

Sandeep P Parekh & Co.

Company Secretaries

Before you proceed further for filling-up the checklist on page 2 below, please keep following detail/documents ready which is **MANDATORY** & required for incorporation of Company/LLP

- 1) Copy of PAN of all Directors/ Subscribers
- 2) Copy of latest (not old than 1 month) – Bank Statement/ Passbook for all Directors + Shareholders OR Partners
- 3) Copy of Electricity Bill (latest) of the Registered office address of the Company/LLP
- 4) Copy of Passport/ Driving License/Adhar Card/ Voter ID (any one) of all Directors + Shareholders OR Partners

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Checklist for Incorporation of a Private Limited Company

No	Particulars	Details Required	Details Required																																																								
1	Proposed Name of the Company (maximum 6 names allowed) Name should include activity of the Company For eg: Ganesh Builders Private Limited	1. 2. 3. 4. 5. 6.	Significance of name 1. 2. 3. 4. 5. 6.																																																								
2	Detail of Directors If Director have DIN, then give detail in part A If Director do not have DIN, then give detail in Part B	<p style="text-align: center;"><u>PART A (in case DIN is available)</u></p> <p>Also give following information (please add column for more directors, if applicable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Detail</th> <th style="width: 12.5%;">Director 1</th> <th style="width: 12.5%;">Director 2</th> <th style="width: 12.5%;">Director 3</th> </tr> </thead> <tbody> <tr><td>Name</td><td></td><td></td><td></td></tr> <tr><td>DIN</td><td></td><td></td><td></td></tr> <tr><td>Email address</td><td></td><td></td><td></td></tr> <tr><td>Mobile no</td><td></td><td></td><td></td></tr> <tr><td>Educational qualification</td><td></td><td></td><td></td></tr> <tr><td>Occupation</td><td></td><td></td><td></td></tr> <tr><td>Place of birth</td><td></td><td></td><td></td></tr> </tbody> </table>	Detail	Director 1	Director 2	Director 3	Name				DIN				Email address				Mobile no				Educational qualification				Occupation				Place of birth				<p style="text-align: center;"><u>PART B (in case DIN is not available)</u></p> <p>a) PAN (Compulsory) AND b) Passport/ Driving License/Adhar Card/ Voter ID (any one) AND c) Electricity Bill/Mobile Bill/ Telephone Bill/Bank Statement (any one)</p> <p style="text-align: center;"><u>Give (a) + (b) + (C)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Detail</th> <th style="width: 12.5%;">Director 1</th> <th style="width: 12.5%;">Director 2</th> <th style="width: 12.5%;">Director 3</th> </tr> </thead> <tbody> <tr><td>Email address</td><td></td><td></td><td></td></tr> <tr><td>Mobile no</td><td></td><td></td><td></td></tr> <tr><td>Educational qualification</td><td></td><td></td><td></td></tr> <tr><td>Occupation</td><td></td><td></td><td></td></tr> <tr><td>Place of birth</td><td></td><td></td><td></td></tr> </tbody> </table>	Detail	Director 1	Director 2	Director 3	Email address				Mobile no				Educational qualification				Occupation				Place of birth			
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3	Main Object of the Company	Main activity of the Company in detail should be given.	
4	Authorized Share Capital	<i>For eg: Rs.100,000 (10,000 Shares of Rs.10 each) like wise</i>	
5	Address of the Registered Office of the Company	<p><u>Address:</u></p> <p><u>Address of police station near to the Registered office:</u></p>	<p>1) Detail office address of the Company along with address proof (<u>in the name of owner of the premises</u>), any one of the following (proof not old than 2 months):</p> <p>a) Rent Agreement b) Electricity Bill/mobile/ Telephone Bill</p> <p>2) No Objection from the owner of the premises (format will be sent after filing name application for proposed company)</p> <p>3) List of all Companies already registered on that premises (format will be sent after filing name application for proposed company)</p>
6	Face Value of Shares	Rs.10 each	Please confirm the face value of Share.
7	Affidavit by all Subscribers/ Shareholders	Affidavit stating that the Directors AND Subscribers are not in default	It has to be given by all Subscribers (Shareholders) AND all Directors in form INC 9 (format will be sent after filing the name application)

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8	Verification of specimen signature of all subscribers	Signature of all Shareholder (subscribers) shall be verified by Banker or Notary public	Signature of each subscribers shall be verified by the Banker/Notary in Form INC 10 (format will be sent after filing name application) This is required individually for each shareholders and joint verification will not be allowed
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Detail of Shareholder

Particulars	Shareholder No 1	Shareholder No 2	Shareholder No 3 (if any)
Name of Shareholder			
Father's Name			
Address			
Education qualification			
Place of Birth			
Telephone number			
Email address			
How long shareholder stays at above address (period of stay – no of years)			
No of Shares subscribed by each of them			
List of other Company in which he is a Director or Shareholder (give name of all Indian Companies only)			

Note:

You can add separate sheet if shareholders or Directors are more