

Process of Documentation for New Company incorporation & after That Procedure

- 1. Name of the company & Main Object** -Four to six alternative names from the directors with the emphasis on the main objects of the company and significance of the names.
- 2. DIN**-Minimum 2 Director
- 3. Digital Signature**- Minimum 1Director
- 4. Name Approval- Form 1A**-with name of minimum 2 subscriber digitally signed by the director with the filing fee of Rs 500/-
- 5. After Name Approval**
 - a. Prepare one copy of franked MOA, AOA and POA
 - b. Form-1-franked with Subscriber detail
 - c. Form-18-Change of Regd Office
 - d. Form-32-with Consent, Photo and identity proof of Director
 - e. Sign & Send for Approval of ROC
 - f. Hearing & after approval of Form Upload to Website & Paid Fees
 - g. After upload of the papers on the website deliver the above document with acknowledgement copy papers to the Roc

List of documents required:

1. Names of the proposed directors.
 - a) Date of Birth Proof, Identity Proof, Addresses proof, occupation
 - b) Director Identification Number and Permanent Account Number (For All directors)
 - c) Consent of the director
2. Names of the proposed subscriber\promoter\shareholder.
 - a) Date of Birth Proof, Identity Proof, Addresses (Proof of Residence)
3. Proposed registered office Address of the company with Police Station jurisdiction
4. Object Clause of the company: Type & nature of business to be carried by the proposed company.
5. Power of Attorney
6. Digital Signature Certificate (For at least 1 director)

6. After Incorporation

1. Opening of Bank Account.
2. Registration under Shop & Establishment Act.
3. PAN Registration. (Form 49A of UTI).
4. TAN Registration. (Form 49B of UTI).
5. Registration with Sales Tax Authority. (VAT TIN & CST TIN).
6. Registration with Excise Authority. (If Manufacturing Unit).
7. Registration with Custom. (If Exporting &/or Importing Unit).
8. Registration under Works Contract Act. (If undertakes Contracts).

9. Registration with PT Authority. (Registration & Enrolment Certificate).
10. Registration under Service Tax Act. (If provides Services).
11. Registration for EPF No., Gratuity Fund.
12. Registration under ESIC Act.
13. Registration under Contract Labour (Regulation & Abolition) Act
14. Registration under Maharashtra Labour Welfare Board

15. Meetings

- a) First Meeting and four meeting in year
- b) General Meeting annual and extraordinary if necessary
- c) Minutes Books, Disclosure and Attendance Sheet
- d) Compliance Certificate and Annual Filing-23AC, 23ACA, 20 B,66

PROCEDURE FOR REGISTRATION UNDER VARIOUS ACT

Sr. No.	Name of Act	Registration for	Procedure	Documents Required
1.	Companies Act, 1956	Registration of Company	Please refer below mentioned steps in Note (a)	
2.	Income Tax Act, 1961	Permanent Account No. (PAN)	Fill in Form 49A with the required details with UTI	1) Certificate of Incorporation 2) M/A & A/A 3) Proof of Address i.e. Rent Agreement.
3.	Income Tax Act, 1961	Tax Deduction Account No. (TAN)	Fill in Form 49B with the required details with UTI	1) Certificate of Incorporation 2) M/A & A/A
4.	Bombay Shops and Establishments Act 1948	Place of Business.	Form 'A' to be signed by Authorized Signatory.	1) Name & address of the authorized signatory of RISPL with board resolution. 2) List of directors with their residential addresses, age, status, occupations and date from which in position. 3) No objection certificate of the owner of the premises for use of the premises for the business purpose. 4) Business transaction proof. 5) Prescribed fee depend up on employees strength.
5.	Maharashtra Value Added Tax	VAT TIN No.	1) Application to be filled in Form 101 along with Annexure I 2) Application in Form 108 to be filled for TIN Application.	1) Proof of address. 2) Letter of Authority. 3) Rs.5000 cheque if it is Voluntary Registration. 4) Certificate of Incorporation 5) M/A & A/A. 6) Blank cancelled cheque.

6.	Central Sales Tax Act,	CST TIN No.	1) Application to be filled in Form A duly signed & verified. 2) Application to be made within 30 days. 3) Court Fee Stamp of Rs.25 to be annexed.	1) Proof of address. 2) Letter of Authority. 3) Certificate of Incorporation 4) M/A & A/A.
7.	Central Excise Act, 1944	Excise Registration in case of Manufacturing unit	1) Application to be filled in A1 in Duplicate.	1) Certificate of Incorporation M/A & A/A. 2) Ground plan of the Factory. 3) List of Various Factories/ Godown/ Warehouse. 4) Product list & process detail 5) PAN No. 6) List of Director/ Authorized person. 7) Particulars of the Company. 8) Copy of Board Resolution.
8.	Custom Act, 1962	Custom Registration in case of import &/or export (IEC Code)	1) Application to be filled in Aayat Niryat Form duly certified by the Bank (Photo & Signature Verification). Part I & Part II, (along with Sub section I) and Part IV.	1) 2 Photograph of Signatory duly attested by bank. 2) List of Director 3) Bank Account Details 4) Cover with affixed stamp of Rs.30/- 5) DD of Rs.1000/- in Favor of Joint DGFT payable at Mumbai. 5) PAN Card photocopy 6) Bank Certificate on Bank L/H. 7) M/A & A/A certified copy.
9.	The Employees' Provident Funds & Miscellaneous Provisions Act, 1952	Provident Fund Registration	1) Letter addressed to Regional Provident Fund Commissioner, duly signed by Authorized Signatory along with Questionnaire. 2) Applicable in case of no. of employee exceed 20 during the year.	1) Name & addresses of the authorized signatories with board resolution. 2) List of directors with their residential addresses & occupations. 3) Business transaction proof. 4) Copy of Bombay Shops & Establishment. License. 5) Certified true copy of ownership proof or Leave & License agreement. 6) List of Employees with copy of attendance muster & salary register. 7) First month PF challan for the PF contribution paid. 8) Bankers details.
10.	Professional Tax Act, 1975	PT Registration for Company	1) Fill Form 2 for Enrolment Certificate for	1) Certificate of Incorporation. 2) M/A

		Office – Registration Br., Vikrikar Bhavan, Mazgaon. Mumbai - 1	Company. 2) File the duly signed form with PT Authority. 3) Fees as per the slab rate applicable. 4) Application to be made within 30 days.	& A/A. 3) Proof of Address. 4) Details of Company. 5) Details of Head office in case registering for Branch office in Maharashtra. 6) Certificate under any other Act i.e. MVAT & CST.
11.	Professional Tax Act, 1975	PT Registration for Employee	1) Fill Form 1 for Registration Certificate. 2) File the duly signed form with PT Authority. 3) Application to be made within 30 days.	1) Certificate of Incorporation. 2) M/A & A/A. 3) Company details.
12.	Finance Act 1994 Chapter V	Service Tax Registration	1) Apply for Registration in Form ST 1 (in Duplicate) to the Superintendent of Excise. 2) Mention the service under which Company falls. 3) Need to apply only after Gross value exceeds Rs.3 Lakhs during the year. 4) Service Tax payable only after value exceeds Rs.4 Lakhs.	1) Proof of Address. 2) PAN No. 3) List of Branch office 4) Note on Accounting System adopted 5) Series of Invoice maintain along with sample copy. 6) Last Year Balance Sheet along with T/B of Branches. 7) Detail of record of account maintained. 8) Bank account no. of Branch & Central Office.
13.	Works Contract Tax Act, 1989	Person undertaking contract need to apply.	No need to Register separately. Now required to register under MVAT only.	
14.	Maharashtra Labour Welfare Board		Letter addressed to Dy. Commissioner, duly signed by Authorized Signatory for allotment of Code No.	1) Application Form A1-cum Return. 2) Memorandum & Article of Association of RISPL. 3) Prescribed fee depend up on employees strength as on date of Registration.
15.	Employee State Insurance Corporation		Letter addressed to Regional Director E.S.I. Corporation, duly signed by Authorized Signatory along with Employers' Registration Form	1) Name & addresses of the authorized signatories with board resolution. 2) List of directors with their residential addresses & occupations. 3) Copy of P.F code draft letter of registration. 4) Certified true copy of ownership proof or Leave & License agreement. 5) List of Employees with copy of attendance muster

				& salary register with male & female details. 6) First month ESIC chalan for the ESIC contribution paid, if employees drawing less than Rs.7500/= gross salary. 7) Bankers' details.
16.	Contract Labour (Regulation & Abolition) Act			An application in prescribed form accompanied by prescribed fees to the registering officer.