



## CHECKLIST FOR INCORPORATION OF COMPANY

Following are the Documents & Information required for Registration of Private Limited Company

Sr. No.	Particulars	Documents required
1	<p>Details of the proposed Directors: (Minimum 2 directors &amp; maximum 11 )</p> <p>(All documents zerox 2 copies; self attested)</p>	<ul style="list-style-type: none"> <li>▪ Full Name</li> <li>▪ Address in detail</li> <li>▪ Date of Birth</li> <li>▪ Occupation</li> <li>▪ Fathers / &amp; Husbands full name</li> <li>▪ Address Proof <ul style="list-style-type: none"> <li>• Current Telephone bill</li> <li>• Current electricity bill</li> <li>• Passport</li> </ul> </li> <li>▪ Bank Passbook</li> <li>▪ Identity Proof / Date of Birth Proof <ul style="list-style-type: none"> <li>• Pan Card</li> <li>• Passport</li> <li>• Driving Licence</li> </ul> </li> </ul> <p>2 Color Photos (2.5cm x 3.5 cm)</p>
2	Division of the share capital	<ul style="list-style-type: none"> <li>▪ No of Shares (% of Share Holding)</li> </ul>
3	Proposed name of the Company	<ul style="list-style-type: none"> <li>▪ Give atleast 3 options in the order of preference</li> <li>▪ Give significance of the name proposed</li> </ul>
4	Main object of the Company in details	<ul style="list-style-type: none"> <li>▪ Main activity of the Company</li> <li>▪ Memorandum of Association (MOA )&amp; Articles of Association (AOA) to be prepared <b>(shall be prepared by us)</b> <b>For MOA and AOA You have to give us only main object of the Company</b></li> </ul>
5	Registered office address	<ul style="list-style-type: none"> <li>▪ Address Proof</li> </ul>
6	Division of the share capital	<ul style="list-style-type: none"> <li>▪ Division of Authorized Capital and Paid up Capital this depends on the name chosen For reference, guidelines for Name &amp; Authorised capital are given hereunder)</li> </ul>



Name guidelines with reference to Authorised Capital are as follows

Sr. No.	Keywords	Required Minimum Authorised Capital (r)
1	Corporation	▪ 5 Crores
2	International, Globe, Universal, Continental, Inter-Continental, Asiatic, Asia, being the first word of the name	▪ 1 Crore
3	If any of the words at (2) above is used within the name (with or without brackets)	▪ 50 Lakhs
4	Hindustan, India, Bharat, being the first word of the name	▪ 50 Lakhs
5	If any of the words at (4) above is used within the name (with or without brackets)	▪ 5 Lakhs
6	Industries/ Udyog	▪ 1 Crore
7	Enterprises, Products, Business, Manufacturing	▪ 10 Lakhs

**We Provide Best Services At Right Places In Right Time**

For any further assistance contact us

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