

**CHECKLIST OF DOCUMENTS
FOR PRIVATE LIMITED COMPANY INCORPORATION**

<u>S. NO</u>	<u>DETAILS</u>	<u>TYPE OF DOCUMENT</u>
1	Self-Attested & Colored copies of Identity Proof of Directors	Pan card and Aadhar card
2	Address Proof of Individual/Directors	Latest Copy of Bank statement/ Electricity bill/ Post Paid Mobile Bill/ Telephone Bill (Not older than one month)
3	Business Address Proof	Utility Bill (Electricity bill/Gas/Water/Telephone Bill) (Not Older than One Month) In case, Rented or Leased Then, Copy of Rent Agreement/Leased Deed along with any one of the Above-mentioned Document
4	Name of company (Minimum 2 Names)	ONLY DETAILS
5	Phone No, Email ID, Photos of directors	ONLY DETAILS
6	Authorized Capital & Paid-up capital of the Company	ONLY DETAILS
7	Shareholding Pattern	ONLY DETAILS
8	Nature of work and Work Activity	ONLY DETAILS
9	Name of the Preferred Bank for opening company current account	ONLY DETAILS
10	Digital Signature	Share Digital Signature, if already available
11	Name of company in which director are already associated	ONLY DETAILS
12	Din No. of director who are/ were associated with any other company	ONLY DETAILS

NOTE: ALL DOCUMENTS ARE MANDATORY.

PLEASE MAKE SURE THAT DOCUMENTS SHARED ARE CLEAR IN NATURE AND INFORMATION IS CLEARLY VISIBLE.