Information required for Incorporation of Company

**COMPANIES INFORMATION**

|  |  |
| --- | --- |
| **Particulars** | **Answers / Attachment** |
| APPROVED NAME OF THE COMPANY |  |
| **Whether the Proposed Registered Office address is :**1. Owned by Director
2. Taken on lease / Rent by company
 |  |
| Copy of lease deed or rent agreement as a proof of Registered office address& NOC from Owner of PropertyORCopy of Ownership Document as a proof of Registered office address( Sale Deed , Municipal Tax Receipt , Conveyance Deed )& NOC from Owner of Property | SEND AS ATTACHMENT |
| The proof of evidence of any utility service for Registered office address (not older than 2 months)1. Telephone Bill 2.Gas1. Electricity Bill
2. Mobile bill
 | SEND AS ATTACHMENT*Address needs to be clearly printed on the utility bill& Address should match with the Rent Agreement / ownership documents submitted above* |
| Email id of the Company |  |
| **Capital Structure of the company**1. Authorized Capital
2. Paid up Capital
 |  |
| % Of Shareholding |  |

Number of Directors at the time of Incorporation

1. **DIRECTORINFORMATION(** *To be Filed for each Director***)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Director |  |  |  |
| DIN, if available |  |
| E-mail ID |  |
| Mobile Number |  |
| Photograph of Director | SEND AS ATTACHMENT |
| Duration of stay at present address |  |
| Self Attested Pan Card | SEND AS ATTACHMENT |
| Self Attested Driving License / Passport / Voter’sID | SEND AS ATTACHMENT |
| Self Attested Bank Statement of Director (Latest 2months) / Electricity Bill / Mobile Bill | SEND AS ATTACHMENT |
| Digital Signature of the Director | USB NEEDED |

1. **DIRECTORINFORMATION(** *To be Filed for each Director***)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Director |  |  |  |
| DIN, if available |  |
| E-mail ID |  |  |  |
| Mobile Number |  |
| Photograph of Director | SEND AS ATTACHMENT |
| Duration of stay at present address |  |  |  |
| Self Attested Pan Card | SEND AS ATTACHMENT |
| Self Attested Driving License / Passport / Voter’sID | SEND AS ATTACHMENT |
| Self Attested Bank Statement of Director (Latest 2months) / Electricity Bill / Mobile Bill | SEND AS ATTACHMENT |
| Digital Signature of the Director | USB NEEDED |

1. **DIRECTORINFORMATION(** *To be Filed for each Director***)**

|  |  |
| --- | --- |
| Name of Director |  |
| DIN, if available |  |
| E-mail ID |  |
| Mobile Number |  |
| Photograph of Director | SEND AS ATTACHMENT |
| Duration of stay at present address |  |
| Self Attested Pan Card | SEND AS ATTACHMENT |
| Self Attested Driving License / Passport / Voter’sID | SEND AS ATTACHMENT |
| Self Attested Bank Statement of Director (Latest 2months) / Electricity Bill / Mobile Bill | SEND AS ATTACHMENT |
| Digital Signature of the Director | USB NEEDED |

**N*otes:***

1. *Once all information is received, wewill send additional documents for signing*
2. *In case of Indian National, identity proof and residential proof shall be self attested*
3. *In case of Foreign National,*
	1. *If a country in any part of the Commonwealth, signatures and address on the memorandum and articles of association and proof of identity shall be notarized by a Notary (Public) in that part of the Commonwealth*
	2. *If a country which is a party to the Hague Apostille Convention, 1961, signatures and address on the memorandum and articles of association and proof of identity shall be notarized before the Notary (Public) of the country of his origin and be duly apostillised in accordance with the said Hague Convention*
4. *Please note that in case of proofs which are in languages other than Hindi / English, the proofs should be translated in Hindi / English from professional translator carrying his details (name, signature, address) and seal.*
5. *Clearly visible scan copy of all the original document will be required*