

REGISTRATION CHECKLIST

# Private Limited Company Registration Checklist

Everything we'll need from you before we can file your incorporation with the Registrar of Companies. Having these ready upfront is the single biggest way to speed up approval.

## Documents for every proposed director

- PAN card
- Aadhaar card
- Passport-size photograph
- Proof of residence (bank statement / utility bill, not older than 2 months)

## Registered office documents

- Rental agreement or sale deed for the registered office
- No-objection certificate (NOC) from the property owner
- Latest electricity or water bill for the registered office (not older than 2 months)

## Other details we'll need

- 2–3 proposed company name options, in order of preference
- Proposed authorized and paid-up share capital
- Digital Signature Certificate (DSC) for all directors, if not already held
- Details of directors' other directorships, if any