**B**asic **I**nformation **R**equirement **D**ocument–Pvt. Ltd.

**Process for company incorporation (PVT, OPC and LLP)**

**Step 1:** As per our email required document needs to be produced by client.

Note: All documents should be self-attested before processing and also should be scanned in a visible or readable format without any interruption. (Please don’t take snap of documents via mobile phones).

Strictly incorporation process will be carried on once we receive the complete list of documents and also needs to process the amount.

**Step 2:** Name approval process

Note: Please select unique name for company registrations. As per the new policy of government if the name gets rejected additional Rs 2500 will be charged. Once name is approved, its validity would be for 20 days.

**Note: Agreed amount need to be paid 100%.**

**Step 3:** Documents will be prepared accordingly as per MCA requirements and sent out to clients for signatures

Note: Self-attested Documents needs to couriered to office address for further process.

**Step 4:** Once incorporation process is completed, we would revert with all receivable mentioned in quotation.

|  |  |
| --- | --- |
| **Company Name Options: Primary** | |
| **1.** | KANVI EVENTS PRIVATE LIMITED |

**NOTE: The name provided by you for reservation should not match to the particular clause in IP (Trademark) and should not be relevant to any of the existing company i.e.75% of resemblance.**

**Terms & conditions: Please select unique name for company registrations. As per the policy of MCA (Ministry of Corporate affairs) if the name gets rejected we have one option for resubmission else additional Rs 2500 will be charged. Once name is approved, its validity would be for 20 days.**

**Nature of Business: (Business Objective)**

What kind of business you’re going to start with or currently into.

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| --- |
| Event Management |

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Registered office address should be the one where you will be starting the business and the police station address of that area.

|  |  |
| --- | --- |
| **Registered Office Address:**  **Land mark: Kushal Poultry Farm, Chaprakal Road, near Telecom Layout, Devanahalli, Bengaluru, Karnataka, 562110** | **Police Station Address:** |

Percentage of shares will be the pattern in which you want to do the business. For eg: It can be 50-50%, 60-40%, 90-10% or so on.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Directors Name (Min Two)** | **Contact No.** | **Percentage (%)**  **of Shares** |
| **1.** | Meghana M S | 8095919519 | Authorized capital 10 lakh, paid up capital 3 lakh, Sharing ratio – 33.33% |
| **2.** | Bhuvaneshwari P S | 9108696825 | Authorized capital 10 lakh, paid up capital 3 lakh, Sharing ratio – 33.33% |
| **3.** | Prameela Shivanna | 9945026933 | Authorized capital 10 lakh, paid up capital 3 lakh, Sharing ratio – 33.33% |

Authorized capital 10 lakh, paid up capital 3 lakh, Sharing ratio – 33.33%

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Share Holders Name** | **Contact No.** | **Percentage (%)**  **of Shares** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

Please give the shareholding pattern (i.e. number of shares to be issued to each Promoter) Total Shares 100% **Authorized Capital**: Rs. (MinRs.00lakh)  
Authorized capital is the maximum share capital a company is authorized for. Minimum should be 10 lakh

**Paid Up Capital**: Rs. (MinRs.00lakh) This is the capital to be invested as per the above share pattern of the Directors while opening current account. Minimum should be 5 lakh.

Details of all the Director and Share Holders: Director should mention the current occupation they are into.(Mandatory)

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| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Directors/Shareholders Name** | **Qualification** | **Occupation** | **Email id** | **DIN NO. (If any)** |
| **1.** | Meghana M S | **Bachelor of Technology** | **Associate at Cognizant** | [**meghanagowda458@gmail.com**](mailto:meghanagowda458@gmail.com) |  |
| **2.** | Bhuvaneshwari P S | **Bachelor of Hotel Management** | **Service Assistant Manager at Toyota** | [**bhuvanasomaiah143@gmail.com**](mailto:bhuvanasomaiah143@gmail.com) |  |
| **3.** | Prameela Shivanna | **PUC** | **House wife** | **prameelacsk@gmail.com** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Directors/Shareholders Name** | **Place of Birth** | **Number of years staying at the address specified in Bank statement.** |
| **1.** | Meghana M S | Doddaballapur | 3 yrs |
| **2.** | Bhuvaneshwari P S | Kodagu | 6 yrs |
| **3.** | Prameela Shivanna | Doddaballapur | 10 yrs |

**NOTE**: **Strictly incorporation process will be carried on once we receive the complete list of documents.**

**ONLY FOR OFFICE USE**

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| --- | --- | --- | --- |
| **DOCUMENTS COLLECTED** |  | **SRN NUMBER** |  |
| **VERIFIED BY** |  | **ASR NUMBER** |  |
| **ASSIGNED TO** |  |  |  |