

Establishment of a Private Limited company in India

WITH RESIDENT INDIAN DIRECTORS AND SHAREHOLDERS



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The steps

For forming a private limited company in India, following steps are required to be followed:



Step-I Obtaining Director's Identification number (DIN)

DIN- A Private Limited Company in India must have at least two directors. A person has to obtain DIN, before he is appointed as director in an Indian Company.

Docs required for obtaining DIN:

- i. Copy of PAN card
- ii. Copy of Address Proof (any utility bill or Bank Statement not more than 3 months old, or driving license)
- iii. Colour passport size photograph
- iv. Educational qualification
- v. Digital Signature (DSC).

Step II: Obtain Digital Signature (DSC)

Digital Signature is required for obtaining DIN for the proposed directors and for filing the E forms on the portal of the Registrar of Companies.

Docs required for DSC

- i. Passport size Photograph
- ii. Copy of PAN Card & address proof – self attested.
- iii. Mobile number and e mail id.

A verification link would be received from the DSC issuing authority on the mobile phone, which the applicant needs to verify by video recording. The applicant to keep the original id and address proof while verifying.

Step-III- Obtaining approval of name

Filing of form with the Registrar of Companies for receiving the approval of the name.

Name once approved remains valid for 20 days from the date of approval, within which the incorporation papers are to be filed with the office of the Company Registrar.

The name must contain a word which reflects the object of the company. Viz if the company is into providing consultancy services, the suggested name should be XYZ Consultancy Private Limited.

Step-IV- Filing of forms for incorporation

We need to file e-forms along with the draft Memorandum & Articles of Association of the company.

Our office to prepare the forms and draft the Memorandum & Articles of Association for the company and other documents required to set up the company.

After the documents are filed with ROC, a **Certificate of Incorporation** (COI), PAN and TAN (tax numbers) would be received from the Registrar of Companies as an evidence of incorporation of the company.

Information required from proposed company

- i. Proposed name
- ii. Name of proposed directors (minimum 2) along with copy of Pan Card and address document to prepare the verification forms.
- iii. Authorized Capital (minimum Rs. 100,000/- for a private limited company)
- iv. Subscribed Capital (Suggested- Rs. 100,000/- for a private limited company)
- v. Main Object of the company.
- vi. Registered office address.

Note- Authorised capital is the capital upto which shares can be issued in the company. Government fee depends on the amount of Authorised capital.

We provide you the following

- Certificate of incorporation
 - Memorandum & Articles of Association- 25 copies
 - DIN for Two Directors
 - Rubber stamp- 2 in Number
 - PAN (Permanent A/c Number)
 - TAN (Tax deduction A/c Number)
 - Preparation of Documents and coordination for bank account opening.
 - Share Certificate prepared for the subscribers (once the share capital is remitted in the bank)
 - Minutes for the first board meeting.
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- Appointment of First auditors guidance for compliance
- Commencement of Business form filed with the Registrar of Companies.

Registered office-

A Company has to maintain a registered office in India which is the legal address of the company. Corporate office can be opened and maintained for carrying on the operations of the company as and when required.

Time required-

7-10 working days once we receive all the documents as required.