



Arthayan Bizfinmart private limited

Checklist for Incorporation of Private Limited Company

For Company:

Registered office Address: (Latest **any 1** of below)

1. Electricity Bill
2. Telephone Bill
3. Mobile Bill
4. Gas Bill

* Rent Agreement (In case of rented premises)

* Sale Deed / Index II (In case of owned premises)

For Indian Directors of the Company:

PAN Compulsory

Additional ID Proof: (Self attested)

1. Driving License
2. Passport
3. Voter ID

* Aadhar Card not allowed

Address Proof: (Self attested)

1. Bank Statement (Along with latest entry)
2. Electricity Bill (Latest of 1 month)
3. Telephone Bill (Latest of 1 month)
4. Mobile Bill (Latest of 1 month)

Additional Information:

1. Educational Qualification
2. Occupation
3. Place of Birth
4. Duration at present stay
5. Mobile No.



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6. E-mail ID
7. 4 Passport size photographs of each Director.
8. NOC of Registered office owner
9. Shareholding Pattern of Shareholders
10. Names of Proposed Company
11. Business Objective details: Kindly provide main or brief details of activities.

For Foreigner Citizens:

For Foreigner citizen following documents required - with notary stamp and sign on it:

1. ID Proof - Passport - In case of Foreign Nationals, Passport is a mandatorily required as a proof of identity. The Passport must also be notarized or Apostilled in the country it was issued. In case the document is in foreign language, then it must be translated by an official translator to English and notarized or apostilled. Further, if the Passport does not contain date of birth of the holder, then an additional document (like Driving License) indicating the date of birth of the Director must be provided , duly certified or attested or notarized or apostilled.
2. Address Proof - Bank Statement (With latest entry) OR Electricity Bill OR Telephone Bill OR Mobile Bill.
3. Photo (Soft Copy)
4. Visa copy – Notarized
5. OCI (If available) Notarized
6. Appostile certificate
7. Any other relevant document not included above.


BIZFINMART
ISO-9001:2015