



Presence : NCR | Ludhiana

DOCUMENT CHECKLIST FOR POST INCORPORATION COMPLIANCE

DOCUMENTS REQUIRED FOR INC-22 (REGISTERED OFFICE ADOPTION):

SR. NO.	PARTICULARS
1.	Utility Bill (Electricity/Water/Telephone) (Not older than 2 months)
2.	Any one of the followings: (a) Proof of Ownership by the Company, if Owned by Company (b) Proof of Ownership with NOC, if not owned by the Company (not rented/leased) (c) Rent Agreement/Lease deed

DOCUMENTS REQUIRED FOR INC-20A (COMMENCEMENT OF BUSINESS):

SR. NO.	PARTICULARS
1.	Bank Statement in which subscribers have deposited Subscription money

ADT-1 (APPOINTMENT OF AUDITOR)

Appointment of First Auditor: Section 139(6) of the Companies Act, 2013 lays down that the first auditor of a company, other than a Government company, shall be appointed by the Board of Directors within 30 days from the date of registration of the company.

FILL INFORMATION IN FOLLOWING TABLE:

SR. NO.	PARTICULARS
1.	Category of Auditor (whether Individual or Auditor Firm)
2.	Income Tax permanent account number of auditor or auditor's firm
3.	Name of Auditor or Auditor Firm
4.	Membership Number of auditor or auditor's firm's registration number
5.	Address of the Auditor or auditor's firm
6.	E-mail ID of the auditor or auditor's firm

Note: - We also need photograph for registered office of the Company for purpose of filing adoption of registered office and commencement of business:

1. Photograph of Registered Office showing external building and inside office also showing therein at least one Director whose DSC will be affixed to eForm INC-20A
- 2 The display Board showing the external building should contain NAME OF THE COMPANY, CIN, REGISTERED OFFICE ADDRESS.
3. 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->