DOCUMENT CHECKLIST

Company or LLP Incorporation

Documents generally needed to incorporate a private limited company or an LLP. Each director or designated partner provides the personal documents.

Client name: _____ Date: _____

For each director or partner

- [ ] PAN card
- [ ] Aadhaar card, or passport or voter ID as identity proof
- [ ] Recent bank statement, or electricity, phone or mobile bill (generally not older than two months) as address proof
- [ ] Recent passport-size photograph
- [ ] Personal mobile number and email
- [ ] Educational qualification and occupation details
- [ ] Passport (mandatory for foreign nationals and NRIs)

Registered office

- [ ] Recent electricity, gas or water bill of the premises (generally not older than two months)
- [ ] Rent agreement, if the premises are rented
- [ ] No-objection letter from the owner of the premises

About the business

- [ ] Two or three proposed names, in order of preference
- [ ] Main business activities (objects)
- [ ] Proposed capital or contribution, and shareholding or profit-sharing ratio
- [ ] Details of any nominee (for a One Person Company)

After incorporation

- [ ] Bank account opening documents
- [ ] Information for PAN, TAN and GST registration, as required

We guide you on whether a company, LLP or another structure suits your plans.