

Requirement for Incorporation of Private Limited Company

Documents & details checklist

Requirement for incorporation of a Private Limited Company. Kindly provide the following particulars.

1 Total No. of proposed director(s) in the company (minimum 2 in case of private company). **Feed DIN Number, if any.**

2 Documents / details required for directors / shareholders:

- a) Copy of Aadhar & PAN of all the directors / subscribers.
- b) Copy of Address Proof of the applicant (any one):
 - Telephone Bill (Not older than 1 month)
 - Bank Account Statement (Not older than 1 month)
 - Electricity Bill (Not older than 1 month)
 - Mobile Bill (Not older than 1 month)
- c) Educational Qualification of the director
- d) E-mail id
- e) Mobile no.
- f) Place of Birth of Subscriber/Directors

Duration of stay at present address (in months and years). If less than one (1) year then copy of previous residence proof will also be required.

3 Details of the Paid-up Share Capital of the company

4 Registered office Address of the proposed Company:

- i. Proof of office address (Copy of Conveyance, Lease deed, Rent Agreement etc. along with rent receipts);
- ii. Copy of the utility bills (not older than two months);
- iii. NoC of the Owner of the property if the property is not taken on lease.

5 E-Mail id and contact number of the company for communication electronically

**Checklist prepared by team of Vipul Jain & Associates; firm of Company Secretaries based in Indore (M.P.)
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