

Incorporating Other Than OPC Limited company



CA Atul Kr. Garg

Name of Form	Documents/ Information Required
Form INC-1 – Name Approval	<ul style="list-style-type: none">I. DSC OF All Proposed Director<ul style="list-style-type: none">a. Copy of PAN CARDb. Copy of Address Proofc. Fill up DSC Form with One PhotoII. Verified the document by All Proposed Director<ul style="list-style-type: none">a. Copy of PAN CARDb. copy of Passport / Driver's License / Aadhar / Election ID / electricity /Telephone not older than 1 monthc. Scanned Photo Graphd. DIR-4 (Affidavit)III. 6 Proposed Name in order of ChoiceIV. Proposed activity to be undertaken in the company

Form INC-7- Application for Incorporation	<ul style="list-style-type: none"> I. Education Qualification of All Proposed signatories to the MOA II. Attested address Proof of all the proposed signatories to the MOA III. Duration of stay at the present address, if less than one year then previous address also IV. Contract No. of of All Proposed signatories to the MOA V. Proof of identity and Residence of applicants VI. Equity Share No./ Ratio of shares to be held by each applicant VII. CIN of companies in which the director is already a director / promoter
	<ul style="list-style-type: none"> VIII. Memorandum and Articles Last pages to be signed and written in his own handwriting by the subscribers III. Proof of address (Telephone/ Gas/ Electricity / Mobile) not older than 2 months IX. Declaration by the professional involved in INC-8 IV. List of all companies registered at the same address X. Affidavit from each of the subscriber to memorandum in INC-
DIR-12 (Appointment of Directors)	<ul style="list-style-type: none"> XI. Specimen Signature in INC-10
Form INC-22 Application of Notice of office	<ul style="list-style-type: none"> I. Proposed registered address of the company II. Whether the address is <ul style="list-style-type: none"> a. Owned by the company (Proof of the same) *OR* b. Owned by Director and not taken on lease *OR* c. Taken on lease (Rent agreement along with Rent receipts) OR d. Owned by other but not taken on lease (Proof that the company is allowed to use)

INC-21 Declaration for Commencement of business	<ul style="list-style-type: none"> • Declaration that subscriber has paid their value of share • Verification of Registered office address in Form INC-22 <p><u>Consequence:</u></p> <p>If not filled the form- 21 within 180 days and Registrar can remove the name from register.</p>
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From DIR 4

Verification of applicant for application for DIN

(To be in the form of Affidavit)

[Pursuant to section 153 and rule 9(3)(a)(iv) of Companies (Appointment and Qualification of Directors) Rules, 2014]

I,, Son*/ Daughter* of, born on, resident of hereby confirm and verify that the particulars given in the Form DIR-3 are true and also are in agreement with the documents being attached to the Form DIR-3.

I hereby confirm and declare that

1. The photograph and documents being attached to the Form DIR-3 belong to me. I further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-3, and
2. I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and
3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or
High Court or any other Court, and
4. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and
5. I shall be liable under section 448 of the Act and under the relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted.

Signature:

(Name)

Form DIR-2

Consent to act as a director
of a company

[Pursuant to section 152(5) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]

To

------(Name of the company)

----- (Address of the company)

Subject: Consent to act as a director.

I, hereby give my consent to act as director of (name of the company), pursuant to sub- section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

1. Director Identification Number (DIN):

2. Name (in full):
3. Father's Name (in full):
4. Address:
5. E-mail id:
6. Mobile no.
7. Income-tax PAN
8. Occupation:
9. Date of birth:
10. Nationality:
11. No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, and Manager.
12. Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none.

Declaration

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director.0

Signature:.....

Designation:.....

Declaration on Stamp Paper Rs. 10/-

FORM NO. INC-8

Declaration

[Pursuant to section 7(1)(b) of the companies Act ,2013 and rule 14 of the companies (incorporation)Rules 2014]

Name of the company:

I.....,

- an advocate who is engaged in the formation of the company
- a chartered accountant in India who is engaged in the formation of the company
- a cost accountant in India who is engaged in the formation of the company
- a company secretary in practice in India who is engaged in the formation of the company

declare that all the requirement of companies Act,2013 and the rules made there under relating to registration of the company under the act and matters precedent or incidental thereto have been complied with.

Date:

Place:

Signature:

Membership No:

Affidavit on Stamp Paper 10/-

Certificate

No. Date of Issue

FORM NO. INC-9

Affidavit

[Pursuant to section 7(1) (c) of the Companies Act, 2013 and rule 15 of the companies (Incorporation) Rule, 2014]

Name of the proposed company:

I, being the subscriber to the memorandum / named as first director in the articles, of the above named proposed company, hereby solemnly declare and affirm that:

- I have not been convicted of any offence in connection with the promotion, formation or management of any company during the preceding five years; and
- I have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law during the preceding five years; and
- All the documents filed with the Registrar for registration of the company contain information that is correct and complete and true to the best of my knowledge and belief.

Place:

Signature

Date:

FORM NO .INC-10
Form for verification of signature of subscribers
[Pursuant to rule 16(1)(q)of companies (incorporation)Rules 2014]

to be attested by Banker/notary

1. Names, Father's name and address of subscribers/first directors

2. Specimen signature:

Attestation
(Signature of witness)

Note:

1. In point No.1 above, strike off whichever is not applicable
2. Person who is attesting should indicate his/her name, address and ID number.

Letter of Appointment in required in Form DIR-12

Ref: (Name of Company) as a Private Limited Company under Incorporation

Sub: Letter for Appointment as First Director

Dear (Name of Director)

We have appointed the director as First Director of company incorporated under The Companies Act, 2013
w.e.f.....

Thanking You

**CA Atul Kr. Garg
(Immediate Past Chairman)
Email Id: gargatul77@yahoo.com
M-No. 9811117112**