

BUSINESS CONVERSION

Partnership Firm into Private Limited Company

Document Checklist for Converting Your Business Structure

For converting an existing Partnership Firm into a Private Limited Company.

Documents Required

- Partnership Deed and any amendments
- PAN card of all Partners (proposed Directors/Shareholders)
- Aadhaar card / identity proof of all Partners
- Passport-size photographs of all Partners
- Address proof of Partners (bank statement/utility bill, not older than 2 months)
- Digital Signature Certificate (DSC) for proposed Directors
- Director Identification Number (DIN), if already allotted
- Consent of all Partners for conversion into a company
- No Objection Certificate (NOC) from secured creditors of the firm, if any
- Statement of assets and liabilities of the firm (certified by a CA)
- Registered office address proof and NOC from landlord (if rented)
- Proposed company name options
- MOA and AOA details, including a 'takeover agreement' between the firm and new company

Note: The above list indicates commonly required documents. Additional documents may be requested by the Ministry of Corporate Affairs (MCA), Registrar of Companies (ROC) or other regulators depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.