



CHECKLIST FOR INCORPORATION OF PRIVATE COMPANY BY FOREIGN NATIONAL

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

Sr. No.	Particulars	Documents required
1	Details of the proposed Directors In case of a foreign national being a director	<ul style="list-style-type: none">▪ Pan card▪ Current Address proof▪ Date of Birth▪ Occupation▪ 2 Passport size photograph▪ All documents self attested copies are required <p><u>Additional Documents required</u></p> <ul style="list-style-type: none">▪ Notarized/Apostle copy of Passport (in the home country) along with a translation copy (notarized)▪ In case home country notary is not available, a notarized passport copy (notarized in India)▪ In case the address proof is of India then an Affidavit duly notarized stating the current address of the Directors shall be required
2	In case the Directors already holds DIN in Case of foreign national	<ul style="list-style-type: none">▪ Please specify in whether the DIN has been acquired as per the Indian Company Law If Yes then no need to process the din formalities.▪ Please specify in which other Company the person is a Director
3	Digital Signature Certificate(DSC)	<ul style="list-style-type: none">▪ DSC form duly signed by the Director (DSC Form will be provided by us)▪ 1 colored photograph required and a Signature across the photo is Required▪ Copy of Passport/ address proof Required▪ Copy of Pan (Permanent Account Number)
4	Proposed name of the Company	<ul style="list-style-type: none">▪ Give atleast 5 options in the order of preference▪ Give significance of the name proposed
5	Main object of the Company in details	<ul style="list-style-type: none">▪ Main activity of the Company▪ Memorandum of Association (MOA) & Articles of Association (AOA)to be Prepared (shall be prepared by us) <p>For MOA and AOA You have to give us only main object of the Company</p>

6	Registered office address	▪ Address proof
7	Nearest Police station of the registered office	▪ Full address
8	Division of the share capital	▪ Division of Authorized Capital and Paid up Capital
9	Bifurcation of shareholding pattern	Please specify whether the Directors shall hold the shares in their name itself or on behalf of the the Parent company name In latter case board resolution authorizing the person to acquire the share in the said proposed company. If not in English then translated notarized copy of resolution is required
10	Consent letters	Consent letters duly signed by the both the Directors (format shall be provided by us)
11	Subscription sheet	Duly signed by the members of the Company (format shall be provided by us)
12	Specific Power of Attorney	In case of use of any other language a Specific POA in our name is required (format shall be provided

by us)