

Private Limited Company Registration Checklist

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01 | Proposed company details

- ☐ 2–3 proposed company names, in order of preference, with the meaning or rationale for each.
- ☐ Brief description of business activities and proposed main objects.
- ☐ Proposed registered-office address, state and PIN code.
- ☐ Proposed shareholding split, authorised/subscribed capital and number of shares.
- ☐ Email address and mobile number for company-related communication.

02 | Each proposed director and shareholder

- ☐ Full legal name, father's/mother's name as applicable, date of birth, occupation, nationality and residential address.
- ☐ PAN and identity proof; Aadhaar or another acceptable identity document, as applicable.
- ☐ Current residential-address proof and contact details.
- ☐ Passport-size photograph, if requested for the professional's onboarding or applicable filing.
- ☐ Existing DIN (if allotted), and digital signature certificate (DSC) details or information needed to obtain a DSC.
- ☐ Details of directorships and interests in other entities, where applicable.

03 | Registered-office evidence

- ☐ Recent utility bill for the premises (MCA SPICe+ guidance specifies not older than two months where applicable).
- ☐ Evidence of the right to use the premises, such as ownership proof or rental/lease documentation, as applicable.
- ☐ No-objection certificate (NOC) / authorisation from the owner and relevant named person, as applicable.

04 | Incorporation forms and declarations

- ☐ Memorandum of Association (MoA) and Articles of Association (AoA), generally through linked electronic forms where eligible; attachments may be needed in specific cases.
- ☐ Subscriber/director declarations and consents as required by the applicable MCA filing flow.
- ☐ Details needed for SPICe+ and linked filings (such as AGILE-PRO-S), as applicable.

This checklist is for document collection. Not every item is a mandatory upload for every applicant; the filing route and supporting attachments depend on the proposed company's circumstances.

05 | Additional items — only when applicable

- ☐ Corporate shareholder: incorporation/registration documents, authorised representative details and board resolution or authorisation.
- ☐ Foreign individual or entity: passport and overseas address/identity evidence, plus notarisation, apostille or consular authentication where required.
- ☐ Regulated business or restricted name: regulator approval, NOC or other supporting evidence, if required.
- ☐ Special company types: Section 8, OPC and other non-standard incorporations have additional or different attachments; this guide targets an ordinary private company limited by shares.
- ☐ Registered office established after incorporation: timing and evidence requirements can differ; confirm the correct filing route with the professional.

Before you send documents

- ☐ Ensure names, dates and addresses match supporting identity records.
- ☐ Provide readable scans and complete pages; avoid cropped or expired documents.
- ☐ Confirm each director/shareholder's role, share allocation and contact information.
- ☐ Share sensitive identity documents through a secure channel agreed with your advisor.

Important filing notes

A standard private limited company generally needs at least two members and two directors, with at least one director meeting the applicable India-residency requirement. Eligibility, authentication and filing requirements should be reviewed for the actual proposed structure. Government fees and stamp duty vary by case and jurisdiction; professional charges are separate.

Government references

Ministry of Corporate Affairs (MCA), "FAQs on Incorporation and Allied Matters," especially Q39-41 (SPICe+ attachments and INC-9); and MCA "Instruction Kit for SPICe+ (INC-32)," attachments section.

MCA portal: www.mca.gov.in | MCA FAQ PDF: [SPICe+ FAQs](#)

Prepared by Auxman Advisors. Independent informational checklist; not issued or endorsed by the Government of India. Confirm current MCA V3 requirements with the filing professional before submission.