

## Incorporation of a Private Limited Company

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**A. Minimum Members:** as per the Companies Act, 1956 there must be at least 2 directors for a Private Limited Company.

**B. Maximum Members:** as per the Companies Act, 1956 there may be a maximum of 50 directors for a Private Limited Company.

**C. Authorised capital:** the minimum authorised capital is Rs. 1,00,000/- (One Lakh). There is no maximum limit.

**D. Steps to be taken to incorporate a Private Limited Company**

1. Apply for PAN (Permanent account number) for each director.
2. Apply for DIN (Director identification number) for each proposed director.
3. Apply for Digital Signature Certificate (DSC).
4. Check Availability of Name.
5. Drafting, printing, stamping and signing of the Memorandum and Articles of Association .
6. Vetting of the Memorandum and Articles of Association by ROC.
7. Application for incorporation of the company.

**E. Information required:**

**FORM – A**

<b>S.No.</b>	<b>Particulars</b>	<b>Note</b>
1.	Full Name of Promoters	There can be seven (7) initial promoters.
2.	Name of the State in which the proposed company is to be registered.	
3.	Proposed name of the company	Six names can be proposed.
4.	Significance of the key or coined word(s) in the proposed name(s)	
5.	Whether the proposed name are based on a registered trademark. If, yes please provide copy of Registration certificate and last renewal certificate	
6.	Proposed Authorised Capital	
7.	Main objective of the proposed company	
8.	Address of the registered office of the Proposed company	
	Line I	
	Line II	
	City	
	State	
	Pin code	
9.	Name of the Police Station under whose jurisdiction the registered office of the proposed company is to be situated	
10.	Address of the Police Station under whose jurisdiction the registered office of the proposed company is to be situated	
	Line I	
	Line II	
	City	
	State	
	Pin code	

**FORM - B**

***Details required for each director.***

S.No	Particulars	
1.	First Name	
2.	Middle Name	
3.	Last Name	
4.	Sex	
5.	Father's Name	First Name
		Middle Name
		Last Name
6.	Date of birth (dd/mm/yyyy)	
7.	Permanent address	
	Line I	
	Line II	
	City	
	State	
	Country	
	Pin code	
8.	Present address	
	Line I	
	Line II	
	City	
	State	
	Country	
	Pin code	
9.	Office Address	
	Line I	
	Line II	
	City	
	State	
	Country	
	Pin code	
10.	Telephone	
11.	Fax number	
12.	Mobile	
13.	E-mail id	
14.	Nationality	
15.	Place of birth	
16.	Have you been known by any other name? if	

	yes, please specify, and forward supporting documents.	
17.	Occupation	
18.	Name of organisation where working.	
19.	PAN Number, if available	
20.	Voter's identity card number	
21.	Passport Number	
22.	Driving license number	

**F. Documents required for each Director:**

- a) Six Notarised Copies of Passport
- b) Six Notarised Copies of Driving license
- c) Six Notarised Copies of Voter's identity card
- d) Six Notarised Copies of Ration card
- e) 12 Colour photographs (background should be light)

G. **Time:** It approximately takes about 8-12 weeks to incorporate a company.

H. **Cost:** of incorporation of Company depends on the Authorised Share Capital.

## I. Guidelines for Company name selection:

- The name of the company should reflect the main objectives of the company.
- The name should be deceptively similar to the name of a company already existing.
- The below mentioned key words must have a minimum authorised capital. Therefore, the words should be chosen as per requirement.

<i>Key words</i>	<i>Required authorised Capital</i>
	Rs.
(1) Corporation	5 crores
(2) International, Globe, Universal, Continental Asiatic, Asia, World, Overseas, Pacific being the first word of the name.	1 crore
(3) If any of the words at (2) above is used within the name (with or without brackets)	50 lakhs
(4) Hindustan, India, Indo, Bharat, Bhartiya being the first word of the name	50 lakhs
(5) If any of the words at (4) above is used within the name (with or without brackets)	5 lakhs
(6) Industries/Udyog	1 crore
(7) Enterprises, Products, Business, Manufacturing, Mills, Export, Import Institute, Foundation, Park, Venture, Asset	10 lakhs

## J. ROC fees

<b>Company Registration Fees (With Share Capital)</b>	
<b>Authorised Share Capital</b>	<b>Amount of Registration Fees</b>
<b>Upto Rs. 1,00,000/-</b>	<b>Rs. 4,000/- (Initial Fees)</b>
<b>&gt; Rs. 1,00,000/- upto Rs. 5,00,000/-</b>	<b>Rs. 300/- for every Rs. 10,000/-</b>
<b>&gt; Rs. 5,00,000/- upto Rs. 50,00,000/-</b>	<b>Rs. 200/- for every Rs. 10,000/-</b>
<b>&gt; Rs. 50,00,000/- upto Rs. one crore</b>	<b>Rs. 100/- for every Rs. 10,000/-</b>
<b>&gt; Rs. 1 Crore</b>	<b>Rs. 50/- for every Rs. 10,000/-</b>
Where the total amount of additional fees exceeds Rs. 2 crore it will be limited to Rs. 2 crore.	
Note 1 : For filing a notice of any increase in the nominal share capital of a company, the difference between the fees payable on the date of filing the notice for the registration of a company with a nominal share capital equal to the increased share capital and the fees paid on such date for registration of a company with a share capital equal to the nominal share capital of the company filing the notice immediately before the increase.	
<b>Company Registration Fees (Without Share Capital)</b>	
<b>Members Number</b>	<b>Amount of Registration Fees</b>
<b>Upto 20</b>	<b>Rs. 1,000/-</b>
<b>More than 20 but less than</b>	<b>Rs. 2,500/-</b>
<b>More than 100 but not unlimited</b>	<b>Rs. 2,500/- + Rs. 10/- for every 50 Members after the first 100</b>
<b>Unlimited</b>	<b>Rs. 5,000/-</b>
Note 2 :For registration of any increase in the number of member made after the registration of the company, the same fees as would have been payable in respect of such increase, if such increase had been stated in the articles of association at the time of registration. Provided that no company shall be liable to pay on the whole a greater fees than Rs. 5000/- in respect of its number of members, taking into account the fees paid on the first registration of the company.	
<b>Fees for filing , registering or recording any document</b>	
<b>Authorized Shared Capital</b>	<b>Amount of Registration Fees</b>
<b>Less than Rs. 1,00,000/-</b>	<b>Rs. 100/-</b>
<b>Rs. 1,00,000/- to less than Rs. 5,00,000/-</b>	<b>Rs. 200/-</b>
<b>Rs. 5,00,000/- to less than Rs. 25,00,000/-</b>	<b>Rs. 300/-</b>
<b>Rs. 25,00,000/- or more</b>	<b>Rs. 500/-</b>