**Documents for incorporation of company in India:**

**PAN Card of All Director’s**

**Address Proof of All Director’s**

* Passport
* Election Card or Voter Identity Card
* Ration Card
* Driving License
* Electricity Bill
* Telephone Bill
* Aadhaar Card

**Residential Proof of Director’s**

* Bank Statement
* Electricity Bill
* Telephone Bill
* Mobile Bill

**Director: Foreign Nationals**

* **Passport** must also be notarized or Apostilled in the country it was issued. In case the document is in foreign language, then it must be translated by an official translator to English and notarized or apostilled. Further, if the Passport does not contain date of birth of the holder, then an additional document indicating the date of birth of the Director must be provided, duly certified or attested or notarized or apostilled.)
* **Address Proof:**In addition to the Notarized or Apostilled Passport copy, the proposed Director must submit an address proof which is also notarized or apostilled. The address proof submitted must have the name of the Director as mentioned in the Passport and the most current address of the Director. Further, the document must also not be older than 1 year for foreign nationals. The following documents are acceptable address proof for Foreign Nationals.
  + Driving License
  + Residence Card
  + Bank Statement
  + Government issued form of identity containing address.

In case the document is in a foreign language, then it must be translated by an official translator and notarized or apostilled.

**Residential Proof:**In addition to the address proof, a residential proof must be submitted during the incorporation of the Company to validate the current address of the Director. As applicable for address proof, the residential proof must also contain the name of the Director as mentioned in the Passport and must not be older than one year. The following documents are acceptable residential proof:

* Bank Statement
* Electricity Bill
* Telephone Bill
* Mobile Bill

In case the document is in a foreign language, then it must be translated by an official translator and notarized or apostilled.

* **All the designated Directors needs to opt for a digital signature certificate also since all documents and applications will be digitally signed by the authorised signatory.**
* **Valid Mobile Number**
* **Valid Email ID**

**Registered Office Proof**

The registered document of the title of the premises of the registered office in the name of the company; **OR** The notarized copy of lease / rent agreement in the name of the company along with a copy of rent paid receipt not older than one month;

The registered document of the title of the premises of the registered office in the name of the company; **OR** The notarized copy of lease / rent agreement in the name of the company along with a copy of rent paid receipt not older than one month;

The authorization from the Landlord (Name mentioned in the Electricity Bill or Gas Bill or Water Bill or Property Tax Receipt or Sale Deed) to use the premises by the company as its registered office. This is usually referred to as NOC from Landlord; **AND** Proof of evidence of any utility service like telephone, gas, electricity, etc. depicting the address of the premises in the name of the owner or document, which is not older than two months.