

Documentation & Statutory Forms

LLP Registration

Two set of self- attested documents as indicated in the table below is required

Document of Designated Partner *	Registered address proof #
<input type="checkbox"/> Colour Photograph <input type="checkbox"/> Pan card self-attested <input type="checkbox"/> ID Proof: any of (voter id card / Passport / Driving License / Aadhar) <input type="checkbox"/> Residence Proof : any of (Bank statement, electricity bill, telephone bill, mobile bill)	<input type="checkbox"/> NOC from owner <input type="checkbox"/> Conveyance/Sale deed or Lease deed or Rent Agreement along with the rent receipts; • B) Any one of the below <ul style="list-style-type: none"> ◆ Electricity Bill ◆ Telephone Bill ◆ Gas Bill ◆ Mobile Bill

Note:

- Ensure that the scan documents are clear & visible
- The address proof should be in the name of the applicant and shall have Pin code / Zip code in it.
- Please ensure that the address proof is not older than 40 days (In case of Telephone bill, Bank statement, Light bill & Mobile bill)
- The Identity & Residence Proof must be attested by the Notary Public.
- Before attestation and notarization of the documents, please email us the scanned copy of the above mentioned proofs for checking and verification

The following forms need signature of Director / subscriber as explained

Sl. No.	Name of Form	Notary	Page Number
1.	*Order Form	NO	2-5
2.	*DIR-4 (affidavit for DIN allotment) (two set)	Rs. 10 stamp paper + Notary	6-7
3.	*DIN Single Name Affidavit (if required) two set	Rs. 10 Stamp Paper + Notary	8-9
6.	#NOC from owner of premises	Plain Paper	10
7.	#Consent of Partners	Plain Paper	11-12
8.	*Power of attorney in the name of professional	Rs. 100 Stamp Paper + Notary	13
9.	#Subscriber Sheet of MOA and AOA	Plain Paper	14
10.	*Digital Signature Form	Plain Paper	15
11.	Pan Card Application Form	Plain Paper	16-17
12.	TDS (TAN) Number Application Form	Plain Paper	18-20

Note: *: documents necessary to start the process

#: documents may be submitted after name approval of the company

ORDER FORM

Fill this form after reading instructions on the left side. The information should match with the documentary evidence which promoters are submitting with the department. However if there is any discrepancy the same should be pointed out

Description	No	Particulars
Select the kind of business organization which you are planning to incorporate.	A.	Type of Organization <input type="radio"/> Public Limited Co <input type="radio"/> Private Limited Co. <input type="radio"/> LLP <input type="radio"/> One Person Company
The name of a public limited company ends with Limited , for a private limited company it ends with Private limited and for an Limited Liability Partnership it ends with LLP . An One person company have to write (opc) after private limited	B.	Proposed Name (Six names in order of preference) 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Significance of the words used in the name	C	Significance of Name
If proposed name is a registered trade mark or a trademark for which an application is filed, there will be more chance for getting the name approved for the Company /LLP	D	Trade Mark 1. Whether the proposed name is a Registered Trademark <input type="checkbox"/> NO <input type="checkbox"/> Yes _____ 2. If No, Would you like to register the Trademark <input type="checkbox"/> Yes <input type="checkbox"/> No
Explain the nature of business which you are proposing to undertake in the company or LLP. Note: The activity must be evident in the name of the company	E	Proposed Business Activity _____ _____ _____ _____
Indicate The situation of registered address in which state.	F	State in Which Registered office shall be situated
Authorized capital is the limit to which shares can be issued. The govt fee depends on this.	G	Capital of The Proposed Company / LLP _____ (Minimum Capital for Limited co- 5 Lakhs, PVT Ltd - 1 lakh, LLP – 10,000)

Promoters & Directors Details : Number of Director Number of Shareholder

<p><i>If the proposed Director or Designated Partner have Director Identification Number (DIN) then write DIN</i></p> <p><i>To Obtain DIN, provide following documents</i></p> <ol style="list-style-type: none"> 1. Two colour Photo 2. Self attested copy of pan card 3. Self-attested copy of address proof <p><i>Apart from the documents signature of the directors shall be required on following legal forms</i></p> <ol style="list-style-type: none"> 1. Annexure 1, which is an declaration from the director applying for DIN with respect to correctness of information and authenticity of the documents which he is submitting <p>NOTE: The director and shareholder can be same person, there is no restriction on relatives becoming director or shareholder in a company</p>	H	<p>Proposed Director or Designated Partner (in case of IIP)</p> <ol style="list-style-type: none"> 1. The First Director or Designated Partner (Primary Applicant)* the primary applicant will file application for company / LLP registration, only his digital signature is required Name : _____ PAN / DIN: _____ Email Id: _____ Mobile No: _____ Qualification _____ Occupation _____ Place of Birth _____ Period of residency at current address _____ <hr/> 2. Detail of Second Director / Designated Partner (in case of IIP) Name : _____ PAN / DIN: _____ Email Id: _____ Mobile No: _____ Qualification _____ Occupation _____ Place of Birth _____ Period of residency at current address _____ <hr/> 3. Detail of Second Director / Designated Partner (in case of IIP) Name : _____ PAN / DIN: _____ Email Id: _____ Mobile No: _____ Qualification _____ Occupation _____ Place of Birth _____ Period of residency at current address _____ <p>Note: If the number of director is more than 3 then kindly provide information on separate sheet in the above format</p>
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Shareholding or contribution of the proposed company or LLP

<p>Paid-up capital is the amount of equity share which the promoters undertake to subscribe, this has to be within the limit of authorized capital and for a private limited the minimum paid up capital is Rs. 1,00,000/-</p>	<p>I</p>	<p>Paid up Capital _____</p> <p>And the same is divided in following manner</p> <table border="1" data-bbox="597 430 1414 976"> <thead> <tr> <th>No.</th> <th>Name of Shareholder</th> <th>Amount of Capital</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td></td> </tr> </tbody> </table> <p><i>In case the shareholder is other than director then their information is also required as per the format provided herein above (as in director)</i></p>	No.	Name of Shareholder	Amount of Capital	1.			2.			3.			4.			5.			6.			Total		
No.	Name of Shareholder	Amount of Capital																								
1.																										
2.																										
3.																										
4.																										
5.																										
6.																										
Total																										
<p>The registered office shall be the principal address for official communication and this need not be commercial space.</p>	<p>J</p>	<p>Registered Office Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>State:PIN Code</p>																								
<p>Address of police station under whose jurisdiction the registered office of the company is situated</p>	<p>K</p>	<p>Address of Police Station</p> <p>.....</p> <p>.....</p> <p>State:PIN Code</p>																								
<p>KPS Fee Payment Details with the order form, Detail Package cost and working is on the next page</p>	<p>L</p>	<p>Total Cost of Package:</p> <p>Amount Received with the order Form : _____</p> <p>If paid in Cash then mention the receipt Number _____</p> <p>Cheque No. / Online payment Ref No. _____</p> <p>Date of the payment _____</p>																								

To :

The Registrar of LLP,

Dear Sir,

Sub: Registered office of _____ LLP, under registration

Ref: SRNfiled for incorporation.

This is to inform you that the premises.....
....., **is owned by me. A documentary evidence for the same is attached.** The premises is leased to Mr.who is going to be the Designated Partner of _____ **Private Limited, under registration.** A copy of the lease deed is enclosed.

Further, I wish to express my **NO OBJECTION** to have these premises as registered office of the proposed LLP M/s _____ **LLP** and request you to register this address as the registered office address of **the said LLP under incorporation.**

Thanking you,

Yours faithfully,

Owner of the property

Place:

Date:

