

**KUNAL JAIN & ASSOCIATES**  
(CHARTERED ACCOUNTANT)

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**LIST OF DOCUMENT REQUIRED FOR INCORPORATION OF  
PRIVATE LIMITED COMPANY**

➤ **For DIN Application**

Sr. NO.	Document
1	Pan card (Attested by professional)
2	Address Proof (Attested by Professional)
3	Passport size photo
4	DSC of Applicant
5	Email Id, Mobile No., Educational Qualification, Current Occupation

➤ **For Company Incorporation**

6	Proposed Name of the Company	
7	Proposed main object	
8	Landline No of any Director	
9	Details of Directors and Subscribers	Mention percentage holding of subscribers
10	INC-8	Declaration of professional with Notary on stamp paper
11	INC-9	Declaration from all the subscribers and first Directors with Notary on stamp paper
12	INC-10	Signature speciman for all subscribers with Notary
13	Pancard & Any one Identity Proof of below of All subscriber	

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<b>Identity Proof of All subscribers</b>	
a.	Election card
b.	Adhar card
c.	License
d.	Passport
<b>Address proof (Any 1) All Subscribers</b>	
a.	Light bill
b.	Telephone bill
c.	Bank statement
d.	Mobile bill
14	Affidavit as per Circular 11/2013 of All subscribers with Notary on Stamp Paper
15	MOA
16	AOA
17	Declaration Rule 16 of All Subscribers

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➤ DIR - 12

18	DIR 2 Consent letter - Duration of stay in India in previous calendar year	ID Proof & Address proof with Notary on stamp paper
19	Landline no of all subscribers	

➤ INC – 22

20	Any of the Following Latest Address proof of registered office of the Company	
	a.	Light Bill
	b.	Telephone Bill
	c.	Gas Bill
	d.	Mobile Bill
21	NOC	