

SUMMARY LIST OF IMPORTANT DOCUMENTS FOR INCORPORATION

Documents -

1. **Four** Passport size photograph for every Director
2. **PAN CARD** Copy (Mandatory In Case Of Indian Nationals), Passport (Mandatory for Foreign Nationals & Non Residents India)

3. Proof of Identity (Any one of the below):

- Voter's Identity Card
- Passport Copy
- Driving License Copy
- Unique Identification Number (UIN)/ Aadhar Card

4. Proof of Address (Any one of the below):

- Bank Statement
- Electricity Bill
- Telephone Bill
- Mobile Bill



Note- Documents shall not be more than 2 months old.

5. Proof of Address for Registered Office:

(Any of the following)

- Ownership Proof / Sale deed or Lease deed or Rent Agreement along with the rent receipts; and any of the Following :
- Electricity Bill
- Gas Bill
- Telephone Bill
- Mobile Bill



Note- Documents shall not be more than 2 months old.

Note: -

- **ALL THE DOCUMENTS MUST BE SELF ATTESTED & SIGNATURE MATCH WITH PAN CARD – DIFFERENCE BETWEEN THEM MAY LEAD TO REJECTION BY MINISTRY OF CORPORATE AFFAIRS (MCA)**
- **ABOVE DOCUMENTS ARE REQUIRED FOR ALL DIRECTORS, ONE COPY OF “PAN CARD AND ID” MUST BE ATTESTED BY GAZETTED OFFICERS WHICH ARE USE FOR DSC REGISTRATION.**



I. Select the Form Of Business Organization – You can Select Any of the Following mentioned below.

| | | | |
|--|---------------------------------------|---|---|
| <input type="radio"/> Pvt. Limited Company | <input type="radio"/> Limited Company | <input type="radio"/> Limited Liability Partnership (LLP) | <input type="radio"/> One Person Company(OPC) |
|--|---------------------------------------|---|---|

II. Proposed Name (List the Same in Order Of Preference) The Name of Company/LLP/OPC should have some significance.

- 1.
- 2.
- 3.
- 4.
- 5.

III. Proposed Business Activity of your Organization

IV. Proposed Capital of the Company or LLP (In Rs`)

1 Lakh 2 Lakh 3 Lakh 5 Lakh

V. Shareholding Pattern / Contribution to Proposed Company or Limited Liability Partnership (LLP)/ OPC are not Required to Fill.

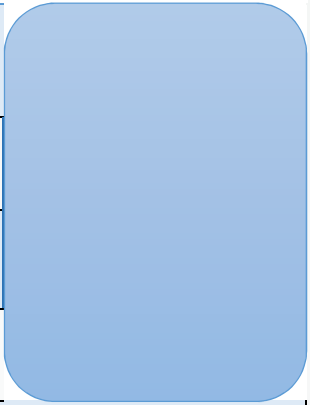
| | Name of the Proposed Shareholder/ Partner | % Shareholding | Amount in Rs |
|----|---|----------------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

VI. Full Address for Registered Office of Proposed PVT LTD Company / LLP/ OPC with PIN code & Nearest Police Station.

| | | | |
|---------------|--|----------|--|
| Line 1 | | | |
| District/City | | P.S | |
| State | | PIN Code | |

Signature: _____ Date: _____

1st Director's Details

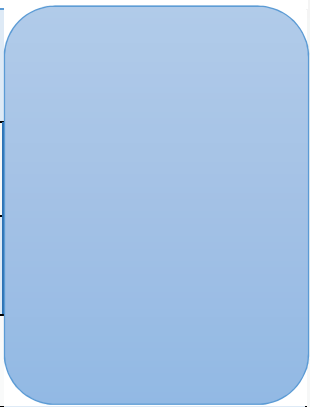
| | | | |
|-----|------------------------------------|---|---|
| 1. | Name: | |  |
| 2. | Father's Name: | | |
| 3. | Mother's Maiden Name: | | |
| 4. | Date of Birth | | |
| 5. | PAN / DIN details | | |
| 6. | Email Id | | |
| 7. | Mobile No: | | |
| 8. | Educational Qualification: | | |
| 9. | Current Occupation: | <input type="radio"/> Self Employed <input type="radio"/> HomeMaker <input type="radio"/> Student <input type="radio"/> Serviceman <input type="radio"/> _____ | |
| 10. | Place of Birth (District & State) | | |
| 10 | Address: | | |
| 11 | Period of Stay at current address | | |
| 12 | Whether a citizen of India | <input type="radio"/> Yes <input type="radio"/> No | |
| 13 | Proof of Identity | <input type="radio"/> Voter's Id <input type="radio"/> Passport <input type="radio"/> Driving License <input type="radio"/> Aadhar Card | |
| 14. | Proof of Address | <input type="radio"/> Bank Statement <input type="radio"/> Electricity Bill <input type="radio"/> Telephone Bill <input type="radio"/> Mobile Bill | |

DECLARATION BY DIRECTOR:

I _____, hereby declare that all the above given facts above me are true to my best of my knowledge and belief and I agree to undertake the services of **SPLAN CORPORATE SOLUTIONS LLP**.

Signature: _____ **Date:** _____

2nd Director's Details

| | | | |
|-----|---|---|---|
| 1. | Name: | |  |
| 2. | Father's Name: | | |
| 3. | Mother's Maiden Name: | | |
| 4. | Date of Birth | | |
| 5. | PAN / DIN details | | |
| 6. | Email Id | | |
| 7. | Mobile No: | | |
| 8. | Educational Qualification: | | |
| 9. | Current Occupation: <input type="radio"/> Self Employed <input type="radio"/> HomeMaker <input type="radio"/> Student <input type="radio"/> Serviceman <input type="radio"/> | | |
| 10. | Place of Birth (District & State) | | |
| 10 | Address: | | |
| 11 | Period of Stay at current address | | |
| 12 | Whether a citizen of India | <input type="radio"/> Yes <input type="radio"/> No | |
| 13 | Proof of Identity | <input type="radio"/> Voter's Id <input type="radio"/> Passport <input type="radio"/> Driving License <input type="radio"/> Aadhar Card | |
| 14. | Proof of Address | <input type="radio"/> Bank Statement <input type="radio"/> Electricity Bill <input type="radio"/> Telephone Bill <input type="radio"/> Mobile Bill | |

DECLARATION BY DIRECTOR:

I _____, hereby declare that all the above given facts above me are true to my best of my knowledge and belief and I agree to undertake the services of **SPLAN CORPORATE SOLUTIONS LLP**.

Signature: _____

Date: _____