**Application for registration of**

**Private Limited Company /**

**Limited Liability Partnership Company (LLP)**

**What you will get:**

* 2 x Digital Signature
* 2 x Director Identification Number
* Memorandum of Association
* Articles of Association
* Name Approval
* Certificate of Incorporation
* GST Certificate
* PAN & TAN

**Registration Process:**

Digital Signature Certificate - DSC (1-2 Days)

Name Approval (3-4 Days)

Company Incorporation (5-7 Days)**Name approval for incorporating a PRIVATE LIMITED COMPANY / LIMITED LIABILITY PARTERNESHIP COMPANY (Requirements)**

|  |  |  |
| --- | --- | --- |
| Options | 1. Proposed Name of the Company | 1. Meaning for the Name |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| ***Example*** | *ABCD SOLUTIONS PRIVATE LIMITED* | *ABCD means RESPECT* |

|  |  |  |  |
| --- | --- | --- | --- |
| Options | 1. Have you applied for TRADEMARK? | 1. Is the name similar to existing Indian Company? | 1. Is the name similar to existing Foreign Company? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| ***Example*** | NO / YES, in the name of ABCD | Yes / No (Provide the name of the Company) | Yes / No (Provide the name of the Company) |

**To be filled by the Directors of the Company:-**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Particulars | Director (No: 1) | Director (No: 2) |
| 1 | Name of the Director  (First name; Middle name; Surname) |  |  |
| 2 | Fathers Name of the Director (First name; Middle name; Surname) |  |  |
| 3 | Are you a citizen of India  (Yes/ No) |  |  |
| 4 | Nationality |  |  |
| 5 | Are you a resident of India  (Yes/ No) |  |  |
| 6 | Place of Birth  (District & State) |  |  |
| 7 | Gender |  |  |
| 8 | PAN |  |  |
| 9 | Occupation |  |  |
| 10 | Area/ Field of Occupation |  |  |
| 11 | Educational qualification  (Specify) |  |  |
| 12 | Valid e-Mail id |  |  |
| 13 | Mobile Number |  |  |
| 14 | Address |  |  |
| 15 | Duration of stay at address referred in the address proof |  |  |
| 16 | Percentage of shareholding to be held in the proposed company |  |  |
| 17 | Board seat designation |  |  |
| 18 | Does the Director, holds the DSC?  (Yes/No) |  |  |
| 19 | Password for the DSC |  |  |
| 20 | Directors and shareholders are the same?  (Yes/No) |  |  |

Note:

The company must have a director who stays a minimum of 182 days in India.

**Registered Office:-**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Particulars | Inputs from Client | Proofs Required |
| 1. | Ownership details of the registered office (select form the list below):  (i) Owned by the Company  (ii) Owned by Director (Not taken on lease by the Company)  (iii) Taken on lease by the Company  (iv) Owned by any other person or entity (not taken on lease by the Company) |  | Proof of Ownership anyone of the following:  (i) Property Tax receipt  (ii) Conveyance  (iii) Lease deed  (iv) Rent Agreement along with the rent receipts |
| 2. | Full address of the registered office of the Company with PINCODE |  |  |
| 3. | Full address of the police station nearby the registered office |  |  |
| 4. | Name, Fathers Name and Address of the Owner of the Premises, where registered office of the Company is proposed to situated |  | Anyone of the following Utility Services Bill depicting the Name of the Owner and address of the registered office:  1. Telephone Bill  2. Gas Bill  3. Electricity Bill  4. Mobile Bill |
| 5. | List of all the companies having the same registered office address, if any |  |  |

Note:

1. Proofs of the registered office should be in the Landlord.
2. The Landlord has to give an NOC for using the premises as the Company registered office.
3. All the proofs have to be self-attested by the Landlord.

**Documents Required - For all Directors and Shareholders:-**

|  |  |  |
| --- | --- | --- |
| 1. | Pan Card |  |
| 2. | Identity Proof of the Director(s)  Any one of the following is mandatory (Self Attested) | 1.    Voters Identity Card  2.    Passport (Mandatory for Foreigners)  3.    Driving License  4.    Aadhaar Card |
| 3. | Address Proof of the Director(s)  Any one of the following is mandatory (Self Attested) | 1.    Bank Statement (Last one month statement)  2.    Electricity Bill (Latest Month)  3.    Telephone Bill (Latest Month)  4.    Mobile Bill (Latest Month) |
| 4. | DSC Form | Only in case of NRI, Foreign Clients |
| 5. | Passport Size Photo | Scanned Copy |
|  | For Office Address |  |
| 6. | Proof of Ownership anyone of the following: | 1. Property Tax receipt  2. Conveyance  3. Lease deed  4. Rent Agreement along with the rent receipts |
| 7. | For Rented Property | 1.Rent Agreement (Notarised)  2. NOC from the owner of property to the name of any director |
| 8. | Anyone of the following Utility Services Bill depicting the Name of the Owner and address of the registered office: | 1. Telephone Bill  2. Gas Bill  3. Electricity Bill  4. Mobile Bill |

**Duration:-**

7-10 working days after we receive your documents.