

# ONE PERSON COMPANY INCORPORATION

## Steps & List of documents required for One Person Company Incorporation in India

### 1) Obtainig DIN (Director's Identifications Number)[Section 153]

#### What is DIN?

Directors Identification Number(DIN) is a unique identification number issued by the Ministry of Corporate Affairs (MCA), for an existing director or a person intending to become a director of a company.

#### Details of Director required:

- Complete Name
- Address (including City, State, Pin Code, Country)
- Father's Name
- Date of Birth
- Nationality
- Occupation
- Photograph of every proposed Director. (Scanned photograph will do)
- Copy of Passport as a proof of identity and copy of Electricity Bill / Telephone Bill / Bank Statement / Driving License as a proof of address. (Scanned copy will do)
- Mobile No of prposed Directors/Promoters
- E-mail Id of proposed Directors/ Promoters
- Educational Qualification of proposed Directors/ Promoters
- Copy of PAN Card

### 2) Obtaining of DSC (Digital Signature Certificate)

#### Documents required:

- Copy of Passport as a proof of identity and copy of Electricity Bill / Telephone Bill / Bank Statement / Driving License as a proof of address. (Scanned copy will do)
- Copy of PAN Card mandatory for Indian resident.
- Passport size photo
- Mobile No.

### 3) Application for availability of name in Form INC-1[Section 4(4) read with rule 9 of Companies (Incorporation) Rules, 2014]

- Minimum One and maximum 6 proposed names of the company in order of preference.
- Main objects of the proposed company.

- Complete Registered office address of the proposed company with police station address under whose jurisdiction it falls.
- Address proof of the proposed registered office address(Electricity Bill / Telephone Bill)
- Paid-up share capital & Authorised share capital

#### **PARTICULARS OF NOMINEE**

- Full Name of Nominee
- DIN if any
- Copy of PAN
- Natinality
- Place of Birth (District & State)
- Educational Qualification
- Occupation
- Full Permanent Address and Present Address
- Mobile No,E-mail Id
- Proof of Identity & Residential Proof

The name will be valid for 60 days from the date of approval.

#### **4)Filing of Form INC-2 for Registration of Company**

##### **Documents required:**

- MOA (Memorandum of association)
- AOA(Articles of association)
- Proof of identity of the member and the nominee
- Residential proof of the member and the nominee
- Copy of PAN card of member and nominee
- Consent of Nominee in Form No. INC-3
- Affidavit from the subscriber and first Director to the memorandum in Form No. INC-9

#### **5) Filing of Form INC-3 Nominee Consent Form**

- Full Name of Nominee
- DIN if any
- Copy of PAN
- Natinality
- Place of Birth (District & State)
- Educational Qualification
- Occupation
- Full Permanent Address and Present Address
- Mobile No,E-mail Id
- Proof of Identity & Residential Proof

How long will it take to incorporate a Company in India?

We can incorporate a Company in India from 2 to 3 weeks. The time taken for registration will depend on submission of relevant documents by the client and speed of Government Approvals. To ensure speedy registration, please choose a unique name for your Company and ensure you have all the required documents prior to starting the registration process.