**

***Gender** ***Date of Birth** ***Nationality**

***Designation** ***Category**

Whether ☐ Chairman ☐ Executive director ☒ Non-executive director

***email ID**

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares	5,000	50,000
Preference shares		

Number of entities in which director have interest (Need not to mention if such entity is having CIN/FCRN/LLPIN)

***Registration number**

***Name**

***Address**

Nature of interest

*Designation	
Percentage of Shareholding	Amount
Others (specify)	

I. ***First Name**

Middle Name

***Surname**

***Father's First name**

Father's Middle name

***Father's Surname**

***Gender** ***Date of Birth** ***Nationality**

***Place of Birth**

***Whether citizen of India** ☐ Yes ☐ No ***Whether resident in India** ☒ Yes ☐ No

***Occupation Type** ☐ Self Employed ☐ Professional ☐ Homemaker ☐ Student ☒ Serviceman

***Area of Occupation**

If 'Others' selected, please specify

***Educational Qualification**

***☒ PAN ☐ Passport number**

***Designation** ***Category**

Whether ☐ Chairman ☐ Executive director ☒ Non-executive director

***email ID**

Permanent Address

***Line I**

Line II

*City

*State/ Union Territory *Pin code

* ISO Country code Country

*Phone(With STD/ISD code) -

*Whether present residential address same as permanent residential address ☒ Yes ☐ No

Present Address

*Line I

Line II

*City

*State/ Union Territory *Pin code

* ISO Country code Country

*Phone(With STD/ISD code) -

*Duration of stay at present address Years Months

*Proof of identity *Residential Proof

Voter's identity card number

Driving license number

Aadhaar Number

Submit the proof of identity and proof of address under attachments.

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares	5,000	50,000
Preference shares	0	0

Number of entities in which director have interest

*Registration number	
*Name	
*Address	
Nature of interest	*Designation
	Percentage of Shareholding Amount
	Others (specify)

8. Particulars of payment of stamp duty

(a) State or Union territory in respect of which stamp duty is paid or to be paid

(b) * Whether stamp duty is to be paid electronically through MCA21 system ☐ Yes ☐ No ☐ Not applicable

(i) Details of stamp duty to be paid

Type of document/Particulars	Form	Memorandum of association	Articles of association
Amount of stamp duty to be paid (in Rs.)	10.00	200.00	150.00

(ii) Provide details of stamp duty already paid

Type of document/Particulars	Form	Memorandum of association	Articles of association	Others
Total amount of stamp duty paid (in Rs.)				
Mode of payment of stamp duty				
Name of vendor or Treasury or Authority or any other competent agency authorised to collect stamp duty or to sell stamp papers or to emboss the documents or to dispense stamp vouchers on behalf of the Government				
Serial number of embossing or stamps or stamp paper or treasury challan number				
Registration number of vendor				
Date of purchase of stamps or stamp paper or payment of stamp duty(DD/MM/YYYY)				
Place of purchase of stamps or stamp paper or payment of stamp duty				

9. Additional Information for applying Permanent Account Number (PAN) and Tax Deduction Account Number (TAN)**

Information specific to PAN

Area code			AO type		Range code			AO No.			

Information specific to TAN

Area code			AO type		Range code			AO No.			

Source of Income

- ☐ Income from Business/profession ☐ Capital Gains ☐ Income from house property
☐ Income from other source ☐ No Income

Business/Profession code

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10. Additional Information for Employer registration under Employee State Insurance Corporation (ESIC)

Type of Unit ☐ Factory ☒ Establishment

Exact nature of Work/Business carried on

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Work Sub category

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****This information is mandatorily required to be filled in case of applicants desirous of applying for PAN and/ or TAN at the time of incorporation of a company. This facility is available at the e-Biz portal only as per separate procedure prescribed by e-Biz portal.**

Attachments

List of attachments

1. *Memorandum of association;
2. *Articles of Association;
3. *Affidavit and declaration by first subscriber(s) and director(s);
4. Proof of Office address (Conveyance/ Lease deed/ Rent Agreement etc. along with rent receipts);
5. Copy of the utility bills (not older than two months);

Attach

Attach

Attach

Attach

Attach

15. Proof of identity & residential address of subscribers;

Attach

17. Proof of identity and address of Applicant I;

Attach

20. Optional attachment(s), (if any)

Attach

Remove attachment

Declaration

- ☒ *I have gone through the provisions of the Companies Act, 2013, the rules thereunder and prescribed guidelines framed thereunder in respect of reservation of name, understood the meaning thereof and the proposed name is in conformity thereof.
- ☒ *I have used the search facilities available on the portal of the Ministry of Corporate Affairs (MCA) for checking the resemblance of the proposed name with the companies and Limited Liability partnerships (LLPs) respectively already registered or the names already approved. I have also used the search facility for checking the resemblances of the proposed name with registered trademarks and trade mark subject of an application under the Trade Marks Act, 1999 and other relevant search for checking the resemblance of the proposed name to satisfy myself with the compliance of the provisions of the Act for resemblance of name and Rules thereof.
- ☒ *The proposed name is not in violation of the provisions of Emblems and Names (Prevention of Improper Use) Act, 1950 as amended from time to time.
- ☒ *The proposed name is not offensive to any section of people, e.g. proposed name does not contain profanity or words or phrases that are generally considered a slur against an ethnic group, religion, gender or heredity.
- ☒ *The proposed name is not such that its use by the company will constitute an offence under any law for the time being in force.
- ☒ *I undertake to be fully responsible for the consequences in case the name is subsequently found to be in contravention of the provisions of section 4(2) and section 4(4) of the Companies Act, 2013 and rules thereto and I have also gone through and understood the provisions of section 4(5) (ii) (a) and (b) of the Companies Act, 2013 and rules thereunder and fully declare myself responsible for the consequences thereof.
- ☒ *I HARISH MITTAL,

a person named in the articles as a director of the company has been duly authorized by the promoters of the company to sign this form and declare that all the requirements of the Companies Act, 2013 and the rules made thereunder in respect of Director Identification Number (DIN), registration of the company and matters precedent or incidental thereto have been complied with.

- ☒ I am authorized by the promoter subscribing to the Memorandum of Association and Articles of Association and the first director(s) to give this declaration and to sign and submit this Form.
- ☒ *I am authorised by each subscriber to declare that company shall not commence its business, unless each subscriber has paid the value of the shares agreed to be taken by him at the time of subscribing to the Memorandum of Association;
- ☒ I further declare that, company shall not commence its business, unless all the required approval from the sectoral Regulators such as RBI, SEBI etc. have been obtained;
- ☒ I on behalf of the promoters and the first directors, hereby declare that the registered office is capable of receiving and acknowledging all communications and notices addressed to the proposed company on incorporation, shall be maintained at the given address at item 4 of this form;
- ☒ *I, on behalf of all the first director(s) named in the Articles of Association of the proposed company, solemnly declare, that the declaration given herein as stated above are true to the best of my knowledge and belief, the information given in this integrated application form for incorporation and attachments thereto are correct and complete, and nothing relevant to this form has been suppressed. All the required attachments have been completely, correctly and legibly attached to this form and are as per the original records maintained by the promoters subscribing to the Memorandum of Association and Articles of Association.
- ☒ I, on behalf of the proposed Directors whose particulars for allotment of DIN are filled as above, hereby confirm and declare that they are not restrained, disqualified, removed for being appointed as Director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and I further declare that I have read and understood the provisions of Sections 154, 155, 447 and 448 read with Sections 449, 450 and 451 of the Companies Act, 2013.
- ☒ * ,
- a Company Secretary
- having Membership Number and/or certificate of practice number
- has been engaged to give declaration under section 7(1) (b) and such declaration is attached.

Note: Attention is drawn to the provisions of sections 7(5) and 7(6) which, inter-alia, provides that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud under section 447. Attention is also drawn to provisions of section 448 and 449 which provide for punishment for false statement and punishment for false evidence respectively.

*To be digitally signed by director

*DIN / PAN

Declaration and Certification by Professional

I DIVESH GOYAL,

member of The Institute of Company Secretaries of India

having office at *

Who is engaged in the formation of the company declare that I have been duly engaged for the purpose of certification of this form. It is hereby also certified that I have gone through the provisions of the Companies Act, 2013 and rules thereunder for the subject matter of this form and matters incidental thereto and I have verified the above particulars (including attachment(s)) from the original/certified records maintained by the applicant which is subject matter of this form and found them to be true, correct and complete and no information material to this form has been suppressed. I further certify that;

- (i) the draft memorandum and articles of association have been drawn up in conformity with the provisions of sections 4 and 5 and rules made thereunder; and
- (ii) all the requirements of Companies Act, 2013 and the rules made thereunder relating to registration of the company under section 7 of the Act and matters precedent or incidental thereto have been complied with. The said records have been properly prepared, signed by the required officers of the Company and maintained as per the relevant provisions of the Companies Act, 2013 and were found to be in order;
- (iii) I have opened all the attachments to this form and have verified these to be as per requirements, complete and legible;
- (iv) I further declare that I have personally visited the proposed registered office given in the form at the address mentioned herein above and verified that the said proposed registered office of the company is functioning for the business purposes of the company (wherever applicable in respect of the proposed registered office has been given).
- (v) It is understood that I shall be liable for action under Section 448 of the Companies Act, 2013 for wrong certification, if any found at any stage.

* ☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or

☒ Company secretary (in whole-time practice) ☐ Advocate

* Whether associate or fellow ☒ Associate ☐ Fellow

* Membership Number

Certificate of practice number

Modify

Check Form

Prescrutiny

Submit

For office use only:

Affix filing details

eForm Service request number (SRN)

eForm filing date

(DD/MM/YYYY)

This e-Form is hereby registered

Digital signature of the authorising officer

Confirm submission

Date of signing

(DD/MM/YYYY)