

Checklist - Company / LLP Registration

1. Primary Details

Full Name of the contact Person	
Telephone / Mobile No	
Email ID	
Website URL	
Address Line 1	
Address Line 2	
Proposed Name – 1 st Choice	
Proposed Name – 2 nd Choice	
Business Activity Proposed (in details)	
Business Activity – Line 2	
Business Activity – Line 3	

2. Details of Shareholder/Director or Partner (Minimum 2)

SN	Name	DIN No. (if available)	DSC Available?	Residential Status	Shareholder or Director or Partner?
a.					
b.					
c.					
d.					
e.					
f.					
g.					

Notes: If DSC (digital signatures) of all directors or designated partners (DP) available, provide us the tokens with PW, if not, ask for our DSC Form. If DIN (Directors or DP identification nos.) of all directors or DP's not available, ask for our DIN Form. Atleast 1 director should be resident. If shareholder/s are non-residents, separate FEMA formalities to be done.

3. Documentary Proofs of All Shareholder/ Director & Partners (self certified)

Identity Proof	Address proof (Any one proof. Not over 2 months old. In own name)
PAN Card (required)	Landline / Mobile Bill Electric Bill Water Bill
Aadhar Card (required)	Bank Passbook (name, address page & latest transaction page)
Passport (if non-resident)	Any other Govt. Utility Bill (specify type)

4. Company Details

Capital: Total Capital desired (Default is 1 lakh. Capital can be increased any time)	
Address Proof: (Any one proof self certified. Not over 2 months old. In the name of Company/LLP or any director)	
Telephone Bill	Water Bill
Electricity Bill	Property tax receipt
Gas Bill	Title Deed of Premises
If Rented Office: LL or Lease Agreement, any one of the above proofs in the name of owner along with NOC of Owner	