

CHECKLIST FOR COMPANY FORMATION
(Private Limited Company)

1. File application for name availability in Form 1A Requirements -

(a) Selection of type of company

(b) Proposed names 1

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(c) Nature of business : -

(d) Authorized Capital : -

(e) Particulars of Directors:-

| Name of Director | Father's Name | Date of Birth | DIN | Address |
|------------------|---------------|---------------|-----|---------|
|------------------|---------------|---------------|-----|---------|

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| (f) DSC of any one of the Promoters (TATA Alladin 2 years validity token) | | | | |
| (g) Fee | - Rs. 1700/- | | | |

2. For DIN & DSC :

(a) Two Passport Size Photographs

(b) Proof of Identity (any one of the following)

- (I) Copy of Passport
- (II) Copy of Election I Card
- (III) Copy of driving Licence
- (IV) Copy of PAN Card

(c) Proof of Residence (any one of the following)

- (I) Copy of Passport
 - (II) Copy of Election I Card
 - (III) Copy of driving Licence
 - (IV) Copy of Ration Card
 - (V) Copy of Electricity Bill
 - (VI) Copy of Telephone Bill
 - (VII) Copy of Bank Statement
- Copy of PAN Card Must for DSC

3. Obtain letter for approval of the name - can be obtained within 3 days of filling of application in Form 1A.

4. Draft Memorandum and Article of Association for the proposed company with relevant object clauses and other relevant particulars.

5. Obtain 4 printed copies of the Memorandum and Articles of Association of the Company.

6. Get one Copy of MOA of the company duly stamped.

7. Following documents to be sent for signatures:

- (a) Memorandum and Articles of Association.
- (b) Power of Attorney.
- (c) Consent letter from Director

8. Documents required from promoters:

- (a) Photographs
- (b) Pay Order of ROC fees
- (c) Chq/ Cash for professional charges

9. File the following documents alongwith the requisite Registration Fee.

- (a) 2 copies of MOA
- (b) Certified True Copy of Name Approval Letter
- (c) Form - 18 for Registered Address

- (d) Form - 32 for Appointment of Directors, **Photograph & Consent letter from Director**
- (e) General Power of Attorney from **all** promoters in favour of the Chartered Accountant in a Stamp Paper. (Rs. 50)
- (f) Form - 1 for Declaration of Chartered Accountant in a Stamp Paper (Rs.10)

10. Followup (from next day of filing) in the ROC w.r.t. any correction in MOA and other documents or fulfilling any other requirements as per ROC.

11. Obtain certificate incorporation (within 5 days of filing of the documents).

Calculation of amount of fees payable for incorporation of company

| Authorised Capital | Reg. Fees | ROC other fee | Total ROC fee | Stamping Total | |
|--------------------|------------|---------------|---------------|----------------|--|
| 1 Lac | 4,000.00 | 800.00 | 4,800.00 | 850.00 | |
| 2 Lac | 7,000.00 | 800.00 | 7,800.00 | 1,000.00 | |
| 3 Lac | 10,000.00 | 800.00 | 10,800.00 | 1,150.00 | |
| 4 Lac | 13,000.00 | 800.00 | 13,800.00 | 1,300.00 | |
| 5 Lac | 16,000.00 | 1,200.00 | 17,200.00 | 1,450.00 | |
| 10 Lac | 26,000.00 | 1,200.00 | 27,200.00 | 2,200.00 | |
| 15 Lac | 36,000.00 | 1,200.00 | 37,200.00 | 2,950.00 | |
| 20 Lac | 46,000.00 | 1,200.00 | 47,200.00 | 3,700.00 | |
| 25 Lac | 56,000.00 | 2,000.00 | 58,000.00 | 4,450.00 | |
| 50 Lac | 106,000.00 | 2,000.00 | 1,08,000.00 | 8,200.00 | |
| 1 Cr | 156,000.00 | 2,000.00 | 1,58,000.00 | 15,700.00 | |
| 2 Cr | 206,000.00 | 2,000.00 | 2,08,000.00 | 30,700.00 | |

* Stamping @0.15% Authorised Capital +Rs. 200/- MOA & Rs. 500/- Charges