**✅ Company Incorporation**

**Start Your Dream Business with Legal Confidence**

Dreaming of launching your own company?

Whether you're a solo entrepreneur, a startup founder, or an established professional planning to scale, your business journey begins with one crucial step — Company Incorporation.

We don’t just file forms — we build strong legal foundations for your business. As experienced Company Secretaries, we guide you through the entire registration process, ensuring that your business is compliant, structured, and ready to grow.

**📌 What is Company Incorporation?**

Company incorporation is the legal process of registering your business as a separate legal entity under the Companies Act, 2013. It gives your business recognition, structure, and credibility. A company can be a **Private Limited Company, One Person Company (OPC), Limited Liability Partnership (LLP), Public Limited Company**, etc.

**💼 Why Incorporate a Company?**

|  |  |
| --- | --- |
| Benefit | Explanation |
| Separate Legal  Identity | The company becomes a distinct legal entity, separate from its owners. |
| Limited Liability | Shareholders' liability is limited to their investment. |
| Credibility & Trust | A registered company is more credible for investors, banks, and customers. |
| Perpetual Existence | It continues to exist regardless of changes in ownership. |
| Fundraising Options | Easily raise funds through equity or debt. |
| Brand Protection | Company name is legally protected after registration. |

**🏷️ Types of Company You Can Register**

|  |  |  |
| --- | --- | --- |
| Business Type | Best For | Key Features |
| Private Limited Company | Startups & SMEs | 2-200 members, limited liability, separate legal entity, funding friendly |
| One Person Company  (OPC) | Solo entrepreneurs | 1 director & shareholder, limited liability, easier compliance |
| Limited Liability  Partnership (LLP) | Professionals & small firms | Minimum 2 partners, hybrid of company and partnership |
| Public Limited Company | Large enterprises | Minimum 7 members, can raise capital from public |
| Section 8 Company | NGOs, charitable trusts | Non-profit, tax benefits, regulated by MCA |
| Producer Company | Farmers, rural producers | Special type for agriculture/produce-based businesses |
| Nidhi Company | Mutual benefit finance | Promotes savings among members, regulated by RBI & MCA |

**📋 Company Incorporation Process (Step-by-Step)**

1. **Consultation & Entity Selection**
   * Understand your business model
   * Suggest best structure (Pvt Ltd, LLP, OPC, etc.)
2. **Name Reservation (RUN or SPICe+)**
   * Reserve a unique company name via MCA portal
3. **Digital Signature Certificates (DSC)**
   * Required for all directors to sign forms electronically
4. **Director Identification Number (DIN)**
   * All directors must obtain DIN (can be applied via SPICe+)
5. **Filing SPICe+ Form**
   * A consolidated form for company registration, PAN, TAN, PF, ESI, bank account, etc.
6. **MOA & AOA Drafting**
   * Prepare Memorandum and Articles of Association
7. **Certificate of Incorporation (COI)**
   * Issued by ROC (Registrar of Companies) with CIN
8. **Post-Incorporation Compliance**
   * Apply for PAN, TAN, open bank account, GST registration, startup recognition, etc.

**📂 Documents Required**

|  |  |
| --- | --- |
| For Directors/Shareholders | For Registered Office |
| PAN Card (Mandatory) | Electricity/Water Bill |
| Aadhaar Card | Rent Agreement (if rented) |
| Passport-size Photo | NOC from Owner (if rented) |
| Email ID & Mobile Number | Property Tax Receipt (if owned) |

**📌 Timeline & Cost**

* **Incorporation Time**: 7-10 working days (approx.)
* **Government Fees**: Varies by company type & authorized capital
* **Professional Fees**: Transparent pricing – includes DSC, name approval, filing, documentation, follow-ups, PAN/TAN application, and support.

**🔍 Additional Information to Include**

**1. ✅ Pre-Incorporation Advisory**

* Business structure consultation (LLP vs Pvt Ltd vs OPC)
* Capital planning and shareholder roles
* Industry-specific legal requirements (FSSAI, RBI, SEBI, etc.)

**2. 💳 Authorized vs Paid-Up Capital**

* Explain the difference in simple terms
* Clarify that there's no need to deposit full authorized capital initially

**3. 🌍 Foreign Company or NRI Involvement**

* Can NRIs be directors?
* FDI rules under automatic vs approval route
* RBI compliance for foreign shareholders

**4. 🏛️ Compliance After Incorporation**

* First board meeting (within 30 days)
* Auditor appointment (within 30 days)
* Opening of bank account & share allotment
* Issue of share certificates
* Filing INC-20A (Declaration of Commencement of Business)

**5. 🕒 Annual ROC Compliance Overview**

* Annual returns (Form MGT-7A or MGT-7)
* Financial statements (Form AOC-4)
* Director KYC (DIR-3 KYC)

**6. 📄 Change Management Services (you can upsell)**

* Addition/removal of directors
* Change in registered office address
* Increase in authorized capital
* Conversion of company type (e.g., OPC to Pvt Ltd)

**7. 📌 Government Schemes/Benefits**

* Start-up India scheme eligibility
* Tax exemptions under Section 80-IAC
* DPIIT registration benefits

**8. 🛑 Common Mistakes Clients Make**

* Choosing wrong structure
* Using generic names that get rejected
* Ignoring post-incorporation compliances
* Using residential addresses for office without NOC

**9. 🔐 Data Privacy & Secure Handling**

* Mention that client data (PAN, Aadhaar, documents) is handled securely
* Use of encrypted storage or authorized digital signature providers

**10. 🌟 Client Testimonials or Case Studies**

* Showcase examples: "We helped XYZ startup register within 6 days and get DPIIT recognition."

Top of Form

Bottom of Form

**✅ Why Choose Us as Your Company Secretary?**

* **End-to-End Support** – From planning to post-incorporation compliance
* **Expert Advisory** – Get the best legal structure tailored to your needs
* **Transparent Pricing** – No hidden charges
* **Time-Bound Delivery** – Fast and accurate services
* **Lifetime Support** – Guidance even after incorporation

**🧾 Post-Incorporation Services (Also Available)**

* GST Registration
* Start-up India Recognition
* Trademark Registration
* MSME Registration
* ROC Filings & Annual Compliance
* Shareholder Agreements & Resolutions
* Company Modifications (Name, Address, Directors, Capital)

**📌 Company Amendment**

**Ensure Your Business Stays Legally Compliant & Structurally Updated**

As your trusted Company Secretary (CS) service provider, we assist you in making timely and accurate amendments to your company’s legal structure and statutory records, as per the Companies Act, 2013. Whether you're updating your company name, registered office, directors, or capital structure — we help you ensure full compliance while keeping the Registrar of Companies (ROC) informed.

**✅ What is a Company Amendment?**

A *company amendment* refers to any official change made in the details or structure of a company that has been registered under the Ministry of Corporate Affairs (MCA). These changes must be filed and approved by the **Registrar of Companies (RoC)** to remain legally valid.

**🎯 Why Company Amendments Are Important?**

From the **client’s point of view**:

✔️ Helps reflect the current structure and intentions of your company

✔️ Avoids legal penalties or non-compliance notices from MCA

✔️ Maintains transparency with stakeholders and government authorities

✔️ Ensures smooth operations during audits, funding, or expansion

**📂 Types of Company Amendments We Handle**

Here’s how we assist businesses with all necessary legal modifications:

|  |  |
| --- | --- |
| Amendment Type | Details & Support Provided |
| 🔁 Change in Company Name | Drafting resolutions, name reservation (RUN), MGT-14 & INC-24 filings |
| 📍 Change in Registered Office | Within city/state or interstate – from board resolutions to INC-22 |
| 👥 Change in Directors/KMP | Appointment, resignation, or removal via DIR-12 & board approvals |
| 📑 Change in MOA/AOA | Alteration of company objects, name, capital clause etc. with MGT-14 |
| 💰 Increase/Reduction in Share Capital | Board/shareholder approvals and SH-7 filings |
| 🏢 Change in Company Structure | Conversion from Private to Public Ltd., OPC to Pvt. Ltd., etc. |
| 🕰 Change in Financial Year | Filing RD-1 and ROC compliances |
| 🧾 Change in Auditors | Assistance in ADT-1, ADT-3 and board/general meeting resolutions |

**📋 Mandatory ROC Forms for Company Amendments**

Each amendment requires specific ROC forms. Clients often miss this technical part, so it’s good to list them clearly:

|  |  |
| --- | --- |
| Amendment Type | Form Required |
| Change of Company Name | RUN, MGT-14, INC-24 |
| Change of Registered Office | INC-22, MGT-14 (in some cases), INC-23 (for interstate) |
| Change in Director/KMP | DIR-12, DIR-11 (resignation) |
| Change in MOA or AOA | MGT-14 |
| Increase in Authorized Capital | SH-7, MGT-14 |
| Allotment of Shares | PAS-3 |
| Auditor Appointment/Resignation | ADT-1, ADT-3 |
| Conversion of Company | INC-27, MGT-14 |
| Change in Financial Year | RD-1 |

⚠️ **Penalties for Non-Compliance**

If amendments are not filed on time, the company and its officers may face:

* ₹100 per day per form for late filings
* Notices or adjudication proceedings by ROC
* Disqualification of directors in serious non-compliance cases

Make sure your clients understand: "Timely filing saves legal trouble and maintains a clean compliance record."

🧾 **Documents Required from Client**

You should also list typical documents clients need to provide, like:

* Board resolution or special resolution
* ID/address proofs of directorsor KMPs
* Modified MOA/AOA (if applicable)
* Proof of new registered office (like utility bill or lease agreement)
* Digital Signatures (DSC) of directors
* Consent letters or declarations

**📈 When Should Clients File an Amendment?**

Clients often don’t know when to update the ROC. Clarify that amendments should be filed whenever:

* There is any structural/legal/business change
* There is a change that reflects in company’s MOA/AOA
* They hire or remove a director, auditor, or CFO/CEO
* They relocate their office to a new address
* They want to raise capital or issue shares
* They switch business activities or expand objects

**⚙️ Our Process**

1. **Initial Consultation** – Understanding your amendment needs and legal implications
2. **Document Preparation** – Drafting required board/shareholder resolutions & forms
3. **ROC Filing** – Submitting required forms on the MCA portal within timelines
4. **Approval & Compliance** – ROC confirmation and post-approval compliance checklist

**👨‍💼 Who Needs These Services?**

* Private Limited Companies
* One Person Companies (OPC)
* Limited Liability Partnerships (LLPs)
* Public Limited Companies
* Section 8 Companies

**💡 Why Choose Us?**

* Experienced CS professionals with deep knowledge of Companies Act
* 100% error-free filings with timely updates
* Transparent pricing and end-to-end compliance support
* Tailored advice for smooth ROC approvals