

**Procedure for Incorporation of Company**

<b><u>Sr.No</u></b>	<b><u>Forms to be filed</u></b>	<b><u>Forms to be filed</u></b>	<b><u>Docs to attached to the form</u></b>
1)	Obtainining DSC for all the proposed Directors- 3 incase of Pub Co & 2 in case of Private Co	DSC Application Form	pan card/ address proof -Utility bills , passport, Driving License
2)	Obtain Director Indentification No for Proposed Director	DIR-3	pan card/ address proof -Utility bills , passport, Driving License & Adhar Card
3)	Application for reservation of Company Name	INC-1	Six proposed names in the order of preference along with detailed main object clause
4)	Form for Registration of the Company to be filed with the concerned ROC	INC-7	Declaration by Practising Professional in Form INC-8 , Affidavit by First Directors and subscriber to MOA named in Aricles in Form INC-9, Particulars of every susbcriber to MOA containing name , nationality , educational qualiifcation, photo occupation, PAN No, Mobile No, email id , Fax No, Proof of Indentity, Proof of residence If subscriber is already Director or promoter of a company then details of such companies and whether the concerned person is interested as promoter or Director Specimen signature and photograph shall be duly verified by Notrary Public or banker in Form INC 10 Duly signed Memorandum of Association Duly signed Articles of Association
5)	Appointment of First Directors shall be filed with Form INC-7	DIR12	Consent to act as Director In Form DIR-2,along with PAN & address proof ,Interest in other entities as Director & Shareholder.
6)	Form w.r.t Situation of registered office can be filed along with Form INC-7 ,DIR-12 or can be filed within 30 days of incorproation	INC -22	regd copy of document evidencing title of the company w.r.t property to be shown as regd office or notarised copy of leave & license agreement authorisation from the owner to use & occupy the premises as regd office proof of situation of regd office utility bills inthe name of owner or occupant depicting the address of premises .