

**Checklist for Company Incorporation**

• **Documents required:**

For each of the directors to be taken on the board, the photocopies of the following documents are needed:

1. Address proof (Any one of the following documents: Passport / Election (voter identity) card / Ration card / Driving license / Electricity bill / Telephone bill / Latest Bank account statement )
2. Identity proof (Any one of the following documents: Passport / Election (voter identity) card / Driving license / Income-tax PAN card)
3. Copy of the PAN Card
4. Date of birth proof (if among the documents submitted above does not contain date of birth)
5. Father's name including surname proof (if among the documents submitted above does not contain father's name)
6. Passport size Color Photographs – 3

• **Information required about shareholders and directors:**

For each of the shareholders (minimum of 2 shareholders are required in the case of Private Limited Company and 7 in the case of Public Limited Company), following information is required:

1. Full name
2. Father's Name
3. Address
4. Date of birth
5. Occupation

Also furnish the following information of the proposed company:

1. Proposed names of the company (at least 3 names in the order of priority) (To check the [availability of name click here](#)) (For name availability [guidelines – Click here](#))
2. Proposed address of the registered office of the company
3. Main objects (Proposed activity of the company)
4. Proposed Authorised Capital (the fees payable to Registrar of Companies for incorporation depends on the authorized capital. The minimum authorised capital required for incorporation is Rs. 1 lakh in the case of Private limited and Rs. 5 lakhs in the case of Public Limited Company).

5. Names of the members proposed to be appointed as directors (minimum of 2 directors are required in the case of Private Limited Company and 3 in the case of Public Limited Company).
6. Percentage of Share holding for each of the share holders
7. Name of managing director
8. Name of the Chairman

- **Time Frame**

Around 10-12 working days

- **Contact Us**

Right Management Consultants Pvt. Ltd.  
6-3-668/10/11, Durga Nagar Colony,  
Panjagutta,  
Hyderabad – 500 082  
Ph: 040 6668 6110  
Mail: [info@rightmc.com](mailto:info@rightmc.com)  
Web: [www.rightmc.com](http://www.rightmc.com)