

✓ Company Registration Checklist – India

Please prepare and arrange the following documents and details to proceed with the incorporation of your company:

1. Company Details

- ☐ Proposed names for the company (at least 2 options).
- ☐ Objectives of the company (brief business activity description).

2. Contact Information

- ☐ Company phone number.
- ☐ Company email address.

3. Registered Office Proof

- ☐ Latest electricity bill or utility bill (not older than 2 months).
- ☐ No Objection Certificate (NOC) from the property owner.
- ☐ Rent Agreement/Ownership Proof of the premises (as applicable).

4. Director and Subscriber Details

For each Director and Subscriber, provide the following:

- ☐ PAN Card (Self-attested copy).
- ☐ Aadhaar Card (Self-attested copy).
- ☐ Residential Proof (Bank Statement/Utility Bill – not older than 2 months, self-attested).
- ☐ Passport-size photograph (latest, colored).
- ☐ Mobile number and Email ID.
- ☐ Educational Qualification details.
- ☐ Occupation details.
- ☐ Place of birth.
- ☐ Duration of stay at the current address.
- ☐ DSC (Digital Signature Certificate), if already available.

5. Capital and Shareholding Details

- ☐ Total Authorized Capital.
- ☐ Total Paid-up Capital.
- ☐ Shareholding ratio between subscribers.

6. Other Requirements

- ☐ Name of the bank where the company account will be opened.
- ☐ Business address for communication (if different from registered office).
- ☐ Preferred designation of directors (Managing Director, Director, etc.).

Optional (If applicable)

- ☐ Nominee details (for OPC – One Person Company).
- ☐ DIN (Director Identification Number), if already allotted.

Note: Ensure all documents are scanned clearly in PDF format. Blurred or incomplete submissions may delay the incorporation process.