

# Procedure for Registration of a Public Limited Company

## Step 1: Digital Signature Certificate (DSC)

Since the registration procedure of a company is entirely online, a digital signature will be required for filing the forms on the MCA portal. For all proposed directors as well as the subscribers of the memorandum and articles of association, DSC is compulsory.

## Step 2: Director Identification Number (DIN)

It is an identification number concerning a director; it has to be procured by anyone who intends to become a director in a company. DIN of a proposed director in addition to the name and address proof has to be mentioned in the company registration form.

## Step 3: Registration on the MCA Portal

A completed SPICe+ form has to be submitted on the [MCA portal](#) in order to apply for company registration. To fill the SPICe+ form and submit the required documents, the director of a company needs to register on the MCA portal. After the registration process is completed, the director will get

access to the MCA portal services which comprises filing e-forms as well as viewing public documents.

## Step 4: Certificate of Incorporation

After the registration application is submitted along with the concerned documents, the Registrar of Companies (ROC) will inspect the application. After the application is verified, he will issue the Certificate of Incorporation of the Public Company. After obtaining the certification of incorporation from the ROC, the company should apply for the 'Certificate of business commencement' also.

## Documents Required for Incorporating a Public Limited Company

- Proof of identity of all the shareholders and directors.
- Proof of address of all the directors and the shareholders.
- PAN number of all the shareholders and directors.
- Utility bill of the proposed office i.e. proposed registered office for the company.
- A [NOC](#) (No Objection Certificate) from the landlord where the office of the company will be situated.
- Director Identification Number (DIN) of all the directors.
- Digital Signature Certificate (DSC) of the directors.

- Memorandum of Association (MOA).
- Articles of association (AOA).