

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. Residential proof (Any one of the following documents not older than two months):
 - a) Electricity bill
 - b) Telephone bill/ Mobile bill
 - c) Latest Bank account statement
2. Identity Proof (Any one of the following documents):
 - a) Voter ID Card
 - b) Passport
 - c) Driving License
3. Copy of the PAN Card
4. Passport size Color Photographs – 2

• **Registered Office Address Proof: (Any of the Following):**

Any one of the following documents not older than two months

1. Electricity Bill
2. Telephone Bill/ Mobile bill

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

For each of the shareholders other than the directors above, photocopies of the following documents are needed :

1. Residential proof (Any one of the following documents not older than two months):
 - a) Electricity bill
 - b) Telephone bill/ Mobile bill
 - d) Latest Bank account statement
2. Identity Proof (Any one of the following documents):
 - a) Voter ID Card
 - b) Passport
 - c) Driving License
 - d) Copy of the PAN Card
 - e) Passport size Color Photographs – 2

Also furnish the following information of the proposed company:

1. Proposed names of the company (at least 3 names in the order of priority)
2. Main objects (Proposed activity of the company)
3. Percentage of Share holding for each of the share holders