



Complete Financial Services

PROCESS TO INCORPORATE A COMPANY

Write to us : services@trueaccounting.in

Visit at : www.trueaccounting.in

Contact us : +91-9654162334

The process is divided into 3 Stages

Pre Incorporation

- Obtaining DIN (Director Identification Number)
- Obtaining Digital Signature Certificate (DSC)

Name Reservation and Object Finalization

- Finalization of the name of the company
- Finalization of the objects of the company
- Applying Registrar of Companies (ROC) for name reservation

Incorporation

- Drafting of Memorandum of Association (MOA)
- Drafting of Article of Association (AOA)
- Signing of the necessary documents with Registrar of Companies (ROC)

Registered Office

- Filing Proof of registered office address

Appointment of Directors

- Declaration by the first director
- Interest in other entities

Commencement of Business

- Specimen signature of all the subscribers to MOA duly verified by respective bankers in specified format



Document Required

For DIN

- Identity Proof – PAN card copy compulsory
- Address Proof – Voter I-Card, Passport, Driving License, Aadhar Card, Bank Account Statement, Electricity Bill/ Telephone Bill (not more than 2 month)-Any one of them
- 4-5 passport size photograph of each director
- Signed DIN Declaration (format will be mailed)

Note : All document should be self attested by proposed director

- Educational Qualification
- Occupation
- E-mail ID of proposed director
- Mobile No. of proposed director

For DSC

- Identity Proof – PAN card copy compulsory
- Address Proof – Voter I-Card, Passport, Driving License, Aadhar Card, Electricity Bill/ Telephone Bill/Gas Bill (not more than 2 month)-Any one of them
- 1 Passport size photograph
- Signed form for digital signature (format will be mailed)

Incorporation

Proof For Registered Office

- Rent Agreement /Conveyance Deed along with Rent Receipt (in case office is rented)
- Telephone Bill/ Gas Bill/ Electricity Bill /Mobile Bill
- No Objection Certificate (NOC) (format will be mailed)

Note: Name mentioned on Address proof will be same of proposed director name

Declaration of first director (format will be mailed)

Place of Birth-Promoters





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Feel free to contact us for any questions or queries

Corporate Office : Shop No-19, 1st Floor, Corner Market, Near Pizza Hut, Malviya Nagar, New Delhi - 110017

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