

## DOCUMENTS FOR INDIAN COMPANY INCORPORATION

### ✅ **Company Registration Checklist (India) Basic Requirements:**

- Minimum 2 directors (at least one should be an Indian resident)
- Minimum 2 shareholders (can be same as directors)
- Registered office address in India

### ✅ **Documents Required for Resident Indian subscriber**

1. Self-attested Passport
2. Self-attested Utility bill for Present residential address viz. (Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months.)
3. Self-attested PAN if any
4. Self-attested Permanent address proof viz. driving license.
5. Provide Father name of NR subscriber.
6. Passport size photograph

### ✅ **Documents Required for Non- Resident subscriber**

1. Self-attested Passport
2. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months.
3. Self-attested PAN if any
4. Self-attested Permanent address proof viz. driving license.
5. Provide Father name of NR subscriber.
6. Passport size photograph

### ✅ **Following information required first subscribers**

S.N	Particulars	Authorised Representative on behalf of company	Director	Nominee
1	Name & DIN if any			
2	Date of birth			
3	Email ID			
4	Mobile Number			
5	Education qualification			
6	Occupation			
7	Duration of stay at present address (If less than one year then previous address proof)			
8	Shareholding & Capital Contribution (Rs.)			

✓ **Additional information is required regarding the proposed Company incorporation:**

1. Name of Bank in which company proposed to open its current account.
2. Correspondence Address
3. Proposed Name
4. Proposed objects

✓ **Mandatory activities as part of Incorporation-post Issuance of Certificate of Incorporation of the Company:**

**1. Appointment of First Auditor (E-form ADT-1) documents required:**

- a) Consent Letter of Auditor

**2. Filing of Information related to situation of Registered Office of the Company (E-form INC-22) documents required:**

- a) \*Photograph of Registered Office showing external building and inside office, also showing therein at least one Director in photograph, whose DSC will be affixed to E-Form, **along with Latitude and Longitude** (#Sample Enclosed); and
- b) Rent Deed (In case of Rented premises) or Title Deeds of the Property (In case owned by company or any other person and property to be used without rent/lease deed)
- c) Utility Bill (any one of Telephone, Gas, Electricity or Mobile Bill) Not older than 2 Months.

**3. Filing of Commencement of Business of the Company (E-form INC-20A) documents required:**

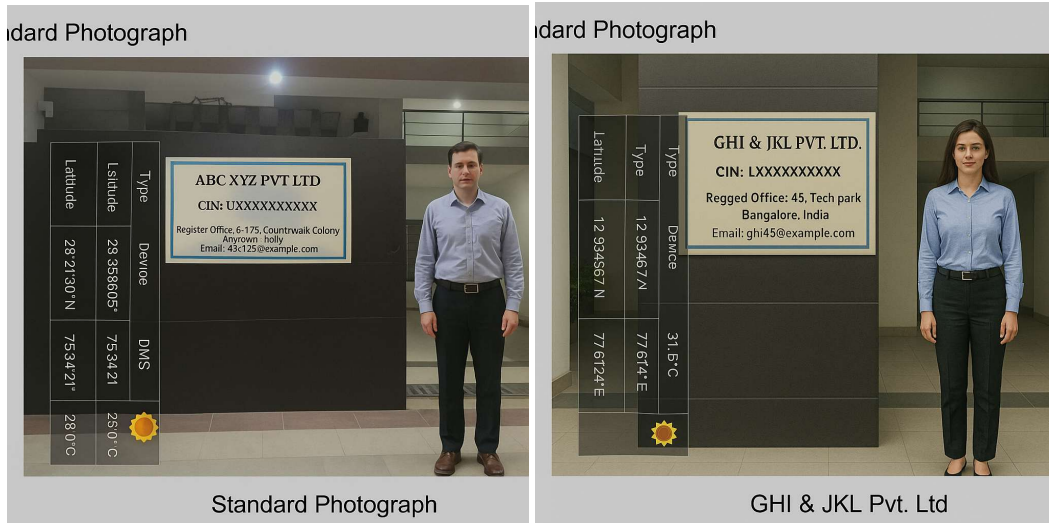
- a) Bank Statement of the Company's Current Account showing details of funds transferred by the Subscribers.

**Note:** - All the documents such as KYC proofs and incorporation papers propose to be signed by Non-resident subscriber will be duly notarized before the Notary (Public) of the country of his origin and be duly apostilled in accordance with the Hague Convention. Further if documents are not in English language than provide translation copy of documents duly notarized before the Notary (Public) and be duly apostilled.

- The display board showing external building should contain name of the Company, CIN, and registered office address.
- Link to download GPS camera to show latitude & longitude is given below:

GPS Camera: Photo With Location: <https://play.google.com/store/apps/details?id=com.artds.gps.camera>

## • Sample Photographs



## ✓ Company-Specific Information

- Proposed company name (minimum 2 options)
- Main business activities
- Authorized capital and paid-up capital
- Digital Signature Certificate (DSC) – if available

## ✓ Professional Requirements

- CA/CS/Lawyer or company secretary to file and certify incorporation documents

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