

# Private Limited Company Incorporation Checklist

Documents needed to incorporate a new Private Limited Company

## For Each Proposed Director/Shareholder

- PAN card
- Aadhaar card
- Passport-size photograph
- Latest bank statement / utility bill (not older than 2 months) for address proof
- Digital Signature Certificate (DSC) - to be applied for if not already held
- Director Identification Number (DIN), if already allotted

## Registered Office Address

- Latest electricity bill / property tax receipt for the registered office premises
- Rent agreement, if premises is rented
- No Objection Certificate (NOC) from the property owner

## Company Name & Structure

- 2-3 proposed name options for the company (to be checked for availability)
- Main objects / nature of business activity to be carried out
- Proposed authorized and paid-up share capital
- Shareholding pattern among proposed shareholders

## Post-Incorporation (for our records/action)

- PAN and TAN application (auto-generated with incorporation)
- Opening of current bank account in the company's name
- GST registration, if applicable, within the prescribed timeline
- Appointment of first auditor within 30 days of incorporation
- Filing of INC-20A (commencement of business) after capital is received