



## CHECKLIST FOR INCORPORATION OF COMPANY

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

Sr. No.	Particulars	Documents required
1	Details of the proposed Directors: (Minimum 2 directors & maximum 11 )  (All documents zerox 2 copies; self attested)	<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> 2 Color Photos (2.5cm x 3.5 cm)
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 (₹)
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