



CHECKLIST FOR INCORPORATION OF PUBLIC COMPANY

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

Sr. No.	Particulars	Documents required
1	Details of the proposed Directors: (Minimum 3 directors) All documents zerox 2 copies; self attested	<ul style="list-style-type: none">▪ Full Name▪ Address in detail▪ Date of Birth▪ Occupation▪ Fathers / & Husbands full name▪ Address Proof<ul style="list-style-type: none">• Current Telephonebill• Current electricity bill• Passport▪ Bank passbook, etc.▪ Identity Proof / Date of Birth Proof<ul style="list-style-type: none">• Pan card• Passport• Driving Licence• 2 color photos (2.5cm x 3.5 cm)▪ No of Shares (% of Share Holding)
2	Proposed name of the Company	<ul style="list-style-type: none">▪ Give atleast 3 options in the order of preference▪ Give significance of the name proposed
3	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) For MOA and AOA You have to give us only main object of the Company
4	Registered office address	Address proof
5	Division of the share capital	Authorised Capital of the company will be: ₹ in lakhs 5.00 / 10.00 / 25.00 / 50.00 / 100.00 / 200.00 / 300.00 / 500.00, etc This depends on the name chosen (For reference guidelines for Name & Authorised capital are given hereunder)
6	Bifurcation of shareholding pattern	Specify the initial shareholding pattern among the Directors

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