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Incorporation of Private Limited Company

Particulars	Form	Submission
Application or declaration for incorporation of a company (Ref. I & II.)	Form 1	Online & Physical
Application form for availability or change of a name	Form 1A	Online
Notice of situation or change of situation of registered office	Form 18	Online & Physical
Particulars of appointment of managing director, directors, manager and secretary and the changes among them or consent of candidate to act as a managing director or director or manager or secretary of a company and/ or undertaking to take and pay for qualification shares	Form 32	Online & Physical
I. Documents to be attached with Form 1 (Online Filing) as per below : 1. Scanned Copy of Memorandum of Association 2. Scanned Copy of Articles of Association 3. Scanned Copy of Power of Attorney 4. Scanned Copy of Form 1 – Sign, by pen 5. Scanned Copy Original - Name Approval Letter	Franking of All Documents must be done excluding Name Approval Letter	Online
II. Documents to be attached with Form 1 for physical Submission as per below : 1. Hard Copy of Memorandum of Association 2. Hard Copy of Articles of Association 3. Hard Copy of Power of Attorney 4. Hard Copy of Form 1 – Sign, by pen 5. Hard Copy Original - Name Approval Letter	All documents of which Franking is done are needed to submit Physically.	Physical

One step ahead.....