

Documents Required for Partnership Registration

- Form No. 1 (Application for registration under Partnership Act)
- Original copy of Partnership Deed, signed by all partners
- Affidavit declaring intention to become partner
- Rental or lease agreement of the property/campus on which the business is set

Documents Required for LLP Registration

- PAN Card of the Partners.
- Address Proof of the Partners.
- Utility Bill of the proposed Registered Office of the LLP.
- No-Objection Certificate from the Landlord.
- Rental Agreement Copy between the LLP and the Landlord

Documents Required for Pvt. Ltd. Company Registration

Documents to be submitted by Directors & Shareholders (Indian Nationals)

1. Scanned copy of PAN Card
2. Scanned copy of Voter's ID/Passport/Driver's License
3. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
4. Scanned passport-sized photograph
5. Specimen signature (blank document with signature [directors only])

Note: Any one of the directors must self-attest the first three documents.

Documents to be submitted by Directors & Shareholders (NRIs)

1. Scanned copy of PAN Card
2. Scanned copy of Voter's ID/Passport/Driver's License
3. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
4. Scanned passport-sized photograph

5. Specimen signature (blank document with signature [directors only])

Note: All the documents must be notarised (if NRI is currently in India or a non-Commonwealth country) or apostilled (if in a Commonwealth country).

Documents to be submitted by Directors & Shareholders (Foreign Nationals)

1. Scanned copy of Passport

2. Scanned copy of Voter's ID/Passport/Driver's License

3. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill

4. Scanned passport-sized photograph

5. Specimen signature (blank document with signature [directors only])

Note: All the documents must be notarised (if NRI is currently in India or a non-Commonwealth country) or apostilled (if in a Commonwealth country).

Office Address Proofs

1. Scanned copy of Latest Electricity or Water Bill

2. Scanned copy of Notarised Rental Agreement in English

3. Scanned copy of Latest Rental Receipt

4. Scanned copy of Sale Deed/Property Deed in English (in case of owned property)

5. Scanned copy of No-objection Certificate from property owner

Note: All the documents must be notarised (if NRI is currently in India or a Commonwealth country). All the documents must be notarised and apostille or attested by an Indian embassy (if in a non-Commonwealth country).

Important Rules

Name on PAN: A scanned copy of the PAN Card is a mandatory identity proof, which needs to be submitted for the registration process. The Name on the PAN card will be used in all other matters relating to the company as well as the registration process. Hence, in case of any changes required (the change of spelling, surname change after marriage, or any such anomalies due to spelling errors) ensure that you have rectified it before submitting the document.

Know More: [Procedure & Timelines for Registering a Private Limited Company](#)

Other Proofs: All other proofs should have the same name as on the PAN card. In case they are different, please rectify it before submitting it to the RoC.

Latest Bills: All utility bills must be latest, or recent (two to three months old, at worst). If they are older than this, the RoC may arbitrarily reject the application. Hence, to save time, submit the latest bill.

NoC Required: The owner of the property the company is being registered to must provide a No Objection Certificate. If your parents or landlord own the property, speak to them before you get the procedure started. In case you feel you will not be able to get this document, ask a friend to register the business to his/her property. It really does not matter where the property is registered. It is merely a correspondence address.

Documents Required for Trust Registration

1. Name and address of the Settler (Settler is the person who is setting up trust)
2. Name(s) and address(es) of the other trustees
3. Name of the trust
4. Minimum and maximum number of trustees your trust can have
5. Address of the registered office of the trust
6. Objectives of the trust
7. Rules and Regulations of the trust