STEPS FOR FORMATION OF A COMPANY WITH INDIDAN DIRECTORS AND SHARE HOLDERS

Check list

I. Digital Signature (DSC)

It is mandatory to obtain digital signature by any one of the Proposed Director for digitally signing the name approval form and the Company formation documents for filing the documents on line, which are mandatory. For obtaining the digital signature the following documents required along with necessary fees:-

1. Application for DSC
2. One photograph affixed on the DIN Form duly attested by a Chartered Accountant.
3. Copy of Identity Proof showing name, father's name , date of birth etc. duly attested by a Chartered Accountant.
4. Residence Proof duly attested by Chartered Accountant.

II. Approval of Name

1. Director Identification Number –DIN.

2. Proposed name of the Company- Three alternatives along with the name of the Key word (first word)

3. Proposed activities of the Company

4. Name of the State in which the proposed registered office of the Company will be situated

5. Proposed authorized capital and paid up capital

6. Proposed share holders and their percentage of holding

7. Name, Father/Husbands name and address with PIN of the Proposed Directors (Minimum two directors in case of private limited company)

8. Occupation of the Proposed Directors.

9. List of Companies/firms in which the Proposed Directors are Directors/Partners along with registration details of the Companies/Firms

10. Phone Number, email ID and Fax Number of the proposed directors.

11. Copy of Resolution, certificate of registration and Memorandum and Articles of Associate of the Holding Company duly notarized from the country where the registered office is situated, in case of subsidiary Company.

12. Digital Signature

III. Incorporation of the Company

The following are the Information's required for the formation of Company

- Complete Address of Registered Office along with Postal Index Number (PIN).
- Proposed main objects of the Company.
- Memorandum & Articles of Association
- A necessary filing fee depends upon the proposed share capital of the Company.
- Signature of both the share holders and directors on the documents
- Embossing on Memorandum & Articles from the State Government after paying required fees.
- Digital Signature.