Steps for registering a PRIVATE LIMITED COMPANY having a share capital of < Rs. 1'00'000

	Form No.	Process
Step 1:		Apply for the Dscs of the directors
Step 2:	DIR 3	Apply for DIN for min. 2 directors ***Attachments*** *a. Pan of the directors* *b. address proff of the directors* *c. Passport size photos of the directors*
Step 3:		Register a DSC to the DIN on MCA's site
Step 4:	INC 1	Apply for company's name approval
Step 5:	INC 7	Incorportion- ***Attachments*** *a. MOA* *b. AOA* *c. INC 8 :For Declaration by Practicing Professional* *d. INC-9 :Afadavit-Declaration by the subscriber;* *e. INC-10 : For Specimen of Signature;* *f. Pan of all promotors & Directors;* *g. Resident proof of all promotors & Directors.*
Step 6:	INC 22	For Notice of Situation of Registered office ***Attachments*** *a.Rent deed between company and landlord with rent receipt;* *b.No Objection Certificate from owner of registered office;* *c.utility bill of such registered office address like Electricity bill,telephone bill,gas bill.*
Step 7:	DIR 12	Appointment of Directors in the Company ***Attachments*** *a.Letter of Appointment which is sent to directors for which form DIR-12 is filled;* *b.Form DIR-2 : for consent receive from directors;* *c.Declaration by director that company or its director shall not receive public deposit.*
Step 8:		Apply for PAN/TAN

For Further Queries contact:
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