

BUSINESS CONVERSION

Sole Proprietorship to Private Limited Company

Document Checklist for Converting Your Business Structure

For converting an existing sole proprietorship into a Private Limited Company.

Documents Required

- PAN card of the Proprietor (proposed Director) and other proposed Directors/Shareholders
- Aadhaar card / identity proof of all proposed Directors and Shareholders
- Passport-size photographs of all proposed Directors and Shareholders
- Address proof of Directors (bank statement/utility bill, not older than 2 months)
- Digital Signature Certificate (DSC) for all proposed Directors
- Director Identification Number (DIN), if already allotted
- Proof of existing proprietorship (GST certificate, Udyam/MSME registration, bank statements)
- No Objection Certificate (NOC) from the Proprietor for takeover of business
- Registered office address proof and NOC from landlord (if rented)
- Proposed company name options
- MOA and AOA details, including a 'takeover agreement' between proprietor and new company
- Statement of assets and liabilities of the proprietorship (certified by a CA)

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.