

BUSINESS CLOSURE

Winding Up of Private Limited Company

Document Checklist for Winding Up, Closure & Revival of Business Entities

For closing a Private Limited Company through the Fast Track Exit (FTE)/Strike Off route under Section 248.

Documents Required

- Certificate of Incorporation and PAN card of the company
- MOA and AOA of the company
- PAN card and identity proof of all Directors
- Digital Signature Certificate (DSC) of at least one Director
- Board Resolution approving closure of the company
- Special Resolution passed by Shareholders (or consent of 75% shareholders in value)
- Statement of accounts/Statement of Assets and Liabilities (certified by a CA, not older than 30 days)
- Indemnity Bond (Form STK-3) notarised by all Directors
- Affidavit (Form STK-4) from all Directors
- NOC from all creditors, if any liabilities exist
- Bank account closure certificate/proof of closed bank accounts
- Latest filed Income Tax Return and financial statements
- Proof that the company has not commenced business or has been inactive (as applicable)

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