



PAWANAGARWAL



CHARTERED ACCOUNTANTS

CHECK LIST FOR INCORPORATION OF A NEW COMPANY

- AUTHORIZED SHARE CAPITAL
- PAID UP SHARE CAPITAL
- CAPITAL CONTRIBUTION OF EACH SUBSCRIBER
- PROOF OF OFFICE ADDRESS/OWNERSHIP PROOF (LEASE DEED/ RENT AGREEMENT/CONVEYANCE DEED- ALONG WITH PROPERTY TAX RECEIPT/ MUTATION CERTIFICATE)
- UTILITY BILL(ELECTRICITY BILL/GAS BILL) AT THE REGISTERED OFFICE ADDRESS (NOT OLDER THAN TWO MONTHS)
- NOC OF OWNER IN CASE OF RENTED PROPERTY

DIRECTOR DETAILS

Directors not having Din:

- PAN CARD
- AADHAAR CARD
- PHOTO COPY
- DSC
- OCCUPATION & EDUCATIONAL QUALIFICATION
- EMAIL ID & PHONE NO
- PROOF OF IDENTITY: VOTER ID/PASSPORT/DRIVING LICENSE
- RESIDENTIAL PROOF: BANK STATEMENT(LATEST UPDATED)/ELECTRIC BILL/TELEPHONE BILL
- SPECIMEN SIGNATURE

GST REQUIREMENT

- AUTHORIZATION LETTER

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