



# PRIVATE LIMITED COMPANIES

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## Incorporation of Private Unlisted Company

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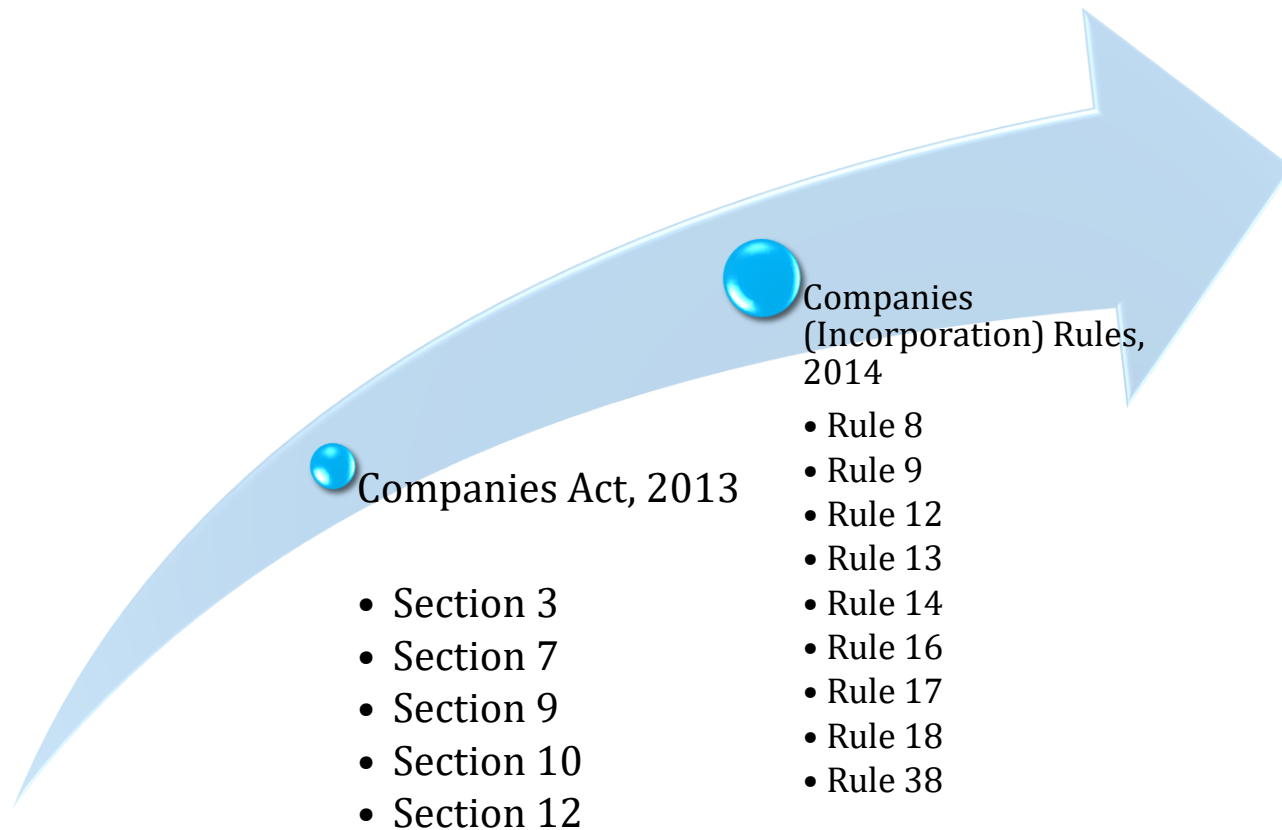
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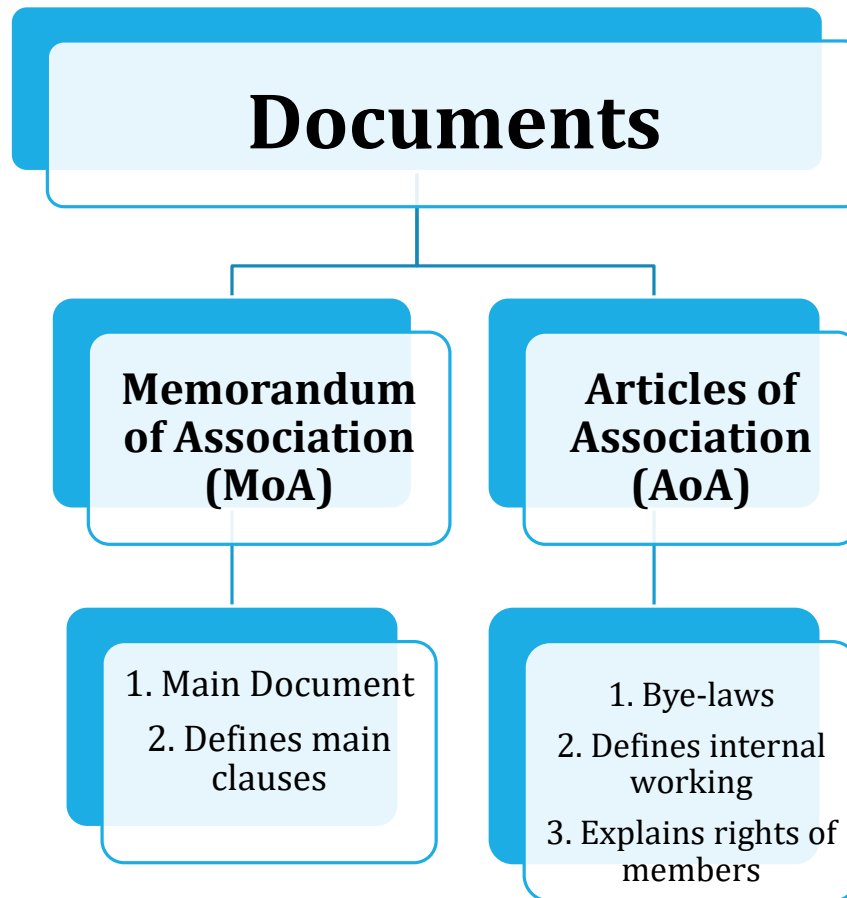
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- Applicable Provisions
- MoA & AoA
- Procedure
- Points to be kept in mind

# Applicable Provisions

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# PROCESS TO BE FOLLOWED

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1. Obtain information regarding the promoters/ subscribers and other relevant details of the proposed company.
2. Check name availability of the proposed company on MCA portal including trademark in respective class(es) subject to the respective guidelines.
3. File Form RUN for name availability (This step can be skipped if we directly incorporate the company through SPICe).
4. Obtain DSC of proposed directors and subscribers.
5. After getting name approval, file Form INC-32 (SPICe), Form INC-33 (eMoA) and Form INC-34 (eAoA).

For detailed checklist,  
click here ---->



Microsoft Excel  
Worksheet

# POINTS TO BE KEPT IN MIND- 1/3

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1. At least one director should be resident in India

2. A person shall not be subscriber and authorized representative of the body corporate at the same time

3. Only one name can be given in SPICe and in case of RUN, two names can be given

4. In case of filing of RUN, name would be available for 20 days from the date of approval of name

# POINTS TO BE KEPT IN MIND- 2/3

5. In case of foreign nationals, documents should be notarized, appostilled or consularized as per the applicable case

6. Form INC-32, INC-33 and INC-34 are linked forms and will be filed simultaneously and only one MCA receipt will be generated accordingly

7. Name should not be identical with the existing company – refer Rule 8 of the Companies (Incorporation) Rules, 2014

8. Any document which is in other than English language, translated copy of the said document in English language would also be required

9. Only one resubmission is allowed in RUN and two resubmissions are allowed in Form SPICe



# POINTS TO BE KEPT IN MIND- 3/3

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10. In case the address for correspondence is not the address of the registered office of the Company, Form INC-22 would be filed within 30 days of its incorporation

11. DIN can be allotted to maximum three proposed directors through SPICe

12. In case of shareholder is a body corporate then CTC of BR shall be attached specifying authorization to subscribe to MoA and to make investment in the proposed company along with the no. of shares to be subscribed, name, address and designation of the person authorized to subscribe

13. In case of individual subscribers are Indian nationals, then it is mandatory to file eMoA & eAoA, and in other cases physical copies would be filed



**Thank  
YOU**

A 3D rendered graphic featuring the words "Thank YOU" in a bold, blue, sans-serif font. The word "Thank" is on the top line, and "YOU" is on the bottom line. An orange, jointed mannequin figure is standing on the top edge of the letters "YOU", leaning its arms against the top of the "Y" and "O". The entire scene is set against a plain white background.