

One Person Company (OPC) Registration Form

SIMPLE version | OPC under Companies Act 2013, Sec 2(62) | Form: SPICe+

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 Sole Member + Nominee Details

OPC has exactly TWO persons: Sole Member (also Director) and Nominee (mandatory). Both must be Indian Resident citizens.

Person 1 (Sole Member or Nominee)

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 OPC	<input type="checkbox"/> Sole Member <input type="checkbox"/> Nominee (mandatory) <input type="checkbox"/> Both	Resident in India >120 days last FY? (Member must be Yes)	<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>

Person 2 (Sole Member or Nominee)

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 OPC	<input type="checkbox"/> Sole Member <input type="checkbox"/>	Resident in India >120 days	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Nominee (mandatory) <input type="checkbox"/> Both	last FY? (Member must be Yes)	
Number of Equity Shares	Click here to enter text	Capital Contribution (Rs)	Click here to enter text

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

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
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PAN Card (Identity proof - mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address proof - submit ANY ONE of the below (per promoter)			
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 <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 + Articles of Association (MOA / AOA): Drafted from your business activity. Filed as eMOA (INC-33) + eAOA (INC-34) within SPICe+.

INC-3 Nominee Consent (MANDATORY for OPC): Signed by the Nominee confirming consent to become member if sole member dies / becomes incapacitated. Without INC-3, OPC incorporation cannot proceed.

INC-9 Declaration: Generated automatically within SPICe+ - DSC-signed by sole member.

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

DSC Application Form: Class 3 DSC for the sole member (also serves as Director). Just one DSC needed for OPC.

Specimen Signature Card: Shared AFTER name is reserved (since company name needs to appear on the card).

Annual Compliance Templates: Single-director resolutions for bank account, first auditor (within 30 days), INC-20A (within 180 days), AOC-4 + MGT-7A annual filings. OPC need not hold AGM.

PART 5 Process, Timeline & Government Fees

OPC MANDATORY CONVERSION TO PVT LTD

OPC must convert to Pvt Ltd if (a) paid-up capital > Rs 50 lakh OR (b) average annual turnover > Rs 2 crore for any 2 consecutive FYs. Conversion via Form INC-6 within 6 months. Plan capital and growth accordingly.

Other restrictions: OPC cannot do NBFC activities, cannot convert to Sec 8, sole member can't be member of multiple OPCs.

Step-by-Step Process

1. Identify Nominee (Indian Resident citizen) and obtain PAN, address proof, photo, signed INC-3 consent.
2. DSC procurement for sole member - Class 3 (1-2 working days).
3. Name reservation via SPICe+ Part A. Name MUST end with '(OPC) Private Limited'.
4. Once name approved, file SPICe+ Part B with INC-3 (Nominee Consent), AGILE-PRO, INC-9, eMOA (INC-33), eAOA (INC-34).
5. Pay government filing fees + stamp duty.
6. ROC examines (5-10 working days). Resubmission if objections raised.
7. Certificate of Incorporation (COI) issued with PAN, TAN, (if opted) GSTIN, EPFO, ESIC.
8. Open current bank account within 30 days.
9. First auditor within 30 days, INC-20A within 180 days. OPC need not hold AGM. Annual filings: AOC-4 + MGT-7A.

Typical Timeline

10 to 12 working days from receipt of complete documents (including INC-3 nominee consent).

Government Fees (Excluding Professional Fees)

- MCA Filing Fee: Rs 1,000 to Rs 7,000 (capital-based, same slab as Pvt Ltd)
- Stamp Duty: State-specific (Maharashtra ~0.2%, Karnataka ~0.5%)
- DSC: Rs 1,500-2,000 (just one DSC needed for OPC sole member)
- Total typical out-of-pocket: Rs 6,000-12,000 for a small OPC

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 One Person Company (OPC) 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.