

DOCUMENTS LIST FOR INCORPORATION OF CORPORATE ENTITY

SR	Particulars		Remarks
1	Basic Information		Kindly fill attached word file. JMA - Imp Details - Basic
2	<u>Indian Person</u>	<u>Foreign Person</u>	Mandatory
	Income Tax PAN and Aadhaar	Passport	
3	<u>Identity Proofs</u>		Any one documents. It should be in the name of applicant only.
	<u>Indian Person</u>	<u>Foreign Person</u>	In case of foreign Partner, said documents should be apostle in their country.
	Passport, Election (Voter Identity) Card, and Ration Card, Driving License	Passport, Electricity Bill	
4	<u>Address Proofs</u>		Any one documents. It should be in the name of applicant only. <i>Address Proofs should not be older than 2 Months</i>
	<u>Indian Person</u>	<u>Foreign Person</u>	In case of foreign Partner, said documents should be apostle in their country.
	Bank Statement, Electricity Bill, Telephone Bill or Mobile Bill	Bank Statement, Electricity Bill, Telephone Bill or Mobile Bill	
5	Passport Size Photo		Soft Copy
6	2 proposed names along with their significance in order of preference.		<p>The name shall be in 3 Parts.</p> <ol style="list-style-type: none"> 1. Part- contain Key word. 2. Part- contain Activity Word which clearly relates with the business. 3. Type of entity. <p>i.e. Private Limited, Limited Liability Partnership.</p> <p>e.g. <u>Nirmal</u> <u>Corporate Consultancy</u> <u>LLP</u>. Part 1 Part 2 Part 3</p>
7	Registered Office address of Proposed Company (<i>Detailed address of Registered office of Proposed Company/LLP Shall be provided along with the jurisdiction of Police Station</i>)		<p>Kindly provide anyone document from below List.</p> <ul style="list-style-type: none"> • Electricity Bill or, • Telephone Bill or, • Mobile Bill <p>Please note the address shall contain City, PIN and District details mandatorily</p>

Notes:

1. Kindly submit 3 sets of documents.
2. All documents shall be self - certified.

INCORPORATION PROCESS

SR	Particulars	Remarks
1	Incorporation Documents	We will send you all incorporation related documents to you for signature as soon as Names gets approved from concerned Registrar of Companies.
2	Letter of Authority for Incorporation	We will send you Authority Letter along with incorporation documents.

Notes:

1. Incorporation Documents: Some of the documents shall be on Stamp Paper and the said shall be notarized. We will mark all those documents. Kindly take care while printing.
2. The NOC shall be on Rs.100/- Stamp Paper and the same shall be notarized.
3. After receipt of all, duly signed, notarized, documents/information we will file the incorporated forms with concerned Registrar of Companies.
4. If any query raised concerned Registrar of Companies we will let you know.
5. Letter of Authority is to make corrections, alterations, modifications, substitutions in and certify to be true copy of the forms, papers, documents already filed or that may be filed, to collect / receive Certificate of Incorporation or other documents, forms, certificates and letters, papers, Notices in connection with or in relation to incorporation of the proposed entity on your behalf.
