



Presence : NCR | Ludhiana

DOCUMENT CHECKLIST FOR INCORPORATION OF WHOLLY OWNED SUBSIDIARY IN INDIA

FOLLOWING INFORMATION REQUIRED FOR INCORPORATION OF WHOLLY OWNED SUBSIDIARY IN INDIA:

DOCUMENTS REQUIRED FOR NON- RESIDENT ENTITY:

1. Certificate of registration of entity
2. Registered office address proof of entity
3. Charter of entity
4. Self-attested Passport of Authorised representative
5. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months of of Authorised representative
6. Self-attested PAN if any of of Authorised representative
7. Self-attested Permanent address proof viz. driving license. of of Authorised representative
8. Provide Father name of of Authorised representative
9. Email id of entity
10. Contact details of entity

DOCUMENTS REQUIRED FOR INDIAN NOMINEE:

1. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months.
2. Self-attested PAN
3. Self-attested Aadhar card

DOCUMENTS REQUIRED FOR NR NOMINEE:

1. Self-attested Passport
2. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months
3. Self-attested PAN if any
4. Self-attested Permanent address proof viz. driving license
5. Provide Father name

DOCUMENTS REQUIRED FOR EACH INDIAN DIRECTOR:

1. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months
2. Self-attested PAN
3. Self-attested Aadhar card
4. Passport size photograph

DOCUMENTS REQUIRED FOR EACH NR DIRECTOR:

1. Self-attested Passport
2. Self-attested Utility bill for Present residential address viz. Bank Statement/Electricity Bill/Telephone/Mobile not older than 02 months.
3. Self-attested PAN if any
4. Self-attested Permanent address proof viz. driving license.
5. Provide Father name
6. Passport size photograph

FILL INFORMATION REGARDING BOTH SUBSCRIBERS IN FOLLOWING TABLE:

SR. NO.	PARTICULARS	AUTHORISED REPRESENTATIVE ON BEHALF OF ENTITY	NOMINEE	DIRECTOR
1.	DIN if any			
2.	Mobile Number			
3.	Occupation			
4.	Place of Birth			
5.	Email ID			
6.	Education Qualification			
7.	Duration of stay at present address (if duration is less than one year, then previous address with proof)			
8.	Amount of Capital contribution			

FURTHER FOLLOWING INFORMATION IS REQUIRED REGARDING THE PROPOSED COMPANY INCORPORATION:

1. Name of Bank in which company proposed to open its current account. (Current Options available i.e Punjab National Bank, ICICI, Kotak Mahindra Bank, Bank of Baroda and HDFC Bank)
2. Correspondence Address
3. Proposed Name
4. Proposed objects

Note: - All the documents such as Entity documents, KYC proofs and incorporation papers propose to be signed by Non resident entity/NR Nominee/NR Authorised representative/NR Director will be duly notarized before the Notary (Public) of the country of origin and be duly apostilled in accordance with the Hague Convention. Further if documents are not in English language than provide translation copy of documents duly notarized before the Notary (Public) and be duly apostilled.