

MARKS India Business Consultancy

“Save Your Company Money”

CHECKLIST FOR INCORPORATION OF A COMPANY

1. Application for name availability in Form 1A requirements:

a) Selection of type of company: _____

- i. New company
 - ii. Section 25 company
 - iii. Part IX company
 - iv. Producer (Part IXA) company
- (Any one)**

b) Proposed names:

- i. _____
- ii. _____
- iii. _____
- iv. _____
- v. _____
- vi. _____

c) Nature of business: _____

d) Authorized Capital: _____

e) Particulars of Directors: (2 in case of private company and 3 in case of public company).

Name of the Director	Father's Name	Date of Birth	DIN	Address

f) DSC of any one of the promoters.

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CHECKLIST FOR DIN and DSC Application

1. First Name :
2. Middle Name :
3. Last Name :
(Names should be as per PAN Card)
4. Permanent Address :
5. Gender :
6. Father’s Name :
7. Citizenship :
8. Date of Birth :
9. PAN Number :
10. Passport Number :
11. Email ID :
12. Mobile No :

Documents Required:

- a) Passport size photographs
- b) Proof of Identity (any one of the following)
 - i. Copy of Passport
 - ii. Copy of Election ID Card
 - iii. Copy of Driving License
 - iv. Copy of PAN Card
- c) Proof of Residence (any one of the following)
 - i. Copy of Passport
 - ii. Copy of Election ID Card
 - iii. Copy of Driving License

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- iv. Copy of Ration Card
- v. Copy of Electricity Bill
- vi. Copy of Telephone Bill
- vii. Copy of Bank Statement

Copy of PAN Card Must for DIN and DSC

- 2. Affidavit signed by the applicant as per the DIN Rules (Will be sent through mail)
- 3. Following documents needs the signature:
 - a) Affidavit verifying DIN
 - b) Memorandum and Articles of Association.
 - c) Power of Attorney.
 - d) Consent letter from Directors.
 - e) DSC Application.