

Business Registration

Document Checklist

Company Registration (Private Limited Company)

For registering a Private Limited Company under the Companies Act.

- PAN card of all Directors and Shareholders
- Aadhaar card / identity proof of all Directors and Shareholders
- Passport-size photographs of all Directors and Shareholders
- Address proof of Directors (bank statement, utility bill or Aadhaar - not older than 2 months)
- Digital Signature Certificate (DSC) for all Directors
- Director Identification Number (DIN), if already allotted
- Registered office address proof (electricity/water bill, not older than 2 months)
- Rent agreement and NOC from landlord (if premises are rented)
- Proposed company name options (for name approval)
- Memorandum of Association (MOA) and Articles of Association (AOA) details
- Passport (mandatory for foreign national/NRI Directors or Shareholders)

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.