

**Step by Step process for the Incorporation of Company as per The Companies Act 2013**

<b><u>TABLE FOR STEP OF INCORPORATION OF COMPANY</u></b>				
<b>S. NO.</b>	<b>Particulars</b>	<b>Section</b>	<b>Rule</b>	<b>E-Forms</b>
<b>1</b>	Select Name of Person – who will be promoters (At least Two Name)	NA		<b>PROMOTER AND DIRECTOR MAY BE SAME.</b>
<b>2</b>	Select Name of Person- who will be directors (At least Two Name)	149(1)(a)	Rule-17(The Companies (Incorporation) Rules, 2014	
<b>3</b>	Apply for- DSC of Directors			
<b>4</b>	<b>Apply For- Din of Directors</b>	152(3)	Rule-9 The Companies (Appointment and Qualification of Directors)	DIR-3
<b>5</b>	Select Name of Company			
<b>6</b>	Apply for Name Approval	4(4)	Rule- 9 of The Companies (Incorporation) Rules, 2014	INC-1
<b>7</b>	Name Approved by ROC will be available for 60 days from the date of issue of Name Availability Certificate.			
	<b>After Obtaining Name Approval Certificate - Steps</b>			
<b>8</b>	Drafting of MOA	4		Tables A,B,C,D & E prescribed in SCHEDULE-I
<b>9</b>	Drafting of AOA	5		Tables F,G,H,I & J prescribed in SCHEDULE-I
<b>10</b>	Declaration from Professional	7(1)(b)	Rule-14(The Companies	INC-8

			(Incorporation) Rules, 2014	
11	Affidavit from subscribers and first directors	7(1)(c)	Rule-15(The Companies (Incorporation) Rules, 2014	INC-9
12	Form for verification signature of subscribers		Rule-16 (1) (q) (The Companies (Incorporation) Rules, 2014	INC-10
13	Consent from Director	152(5)	Rule-8 The Companies (Appointment and Qualification of Directors)	DIR-2
14	Disclosure of Interest from Director	184(1)	Rule-9 The companies (Meeting of Board and Its Powers) Rules, 2014	MBP-1
15	Declaration of Disqualification	164(2)	Rule- 14 The Companies (Appointment and Qualification of Directors)	DIR-8
16	<b>After Preparation of all above documentation- Forms require to file with ROC</b>			
17	Application for Incorporation of Company	7	Rule-12(The Companies (Incorporation) Rules, 2014	INC-7
18	Appointment of Director		Rule-17(The Companies (Incorporation) Rules, 2014	DIR-12
19	Registered Office of Company	12	Rule-25(The Companies (Incorporation) Rules, 2014	INC-22
20	<b>After Filling of Above Three e-forms</b>			
21	File Declaration from Director with ROC	11	Rule-24(The Companies (Incorporation) Rules, 2014	INC-21

**TABLE FOR ATTACHMENTS WITH E-FORM**

<b>S. NO.</b>	<b>Particulars</b>	<b>Physical Form</b>	<b>E-Forms</b>
1) _	<b>Application for DIN</b>		<b>DIR-3</b>
	<b><u>ATTACHMENT</u></b>		
	on Affidavit of Rs. 10/-	DIR-4	
	Self Attested Pan Card		
	Self Attested Passport		
2) _	<b>Application for Name Approval</b>		<b>INC-1</b>
3) _	<b>Form for Incorporation</b>		<b>INC-7</b>
	<b><u>ATTACHMENT</u></b>		
	Declaration from Professional	INC-8	
	Affidavit from subscribers and first directors	INC-9	
	Form for verification signature of subscribers	INC-10	
	Memorandum of Association (along with Subscriber sheet)		
	Article of Association (along with Subscriber sheet)		
4) _	<b>Form for Appointment of Director</b>		<b>DIR-12</b>
	<b><u>ATTACHMENT</u></b>		
	Consent to act as director	DIR-2	
	Declaration of non disqualification	DIR-8	
	Disclosure of Interest in other entities	MBP-1	
5)	<b>Form for Register Office of Company</b>		<b>INC-22</b>
	<b><u>ATTACHMENT</u></b>		
	Proof Of Evidence Of Any Utility Service (Not older than 2 month)		
	After Getting Certificate of Incorporation		
6)	<b>Form for Commencement of Business</b>		<b>INC-21</b>
	Declaration from Director (On stamp paper)		