

## **Company Incorporation – Check List – (One Person Company)**

Notes:

- Minimum and Maximum of one member.
- A nominee should be appointed before incorporation.
- Consent of the nominee should be obtained in Form INC-3.
- Minimum authorised capital of Rs.1 lakh.
- Proposed Name Of Company
- Details of Objective of Company

### **Details of Proposed Director**

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

### **Other Details of Shareholder**

- Email id and mobile no. of director
- Educational qualification of director
- Occupation of director
- 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