



PVT LTD CO. Formation

Documents Checklist

This document is intend to provide detailed checklists of information and documents which should be within reach before incorporation of New PRIVATE LIMITED COMPANY in India.



PRE-INCORPORATION DOCUMENTATION

- 1. Objects of the company.
- 2. DSC of all the Directors.
- 3. Finalize Authorized Share Capital & Paid-up Share capital.
- 4. Percentage of Shareholding.
- 5. Occupation and Qualification of Directors.
- 6. Place of Birth of Directors.
- 7. E-Mail ID and Mobile Number of All Directors.

DOCUMENTS REQUIRED FOR DIRECTOR (WHO IS AUTHORISED SIGNATORY)

- 1. PAN Card (In PDF Format).
- 2. Aadhaar Card (In PDF Format).
- 3. Latest Period Bank Statement (In PDF Format) , Address and name should be present.
- 4. Specimen Signature (In JPEG).
- 5. Passport Size Photo (In JPEG).

DOCUMENTS REQUIRED FOR DIRECTORS OTHER THAN AUTHORIZED SIGNATORY

- 1. PAN Card (In PDF Format).
- 2. Aadhaar Card (In PDF Format).
- 3. Latest Period Bank Statement (In PDF Format) , Address and name should be present.
- 4. Passport Size Photo (In JPEG)

DOCUMENTS REQUIRED FOR COMPANY'S REGISTERED OFFICE

- 1. NOC.
- 2. Rent Agreement.
- 3. Electricity Bill. (Not older than 2 months).



For PVT LTD Company Compliance Management, don't hesitate to contact:



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