



LIST OF DOCUMENTS REQUIRED FOR INCORPORATION OF A
PRIVATE LIMITED

SNO	PARTICULARS	DOCUMENTS ACCEPTED	CHECK
1	Passport sized photograph	Coloured scanned copy	
2	Pan card	Scanned copy	
3	Id Proof	Scanned copy of Passport	
4	Address Proof	Scanned copy of latest bank statement / Electricity bill/ Telephone Bill	
5	NOC for Office Premises	Scanned copy in format provided.	
6	Office premises utility bill	Scanned copy of electricity bill of proposed registered office of the company	
7	Aadhar Card	Scanned copy	

Contact Details of proposed director/ shareholder.

Name : _____ No of Shares _____

Mobile No	Email address



Contact Details of proposed director/ shareholder.

Name : _____, No of Shares _____

Mobile No	Email address

Proposed Name 1	
Proposed Name 2	
Proposed Business activity	

PARTICULARS	NO OF SHARES	AMOUNT PER SHARE	TOTAL
Authorized Capital			
Subscribed Capital			
Example	10,000	10/-	1,00,000/-