

Company Incorporation – Check List – (Private Limited Company)

Note: Minimum 2 Members are required for Formation of Private Limited Company

Company Details

- **Proposed Name Of Company**
- **Details of Objective of Company**
- **Shareholding Pattern of Shareholders**
- **Email ID & Contact Number**

Shareholder's Details (Documents)

- Digital Signature Certificate of directors
- Copy of pan card of proposed Shareholders / directors.
- Copy of ID proof of proposed shareholders / directors (Driving license or Voters ID or Passport)
- Residential proof of directors (Bank Statement/telephone bill/Electricity bill) Note: it should not be older than two months

Other Details of Shareholders

- Email id and mobile no. of directors/ shareholders
- Educational qualification of directors/ shareholders
- Occupation of directors/shareholders
- Details of directorship/partnership in other companies, if any
- Passport size photo

Registered Office Details

- Address of Registered office
- Scanned Copy of Rent Agreement of proposed Office
- Scanned Copy NOC from building owner
- Utility Bill bearing complete address of proposed Registered Office of company (Telephone Bill/Mobile bill, Gas bill or Electricity bill.)
- Copy of building tax receipt