Intellitax
Solutions

Company incorporation checklist

Incorporation preparation · Director KYC, capital and registered office

PROPOSED COMPANY NAME | AUTHORIZED CAPITAL | PAID-UP CAPITAL

Use this list to gather the documents and details needed before a company incorporation filing. Tick what you have and note what is missing. Requirements can vary with company type, number of directors, shareholding and premises — this is a general checklist, not a completion guarantee.

01 Director documents

- [ ] **Director Aadhaar card**
  A clear copy for every director. The name and address should match the PAN and other records.
- [ ] **Director PAN card**
  A clear copy for every director. The name must match the Aadhaar card.
- [ ] **Director photograph**
  A recent passport-size photograph for each director, with a plain background.
- [ ] **Director mobile number**
  An active mobile number for each director for OTPs and portal verification.
- [ ] **Director email ID**
  An active email address for each director for filing and communication.
- [ ] **Director last three months' bank statement**
  The latest three months for each director, showing the name and address clearly.

02 Company details and capital

- [ ] **Authorized capital**
  The proposed authorized share capital for the company.
- [ ] **Paid-up capital**
  The initial paid-up capital and the shareholding split between directors or shareholders.
- [ ] **Company email ID**
  The proposed official email address for the company.

03 Registered office

- [ ] **Place of business electricity bill receipt**
  A recent electricity bill for the proposed registered office, showing the address clearly.
- [ ] **Rental agreement and NOC**
  The rent or lease agreement and a no-objection certificate from the owner, where the premises are rented.

04 Filing preparation

- [ ] **DIN and DSC**
  Existing DIN details or consent to coordinate a new application, and a valid DSC for each signatory.
- [ ] **Proposed company names and business activity**
  Two or three name options in order of preference, with a clear description of what the company will do.
- [ ] **Name conflicts and sector approvals**
  Check for similar names or trademarks, and note any licence or approval needed for the proposed activity.
- [ ] **Shareholding plan**
  Who holds what, the percentage and any agreed vesting or transfer terms.
- [ ] **KYC consistency and signed forms**
  Names, dates of birth and addresses should match across PAN, Aadhaar and bank records. Confirm who will sign each form.
- [ ] **Filing fees and resubmission plan**
  Separate MCA and government fees, stamp duty and DSC costs from professional fees. Know who will respond to a query.

05 After incorporation

- [ ] **Certificate of incorporation**
  Save the certificate and company master data.
- [ ] **PAN and TAN**
  Confirm the tax registrations that apply and keep the records together.
- [ ] **Bank account**
  Open the company account and keep the board resolution and KYC ready.
- [ ] **GST and licences**
  Register where required and diarise the first return or compliance date.
- [ ] **Annual compliance**
  Note the first MCA annual filing, bookkeeping and audit requirements.

Need help with a document or a notice?
Call +91 94453 21824 or email intellitaxsolutionsofficial@gmail.com. Office hours: Mon–Sat, 10:00–18:00.

General information only · Last reviewed 25 October 2026 · Intellitax Solutions · Chennai