

**DOCUMENT CHECKLIST**

## Company and LLP incorporation

Documents and details needed to incorporate a private limited company or an LLP in India.

### Proposed entity

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- ☐ Two or three proposed names, in order of preference, with the meaning of any coined word
- ☐ Main business activities (objects)
- ☐ Proposed capital (company) or partners' contribution (LLP)
- ☐ Shareholding pattern or profit-sharing ratio

### Directors, shareholders and designated partners (Indian residents)

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- ☐ PAN card
- ☐ Aadhaar card, or passport / voter ID / driving licence
- ☐ Recent bank statement or utility bill, not older than two months
- ☐ Passport-size photograph
- ☐ Personal email address and mobile number
- ☐ Digital signature certificate (DSC); we can arrange this if needed

### Foreign nationals and NRIs

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- ☐ Passport (mandatory)
- ☐ Address proof: bank statement, utility bill or residence card, not older than two months
- ☐ Documents notarised or apostilled / consularised in the country of residence, as applicable
- ☐ For a foreign company as shareholder: certificate of incorporation, board resolution and details of its authorised representative

### Registered office

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- ☐ Latest electricity bill, or another utility bill, for the premises
- ☐ Rent agreement, if the premises are rented
- ☐ No-objection certificate from the owner of the premises

### After incorporation

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- ☐ Bank account opening
- ☐ GST, professional tax and Shop Act registrations, as applicable
- ☐ For foreign investment: FC-GPR filing with RBI after shares are allotted
- ☐ Appointment of the first auditor (company), and the LLP agreement filing (LLP)

Requirements may vary depending on the type of entity and the nationality of the promoters. We will confirm the final list before filing.