

Documents for Indian Company Incorporation

Basic Requirements

- Minimum 2 directors (at least one Indian resident) & 2 shareholders
- Registered office address in India

Subscriber Documents (Resident & Non-Resident)

- Self-attested passport & PAN (if any)
- Utility bill for present address (not older than 2 months)
- Self-attested permanent address proof (e.g. driving licence)
- Father's name (for NR subscriber) & passport-size photograph

Note: Non-resident subscriber documents must be notarised in the country of origin and apostilled under the Hague Convention; non-English documents need a notarised translation.

Subscriber & Director Details

- Name, DIN (if any), date of birth, email & mobile number
- Education qualification & occupation
- Duration of stay at present address (previous address proof if under 1 year)
- Shareholding & capital contribution

Additional Incorporation Details

- Proposed company name (minimum 2 options) & proposed objects
- Bank name for the company's current account & correspondence address
- Authorised & paid-up capital; DSC (if available)

Post-Incorporation Filings

- First auditor appointment (ADT-1) – auditor's consent letter
- Registered office intimation (INC-22) – geo-tagged photo of office with a director, rent/title deed, utility bill (< 2 months)
- Commencement of business (INC-20A) – bank statement showing subscriber fund transfers

Note: CA/CS/lawyer required to file and certify incorporation documents.

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