

DOCUMENTS REQUIRED FOR INCORPORATING YOUR PRIVATE LIMITED COMPANY

I) Documentation Required for Shareholders and Directors (For Indian Nationals):

1. Signed Digital Signature Form. (Only for Shareholders).
2. PAN Card.
3. ID Proof (Any one of the following- Passport, Election Card or Driving License).
4. Address Proof (Any one of the following- Bank Statement, Electricity Bill, Telephone Bill or Mobile Bill) (Should not be older than 2 months and should be in the name of the person).
5. Passport size photo.
6. Scanned Form INC-9 and Form DIR-2 (A small Form which needs to be printed and signed) (Format will be provided by us).

**** Note:** Separate Documents are required if the Shareholder/Director is a Foreign National/Foreign Company/NRI.

IA) Documentation Required for Shareholders and Directors (For Foreign Nationals and Non-Resident Indians):

1. ID Proof-Passport (Notarized before the Notary (Public) of the country of his origin and be duly apostillised).
2. Address Proof-Proof of Nationality.
3. His/her Signatures and address on the Memorandum and Articles of Association shall be Notarized before the Notary (Public) of the country of his origin and be duly apostillised.
4. Visited in India and intended to incorporate a company having a valid Business Visa. (Not required in case of Person is of Indian Origin or Overseas Citizen of India).

II) For Registered Office Address (Note: You can start a company from a Residential Address as well!):

1. IF the Premises IS taken on Rent/Lease by the Company:
 - a. Scanned copy of Lease Deed/Rent Agreement.
 - b. Scanned copy of any one of the Latest Electricity Bill/Telephone Bill/Gas Bill (Not older than 2 months).
2. IF the Premises IS NOT taken on Rent/Lease by the Company:
 - a. Scanned copy Letter of Consent from the Owner of the Premises (Format will be provided by us).
 - b. Scanned copy of any one of the Latest Electricity Bill/Telephone Bill/Gas Bill (Not older than 2 months).