



INCORPORATION OF PRIVATE LIMITED COMPANY / LTD. COMPANY-

(Requirements)

1. Digital Signature
2. Director Identification Number (DIN)
3. 5-6 Name of the proposed company
4. Address of the registered office
5. Main objects of the company

(Benefits)

1. Name benefit
2. Great status/ Matter of reputation
3. Limited liability benefit
4. Easy admission and retirement of Directors
5. Company not affected by the death, disability or retirement of members
6. Transferability of the shares
7. Better borrowing facilities from banks, public and financial institutions
8. Company can enjoy the benefits of its own name in TM, Telephone, Water, Electricity, Sales Tax, Income Tax, PAN card, Rent Deed, Service Tax, Bank Account, Property purchased, and in any Agreements and MoUs.

(Department Procedure)

1. Digital Signature to be applied (1day)
2. Director Identification Number (DIN) to be approved (3days)
3. Company Name approval within 5 days if there is no objection in the Name.
4. Printing of Memorandum & Articles of Association, stamping from Tishazari court, Form-32, Form-18, Power of attorney to be notarised,
5. Payment online by credit card for Rs. 4800/- (if capital Rs.1 lakh) and others papers online submitted at MCA website www.mca.gov.in

6. After 5 days we get the Certificate of Incorporation (COI) of the Company
7. PAN applied, after that Bank a/c to be opened, and starts company work.

Director Identification Number (DIN) DETAILS

Apply for DIN : Requirements

1. Two Photos
2. One photocopy of Passport / Voter ID/ DL or

Two photocopy of PAN and Bank statement / Ration card / Tel Bill / Electricity bill

(1) *Name.....if.
 DIN..... *Father's
name.....
 *Date of Birth.....Place of
 Birth..... PAN/Voter ID/ Passport/ DL
 No..... *Permanent
 Residence Address.....

PIN.....

 Phone.....Fax.....Email.....

*Present Residence
 Address.....

PIN.....

 Phone.....Fax.....Email.....

(2)

*Name.....if. DIN
..... *Father's
name.....
..... *Date of Birth.....Place of
Birth..... PAN/Voter ID/ Passport/ DL
No..... *Permanent
Residence Address.....
.....
.....PIN.....
.....
Phone.....Fax.....Email.....
..... *Present Residence
Address.....
.....
.....PIN.....
.....
Phone.....Fax.....Email.....

(3)

*Name..... if. DIN
..... *Father's
name.....
..... *Date of Birth.....Place of
Birth..... PAN/Voter ID/ Passport/ DL
No..... *Permanent
Residence
Address.....
.....
.....PIN...
.....
Phone.....Fax.....Email.....
..... *Present Residence
Address.....
.....
.....PIN...
.....

Phone.....Fax.....Email.....

COMPANY INCORPORATION DETAILS

Apply for Company Name in Form-1 :

(1)

Name of Applicant.....Occupation.....

Address.....

.....**PIN.....**
 **Email**
**Phone.....Fax**

(2)

Name of Promoters/Directors

(i)

.....

(ii)

.....

(iii)

.....

(iv)

.....

(3)

Proposed Company Names:

(i)

.....

(ii)

.....

(iii)

.....

.....
(iv).....
.....

(4) Object and significance of the word of the proposed company

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.....

(5) Registered Office Address:

.....
.....
.....PIN.....Police
Station.....

(6)

Authorised Capital: Rs. 1,00,000/= or

.....

(7)

Directors Details

(i) *DIN.....Name.....
.....

*Father / Husband's
name.....

*Occupation.....*Date of
Birth..... PAN/Voter ID/ Passport/ DL
No..... *Permanent
Residence Address.....

.....
.....PIN.....

Phone.....Fax.....Email.....

..... *Present Residence
Address.....
.....
.....

.....PIN.....
.....

Phone.....Fax.....Email.....
.....No. of Shares.....% Mobile No.....Tel.
No.....

Director or Promoter in other company details

Director/ Promoter....Co.
Name.....CIN..... Director/
Promoter....Co. Name.....CIN.....

(ii) *DIN.....Name.....
..... *Father / Husband's
name.....
*Occupation.....*Date of
Birth..... PAN/Voter ID/ Passport/ DL
No..... *Permanent
Residence Address.....

.....PIN.....
.....

Phone.....Fax.....Email.....
..... *Present Residence
Address.....

.....PIN.....
.....

Phone.....Fax.....Email.....
.....No. of Shares.....% Mobile No.....Tel.
No.....

Director or Promoter in other company details

Director/ Promoter....Co.
Name.....CIN..... Director/
Promoter....Co. Name.....CIN.....

(iii) *DIN.....Name.....
 *Father / Husband's
 name.....
 *Occupation.....*Date of
 Birth..... PAN/Voter ID/ Passport/ DL
 No..... *Permanent
 Residence Address.....

 PIN.....

 Phone.....Fax.....Email.....

 ... *Present Residence
 Address.....

 PIN.....

 Phone.....Fax.....Email.....
 No. of Shares.....% Mobile No.....Tel.
 No.....

Director or Promoter in other company details

Director/ Promoter....Co.
 Name.....CIN..... Director/
 Promoter....Co. Name.....CIN.....

6. Fees

Due.....Received.....Balance.....
 ...

*If directors are more than THREE, use separate sheet. *Company Name,
 Registered Office, Authorized Capital And Directors can be changed at any
 time in future.

REQUIREMENTS OF A COMPANY

1. PAN Card and Income Tax Return

2. **ROC-** Annual Return, Notice, Directors Report, P&L and Balance Sheet with auditing.
3. **TDS Registration**, Monthly deposit, TDS Returns Quarterly, Assessment and other correspondence with the department, Issue of TDS certificates.
4. **Sales Tax Registration** under VAT and CST, Tax deposit, Quarterly Returns, Assessment and other correspondence with the department.
5. **Service Tax Registration**, Tax deposit Monthly, Half Yearly Returns, Assessment and other correspondence with the department.
6. **Excise Registration**, Tax deposit, Returns, Assessment and other correspondence with the department.
7. **Secretarial Records and Legal Compliance-** Printing of shares certificates and Issue of Shares, Common seal register, Minutes, Resolutions, Admission and Retirement of Director(s), Change in Registered Office, Statutory Registers and books.
8. **Import Export Code No**, Amendment and other correspondence with the department.
 1. **Books of Account** - Supervision or Maintenance - Computerised with Voucher
 2. system, Ledger, Accounts, Trial Balance, Provisional B/S and Bank Reconciliation Statement monthly
9. **MoU, Affidavit, Deed**, Settlement, Franchising, Power of Attorney, Company Forms and Documents, Bonds, Loan Documents, Notices, Bank Guarantee, Advertisements and any other agreement- on demand.
10. **Registration under PF, ESI., SSI., ISO.-9002, ISI., SEBI**, Factories Act, Gratuity Act, Pollution, Water, Electricity, Society, Trust, Entertainment
11. **Insurance & Investment** of Funds in Mutual Funds, PPF, FD, Shares, Govt. Bonds, MIS, Post office Savings, NSC etc