

Private Limited Company Registration Form

SIMPLE version | For Pvt Ltd with NRI / Foreign Citizen Promoters (Individuals) | 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 DOB, PAN, addresses from the documents you submit.

| | | | |
|--|---|--|--|
| Promoter Type | <input type="checkbox"/> Indian Resident <input type="checkbox"/> NRI <input type="checkbox"/> Foreign Citizen | Country of Citizenship | India / UK / USA / etc. |
| Full Name (as per Passport / PAN) | Click here to enter text | Country of Residence | If not India |
| Aadhaar Number (Indian only) | Skip if NRI/Foreign or Aadhaar copy submitted | Passport Number | Mandatory for NRI/Foreign |
| Mobile (with country code) | e.g. +91 / +1 / +44 ... | Email ID | Click here to enter text |
| DIN (if already held) | Foreign promoters get DIN via SPICe+ | DSC (Class 3) | <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 | Click here to enter text | Capital Contribution (Rs) | Click here to enter text |

Promoter 2 (Director / Shareholder)

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

| | | | |
|--|---|-------------------------------|-------------------------|
| Promoter Type | <input type="checkbox"/> Indian Resident <input type="checkbox"/> NRI <input type="checkbox"/> Foreign Citizen | Country of Citizenship | India / UK / USA / etc. |
| Full Name (as per Passport / PAN) | Click here to enter text | Country of Residence | If not India |

| | | | |
|-------------------------------------|--|--|--|
| Aadhaar Number (Indian only) | <i>Skip if NRI/Foreign or Aadhaar copy submitted</i> | Passport Number | <i>Mandatory for NRI/Foreign</i> |
| Mobile (with country code) | <i>e.g. +91 / +1 / +44 ...</i> | Email ID | <i>Click here to enter text</i> |
| DIN (if already held) | <i>Foreign promoters get DIN via SPICe+</i> | DSC (Class 3) | <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> |

Promoter 3 (Director / Shareholder)

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

| | | | |
|--|---|--|--|
| Promoter Type | <input type="checkbox"/> Indian Resident <input type="checkbox"/> NRI <input type="checkbox"/> Foreign Citizen | Country of Citizenship | <i>India / UK / USA / etc.</i> |
| Full Name (as per Passport / PAN) | <i>Click here to enter text</i> | Country of Residence | <i>If not India</i> |
| Aadhaar Number (Indian only) | <i>Skip if NRI/Foreign or Aadhaar copy submitted</i> | Passport Number | <i>Mandatory for NRI/Foreign</i> |
| Mobile (with country code) | <i>e.g. +91 / +1 / +44 ...</i> | Email ID | <i>Click here to enter text</i> |
| DIN (if already held) | <i>Foreign promoters get DIN via SPICe+</i> | DSC (Class 3) | <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)

FOR INDIAN PROMOTERS - ATTESTATION DEPENDS ON DIN

No DIN yet -> ALL documents (PAN, Aadhaar / address proof, photo) must be SELF-ATTESTED and uploaded with SPICe+. Already has DIN -> Only PAN and Aadhaar details are needed; non-attested copies suffice.

FOR NRI / FOREIGN PROMOTERS - APOSTILLE / EMBASSY ATTESTATION REQUIRED

ALL documents (passport, address proof, photo) must be APOSTILLED in home country (Hague countries - USA/UK/EU) OR attested at the Indian Embassy / Consulate. Apostille typically takes 5-15 working days at home country. Without apostille, MCA will reject the SPICe+ filing.

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

Indian: PAN + ONE address proof. NRI/Foreign: Apostilled Passport + Apostilled address proof.

| Document | Promoter 1 | Promoter 2 | Promoter 3 |
|---|--------------------------|--------------------------|--------------------------|
| INDIAN PROMOTERS (skip column if NRI/Foreign) | | | |
| PAN Card (mandatory for Indian) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Address proof - ANY ONE of the below | | | |
| 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"/> |
| NRI / FOREIGN PROMOTERS (apostilled / embassy-attested) | | | |
| Passport copy - APOSTILLED | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Address proof in home country (utility bill / bank stmt) - APOSTILLED | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Passport-size Photograph (scanned, JPEG) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OCI Card - APOSTILLED (only if NRI holds OCI) | <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 <i>We will share the NOC format if needed.</i> | <input type="checkbox"/> 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 (NRI / Foreign-specific): Since at least one promoter is NRI / Foreign, the subscriber sheet must be PHYSICALLY signed by ALL subscribers. NRI/Foreign signs in home country and APOSTILLES the sheet (or attests at Indian Embassy). Signed-and-attested sheet + scanned MOA/AOA uploaded SEPARATELY with SPICe+ Part B.

FC-GPR Filing (RBI): Within 30 days of share allotment to NRI/Foreign subscribers, we file FC-GPR on RBI FIRMS portal via your AD bank. Required for FDI inflows. Penalty for delay: 1% / max Rs 5L.

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

PART 5 Process, Timeline & Government Fees

Step-by-Step Process

1. Apostille / Indian-Embassy attestation of NRI/Foreign promoter documents in home country (5-15 working days).
2. DSC procurement for all directors. Foreign directors: video-KYC verification adds 2-3 days.
3. Name reservation via SPICe+ Part A (1-2 working days).
4. NRI/Foreign subscriber sheet signed abroad + apostilled + couriered to India (5-15 days).
5. File SPICe+ Part B with linked forms (AGILE-PRO, INC-9) + apostilled subscriber sheet uploaded SEPARATELY.
6. Pay government filing fees + stamp duty.
7. ROC examines (5-10 working days). Resubmission if objections raised.
8. Certificate of Incorporation (COI) issued with PAN, TAN, (optional) GSTIN, EPFO, ESIC.
9. Open current bank account (AD-Category-I bank for FDI inflows).
10. Receive share-application money via banking channels (FDI compliant inward remittance).
11. Allot shares within 60 days of receipt of consideration.
12. FC-GPR filing on RBI FIRMS portal within 30 days of share allotment.
13. First board meeting within 30 days, appoint statutory auditor (within 30 days), file INC-20A within 180 days.

Typical Timeline

15 to 25 working days from receipt of all apostilled documents (NRI / Foreign cases take longer due to apostille and physical document courier).

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%)
- DSC: Rs 1,500-3,000 per director (foreign directors slightly higher)
- Apostille fees in home country: Rs 1,500-5,000 per document
- Courier of physical documents from abroad: Rs 2,000-5,000

- Total typical out-of-pocket: Rs 25,000-50,000 (varies by home country)

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.

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

PART 7 For Office Use Only

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

| | | | |
|---------------------------|--|------------------------------|---------------------------------|
| Received By | <i>Click here to enter text</i> | Date of Receipt | <i>Click here to enter text</i> |
| Assigned To | <i>Click here to enter text</i> | Estimated Filing Date | <i>Click here to enter text</i> |
| DSC Vendor Engaged | <i>Click here to enter text</i> | SPICe+ SRN | <i>Click here to enter text</i> |
| Quotation Ref No | <i>Click here to enter text</i> | Quote Issued On | <i>Click here to enter text</i> |
| Status | <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 | | |
| Remarks | <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.