



IT PAYS TO EXPLORE

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Tax Filing & Registration Services

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INCORPORATION OF PRIVATE LIMITED COMPANY / LTD. COMPANY/LLP:

(Requirements)

1. Digital Signature
2. Director Identification Number (DIN)
3. 2 Name(s) of the proposed company
4. Address of the registered office
5. Main objects of the company
6. Aadhaar of Directors
7. Pan of Directors
8. Contact Details- Phone and Email id of Directors
9. Photo of Directors
10. Geo tagged Photo of Director outside Business Premises.

(Benefits)

1. Name benefit
2. Comparatively better status/ Matter of reputation
3. Limited liability benefit
4. Easy admission and retirement of Directors
5. Company not affected by the death, disability or retirement of members
6. Transferability of the shares
7. Better borrowing facilities from banks, public and financial institutions
8. Company can enjoy the benefits of its own name in TM, Telephone, Water, Electricity, GSTIN, Income Tax, PAN card, Rent Deed, Bank Account, Property purchased, and in any Agreements and MoUs.
9. Better Transparency

Date.....Refer by.....Ph.....File No.....

Fees Due.....Received.....Balance.....

(Department Procedure)

1. Digital Signature to be applied (1day Subject to Video/OTP Verification)
2. Director Identification Number (DIN) to be approved (1-2 days)
3. Company Name approval within 3 days if there is no objection in the Name.
4. Payment of Stamp Duty and filing of all the documents including Undertakings, Affidavits, Declarations, Utility Bills, Identity proof and other ownership documents along with NOC to use the property in the company's name.
5. After 5-7 days we get the Certificate of Incorporation (COI) of the Company, Subject to any Objection.
6. PAN applied, after that Bank a/c to be opened, and starts company work.
7. **Total process might take 15 working days, subject to availability of documents and functioning of MCA Portal**

Date.....Refer by.....Ph.....File No.....

Director Identification Number (DIN) DETAILS

Apply for DIN : Requirements

1. Two Photos
2. One photocopy of Passport / Voter ID/ DL
3. One photocopy of PAN
4. Last 6 Months Bank statement / Ration card / Tel Bill / Electricity bill

(1) *Name.....if. DIN.....

*Father's name.....

*Date of Birth.....Place of Birth.....

PAN/Voter ID/ Passport/ DL No.....

*Permanent Residence Address.....

.....

.....PIN.....

Phone.....Fax.....Email.....

Jurisdictional Police Station:

*Present Residence
Address.....

.....

.....PIN.....

Phone.....Fax.....Email.....

(2) *Name.....if. DIN
 *Father's name.....
 *Date of Birth.....Place of Birth.....
 PAN/Voter ID/ Passport/ DL No.....
 *Permanent Residence Address.....
PIN.....
 Phone.....Fax.....Email.....
 Jurisdictional Police Station:
 *Present Residence Address.....
PIN.....
 Phone.....Fax.....Email.....

COMPANY INCORPORATION DETAILS Apply for Company Name in Form-1 :

(1) **Name of Applicant**.....Occupation.....
 Address.....
PIN.....
 EmailPhone.....Fax.....

(2) Name of Promoters/Directors

(i)
 (ii).....
 (iii).....
 (iv).....

(3) Proposed Company Names:

(i).....
 (ii).....
 (iii).....
 (iv).....

(4) Object and significance of the word of the proposed company

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(5) Registered Office Address:

.....PIN.....Police Station.....

(6) Authorised Capital: Rs. 1,00,000/= or

(7) Directors Details

(i) *DIN.....Name.....
No. of Shares.....% Mobile No.....Tel. No.....

(ii) *DIN.....Name.....
No. of Shares.....% Mobile No.....Tel. No.....

*If directors are more than TWO, use separate sheet. *Company Name, Registered Office, Authorized Capital and Directors can be changed at any time in future.

REQUIREMENTS OF A COMPANY

1. **PAN Card and Income Tax Return**
2. **ROC-** Annual Return, Notice, Directors Report, P&L and Balance Sheet with auditing.
3. **TDS Registration**, Monthly deposit, TDS Returns Quarterly, Assessment and other correspondence with the department, Issue of TDS certificates.
4. **Goods & Service Tax Registration** Tax deposit, Monthly\ Quarterly Returns, Assessment and other correspondence with the department, can be applied with the incorporation application, or at later stage.
5. **Secretarial Records and Legal Compliance-** Printing of shares certificates and Issue of Shares, Common seal register, Minutes, Resolutions, Admission and Retirement of Director(s), Change in Registered Office, Statutory Registers and books.
6. **ESI \PF Registrations:** Including with the incorporation, if applicable
7. **Import Export Code No**, Amendment and other correspondence with the department.
8. **Books of Account** - Supervision or Maintenance - Computersed with Voucher system, Ledger, Accounts, Trial Balance, Provisional B/S and Bank Reconciliation Statement monthly

9. **MoU, Affidavit, Deed**, Settlement, Franchising, Power of Attorney, Company Forms and Documents, Bonds, Loan Documents, Notices, Bank Guarantee, Advertisements and any other agreement- on demand.
10. **Registration under PF, ESI.**, SSI., ISO.-9002, ISI., SEBI, Factories Act, Gratuity Act, Pollution, Water, Electricity, Society, Trust, Entertainment
11. **Insurance & Investment** of Funds in Mutual Funds, PPF, FD, Shares, Govt. Bonds, MIS, Post office Savings, NSC etc.

Please Contact If Any Query
Hemant Allawadhi
(Mentor, Strategic Advisor & Corporate Trainer)

Astute Consultants

Note: We believes in very fast, accurate and timely services at your doorstep by Courier, Fax, E-mail, or Personal visit. Distance doesn't matter for us.