Private Limited Company Incorporation — Documents Checklist (SPICe+)

Incorporation takes seven to ten working days once the name is approved. The list below is what the MCA portal and the DSC vendor will ask for.

Each director and shareholder

- ☐ PAN (Indian nationals) and Aadhaar
- ☐ Passport (mandatory for foreign nationals; optional for Indians), voter ID or driving licence
- ☐ Address proof not older than two months — bank statement, electricity, telephone or mobile bill
- ☐ Passport-size photograph
- ☐ Email and mobile number (unique to the person, for DSC and OTP)
- ☐ Educational qualification and occupation for the DIN application
- ☐ Digital signature certificate — we arrange it; video verification is required

Foreign nationals and NRIs

- ☐ Passport and address proof notarised and apostilled in the home country (or attested by the Indian embassy)
- ☐ Documents of a foreign company shareholder — certificate of incorporation, board resolution and the authorised representative's ID, apostilled
- ☐ Proof of the source of investment for the FC-GPR filing after allotment
- ☐ Business visa or OCI card if the foreign director will be resident in India — at least one director must have lived in India for 182 days in the previous year

Registered office

- ☐ Electricity bill, gas bill or property tax receipt of the premises, not older than two months
- ☐ Rent agreement or lease deed in the company's proposed name, or the owner's NOC where the premises are owned by a director or relative
- ☐ The office can be a residential address; a co-working agreement also works

About the company

- ☐ Two name options in order of preference, with the meaning if it is not an English word
- ☐ Main business activity in one paragraph (drives the MOA objects and the NIC code)
- ☐ Authorised and paid-up capital (₹1 lakh is typical; no minimum) and the shareholding split
- ☐ Whether the company needs GST, EPFO/ESIC, profession tax and a bank account at incorporation — SPICe+ can apply for all together
- ☐ Auditor's name and consent within 30 days of incorporation

Before you send

- Incorporate with the bank account and GST in the same SPICe+ form; opening them later takes longer.
- Foreign investment in most sectors is under the automatic route, but the FC-GPR must be filed within 30 days of allotment.
- Start-ups should register with DPIIT after incorporation for the tax holiday and angel tax exemption.