

DOCUMENTS REQUIRED FOR REGISTRATION OF A COMPANY / LLP / OPC

Following documents of each promoter shall be required.

- (a) Passport size photographs : 5 nos.
- (b) Copy of following documents :
 - (i) PAN card - Mandatory
 - (ii) Passport / Voters Id / Driving License - Mandatory
 - (iii) Bank statement having transactions and containing address of the account holder (Not earlier than 2 months) } - Either of these is mandatory
 - (iv) Utility bills [Telephone bill / Electricity bill] (Not earlier than 2 months) }
- (c) Proof of registered office
 - (i) Rent Agreement (if rented premises)
 - (ii) Building Tax Receipt
 - (iii) Utility bills [Telephone bill / Electricity bill] (Not earlier than 2 months)
 - (iv) NOC from land lord (if applicable)

Note:-

- (a) **All documents except Bank Statement and Utility bills shall be attested by a Gazetted Officer or Bank Manager**
- (b) **In case of LLP documents mentioned in (b) (iii) shall not required.**