



Presence : NCR | Ludhiana

## DOCUMENT CHECKLIST FOR INCORPORATION OF SECTION 8 COMPANY

### REQUIRED DOCUMENTS FOR EACH INDIAN SUBSCRIBER/DIRECTOR:

SR. NO.	PARTICULARS
1.	Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months
2.	Self-attested PAN
3.	Self-attested Aadhar card
4.	Passport size photograph

### REQUIRED DOCUMENTS FOR EACH FOREIGNER SUBSCRIBER/DIRECTOR:

SR. NO.	PARTICULARS
1.	Self-attested Passport
2.	Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months.
3.	Self-attested PAN if any
4.	Self-attested Permanent address proof viz. driving license.
5.	Provide Father name of NR subscriber.
6.	Passport size photograph

### FILL INFORMATION IN FOLLOWING TABLE REGARDING EACH SUBSCRIBER/DIRECTOR:

SR. NO.	PARTICULARS	SUBSCRIBER 1	SUBSCRIBER 2
1.	DIN if any		
2.	Mobile Number		
3.	Occupation		
4.	Place of Birth		
5.	Email ID		
6.	Education Qualification		
7.	Duration of stay at present address (if duration is less than one year, then previous address with proof)		
8.	Amount of Capital contribution		

## FURTHER FOLLOWING INFORMATION IS REQUIRED REGARDING THE PROPOSED COMPANY INCORPORATION:

SR. NO.	PARTICULARS
1.	Name of Bank in which company proposed to open its current account. (Current Options available i.e Punjab National Bank, ICICI, Kotak Mahindra Bank, Bank of Baroda and HDFC Bank)
2.	Correspondence Address
3.	Proposed Name
4.	Proposed objects
5.	Estimated income and expenditure for next three years (Certified by Chartered Accountant)
6.	Grounds for making an application
7.	Statement of work proposed

## MANDATORY ACTIVITIES AS PART OF INCORPORATION-POST ISSUANCE OF CERTIFICATE OF INCORPORATION OF THE COMPANY:

### 1. APPOINTMENT OF FIRST AUDITOR (E-FORM ADT-1):

Documents Required:

- Consent Letter of Auditor

### 2. FILING OF INFORMATION RELATED TO SITUATION OF REGISTERED OFFICE OF THE COMPANY (E-FORM INC-22)

Documents Required:

- \*Photograph of Registered Office showing external building and inside office, also showing therein at least one Director in photograph whose DSC will be affixed to E-Form, along with Latitude and Longitude (#Sample Enclosed); and
- Rent Deed (In case of Rented premises) or Title Deeds of the Property (In case owned by company or any other person and property to be used without rent/lease deed)
- Utility Bill (any one of Telephone, Gas, Electricity or Mobile Bill) Not older than 2 Months.

### 3. FILING OF COMMENCEMENT OF BUSINESS OF THE COMPANY (E-FORM INC-20A):

Documents Required:

- Bank Statement of the Company's Current Account showing details of funds transferred by the Subscribers.

Note: - All the documents such as KYC proofs and incorporation papers propose to be signed by Non-resident subscriber will be duly notarized before the Notary (Public) of the country of his origin and be duly apostilled in accordance with the Hague Convention. Further if documents are not in English language than provide translation copy of documents duly notarized before the Notary (Public) and be duly apostilled.

- The display Board showing external building should contain NAME OF THE COMPANY, CIN, and REGISTERED OFFICE ADDRESS.

- Link to download GPS camera to show latitude & longitude is given below:

GPS Camera: Photo With Location: <https://play.google.com/store/apps/details?id=com.artds.gps.camera>

#### # SAMPLE PHOTOS

