Checklist: Incorporating a private limited company (SPICe+)

DOCUMENTS REQUIRED

- [ ] PAN and Aadhaar of directors and subscribers
- [ ] Address proof and photographs
- [ ] Digital Signature Certificates (DSC) of directors and subscribers
- [ ] Registered office proof (utility bill, not older than two months) and NOC from the owner
- [ ] Draft memorandum and articles of association (e-MoA INC-33, e-AoA INC-34)
- [ ] Declarations INC-9 and DIR-2 consent

STEPS

- [ ] DSCs obtained
- [ ] Names checked
- [ ] SPICe+ Part A approved
- [ ] Office proof and NOC ready
- [ ] SPICe+ Part B and linked forms filed
- [ ] Certificate of Incorporation received
- [ ] Bank account opened
- [ ] Share capital received
- [ ] INC-20A filed
- [ ] First auditor appointed

MANDATORY LEGAL REQUIREMENTS

At least one resident director
INC-20A within 180 days
Appointment of first auditor within 30 days

RECOMMENDED PRACTICES

Check trademark availability before choosing a name
Set up accounting and statutory registers from day one

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