

# Private Limited Company Registration Form

SIMPLE version | For ALL Indian Resident Promoters | Companies Act, 2013

Quick-fill version. We extract most details from the documents you submit. Click any grey 'Click here to enter text' to type. Tick checkboxes by clicking. All other cells are protected.

## PART 1 Promoter Details (Directors & Shareholders)

Up to 3 promoters supported. For more, contact us for an extended template.

### Promoter 1 (Director / Shareholder)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

<b>Full Name (as per PAN)</b>	<i>Click here to enter text</i>	<b>Nationality</b>	Indian
<b>Aadhaar Number</b>	<i>Skip if Aadhaar copy submitted</i>	<b>Mobile Number</b>	<i>Linked to Aadhaar preferable</i>
<b>Email ID</b>	<i>Click here to enter text</i>		
<b>DIN (if already held)</b>	<i>Leave blank if not yet allotted</i>	<b>DSC (Digital Signature)</b>	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
<b>Role in Proposed Company</b>	<input type="checkbox"/> Director <input type="checkbox"/> Subscriber <input type="checkbox"/> Both	<b>Resident in India &gt;182 days last FY?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Number of Equity Shares</b>	<i>Click here to enter text</i>	<b>Capital Contribution (Rs)</b>	<i>Click here to enter text</i>

### Promoter 2 (Director / Shareholder)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

<b>Full Name (as per PAN)</b>	<i>Click here to enter text</i>	<b>Nationality</b>	Indian
<b>Aadhaar Number</b>	<i>Skip if Aadhaar copy submitted</i>	<b>Mobile Number</b>	<i>Linked to Aadhaar preferable</i>
<b>Email ID</b>	<i>Click here to enter text</i>		
<b>DIN (if already held)</b>	<i>Leave blank if not yet allotted</i>	<b>DSC (Digital Signature)</b>	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
<b>Role in Proposed Company</b>	<input type="checkbox"/> Director <input type="checkbox"/> Subscriber	<b>Resident in India &gt;182 days</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<input type="checkbox"/> Both	last FY?	
Number of Equity Shares	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

### Promoter 3 (Director / Shareholder)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	<i>Click here to enter text</i>	Nationality	Indian
Aadhaar Number	<i>Skip if Aadhaar copy submitted</i>	Mobile Number	<i>Linked to Aadhaar preferable</i>
Email ID	<i>Click here to enter text</i>		
DIN (if already held)	<i>Leave blank if not yet allotted</i>	DSC (Digital Signature)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed Company	<input type="checkbox"/> Director <input type="checkbox"/> Subscriber <input type="checkbox"/> Both	Resident in India >182 days last FY?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Equity Shares	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

## PART 2 Proposed Company Details

Registered office address will be picked from the address proofs you submit. No need to type it here.

Proposed Name 1 (most preferred)	<i>Must end with 'Private Limited'</i>		
Proposed Name 2 (alternate)	<i>Click here to enter text</i>		
Brief Business Activity (2-4 lines)	<i>Describe in your own words - we will draft the formal MOA objects clause for your review.</i>		
NIC 2008 Code (if known)	<i>Leave blank - we will suggest</i>	Industry Sector	<i>Click here to enter text</i>
Authorised Capital (Rs)	<i>Click here to enter text</i>	Paid-up Capital (Rs)	<i>Click here to enter text</i>
Any other remarks / details to share	<i>Anything else relevant - special preferences, urgency, etc. Optional.</i>		

## PART 3 Documents Submitted (Tick All That Apply)

### IMPORTANT - DOCUMENTS NEEDED DEPEND ON DIN STATUS

If a Promoter does NOT yet have a DIN: ALL documents (PAN, Aadhaar / address proof, photo) must be SELF-ATTESTED and uploaded with the SPICe+ form.

If a Promoter ALREADY has a DIN: Only PAN and Aadhaar details are needed - NON-attested copies are sufficient (we use them only to fill the form correctly; no upload required).

### A. Documents per Promoter (tick what you are submitting)

Submit ONE address proof per promoter (any one of Aadhaar / Driving Licence / Passport / Voter ID).

Document	Promoter 1	Promoter 2	Promoter 3
PAN Card (Identity proof - mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Address proof - submit ANY ONE of the below (per promoter)</b>			
Aadhaar Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport-size Photograph (scanned, JPEG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### B. Documents for Registered Office Address

We will use the address from the proof you submit. No need to type the address separately.

Latest Utility Bill - Electricity / Telephone / Gas / Water (less than 2 months old)	<input type="checkbox"/> Submitted
Property Tax Receipt OR Sale Deed (if owned)	<input type="checkbox"/> Submitted
Notarised Rent Agreement (if rented)	<input type="checkbox"/> Submitted

No Objection Certificate (NOC) from owner of premises

*We will share the NOC format if needed.*

Submitted

## PART 4 Documents We Will Prepare and Share

*The following will be drafted/arranged by us. You do NOT need to prepare these.*

**Memorandum of Association (MOA):** Drafted from your business activity description. Filed as eMOA (INC-33) within SPICe+. DSC-signed by all subscribers.

**Articles of Association (AOA):** Standard Companies Act-compliant template. Filed as eAOA (INC-34) within SPICe+.

**INC-9 Declaration:** Generated automatically within SPICe+ - DSC-signed by each subscriber and director.

**AGILE-PRO (INC-35):** Combined form for GST / EPFO / ESIC / Professional Tax / Bank account opening intimation. Filed alongside SPICe+ Part B.

**DSC Application Forms:** Coordinated through our DSC vendor for promoters who do not already hold a Class 3 DSC.

**Specimen Signature Card:** We will share the format AFTER your preferred company name is reserved (since the company name needs to appear on the card before signing). Each promoter then signs and returns to us.

**Subscriber Sheet:** Since all promoters are Indian residents, the SPICe+ filing is fully ONLINE with DSC. The subscriber sheet does NOT need to be physically signed, notarised or uploaded separately.

**Board Resolution Templates (Post-Incorporation):** Templates for first board meeting, opening bank account, appointing first auditor, INC-20A commencement of business, share allotment. Shared after Certificate of Incorporation is issued.

## PART 5 Process, Timeline & Government Fees

### Step-by-Step Process

1. DSC procurement for all proposed directors (1-2 working days, ~Rs 1,500-2,000 per DSC).
2. Name reservation via SPICe+ Part A on MCA portal (1-2 working days).
3. Once name approved, file SPICe+ Part B with linked forms: AGILE-PRO, INC-9, eMOA (INC-33), eAOA (INC-34).
4. Pay government filing fees + applicable stamp duty.
5. ROC examines (5-10 working days). Resubmission required if objections raised.
6. On approval, Certificate of Incorporation (COI) issued together with PAN, TAN and (if opted) GSTIN, EPFO, ESIC.
7. Open current bank account within 30 days of incorporation.
8. First board meeting within 30 days - appoint statutory auditor (within 30 days), file INC-20A within 180 days, allot shares within 60 days.

### Typical Timeline

10 to 15 working days from receipt of complete documents.

### Government Fees (Excluding Professional Fees)

- MCA Filing Fee: Rs 1,000 to Rs 7,000 (capital-based)
- Stamp Duty: State-specific (Maharashtra ~0.2%, Karnataka ~0.5% of authorised capital)
- DSC: Rs 1,500-2,000 per director (one-time, valid 1-2 years)
- Total typical out-of-pocket: Rs 8,000-15,000 for a small Pvt Ltd

## PART 6 Declaration

I/We declare that the information provided above is true and accurate to the best of my/our knowledge. I/We authorise *Click to enter consultant / CA firm name* to act on our behalf for the incorporation of the proposed Private Limited Company and to file all necessary forms with the MCA.

<b>Name</b>	<i>Click here to enter text</i>	<b>Designation / Role</b>	<i>Click here to enter text</i>
<b>Signature</b>	<i>Click here to enter text</i>	<b>Date</b>	<i>Click here to enter text</i>

## PART 7 For Office Use Only

Internal use - filled by our office team. Promoters can leave blank.

<b>Received By</b>	<i>Click here to enter text</i>	<b>Date of Receipt</b>	<i>Click here to enter text</i>
<b>Assigned To</b>	<i>Click here to enter text</i>	<b>Estimated Filing Date</b>	<i>Click here to enter text</i>
<b>DSC Vendor Engaged</b>	<i>Click here to enter text</i>	<b>SPICe+ SRN</b>	<i>Click here to enter text</i>
<b>Quotation Ref No</b>	<i>Click here to enter text</i>	<b>Quote Issued On</b>	<i>Click here to enter text</i>
<b>Status</b>	<input type="checkbox"/> Pending <input type="checkbox"/> DSC done <input type="checkbox"/> Name reserved <input type="checkbox"/> Filed <input type="checkbox"/> Approved <input type="checkbox"/> COI received		
<b>Remarks</b>	<i>Click here to enter text</i>		

### DISCLAIMER

This form is a working aid prepared by CA Tirumalesh and made available free via calcguru.in. Statutory provisions, MCA fees, stamp duty and procedures are subject to change. Verify current MCA circulars before filing. Acceptance of this form does not constitute a binding professional engagement until a separate engagement letter is executed.