



**RAAM &  
ASSOCIATES LLP**  
COMPANY SECRETARIES & TRADEMARK AGENT &  
IP ATTORNEYS

**FORMATION OF PRIVATE LIMITED**

# SPICE+ IS AN INTEGRATED WEB FORM

## PART-A

- Name Reservation for new companies and

## PART-B

- Incorporation
- DIN Allotment
- Mandatory Issue of PAN
- Mandatory Issue of TAN
- Mandatory Issue of EPFO registration
- Mandatory Issue of ESIC registration & Professional Tax Registration (only for companies to be registered in Maharashtra, Karnataka and West Bengal )
- Mandatory Opening of Bank Account for the Company;
- Allotment of GSTIN (If so applied for )
- Allotment of Shops and Establishment Registration Number (Only for Delhi Location )

## SPICe+ PART-A

To make online web based application for name availability i.e. PART-A of SPICe+

- Propose Name;
- Draft Main Object;
- TM Certificate; if applicable;
- NOC from TM Owner; if applicable;

Once MCA approves a company name; its reserved for 20 days subject to Extension of Reservation of Name;

Obtain DSC of First Directors cum Subscribers of Proposed Company;

# SPICe+ PART-B

To make online web based application for Incorporation i.e. PART-B of SPICe+ with following attachments i.e.

- Declaration by the First Directors and Subscribers;
- Proof of Identity as well as Residential address of subscribers;
- Proof of Identity as well as Residential address of Directors;
- Address of Registered Office ( Latest Electricity Bill or Any other Utility Bill in the name of owner conveyance / lease deed / Rent Agreement etc; along with Rent receipts / NOC from owner;
- Copy of utility bills not older than two months;
- The interest of first director(s) in other entities;

# SPICe+ MOA

## CONTENT

- Main Objects to be pursued by the Company on its incorporation and matters which are necessary for furtherance of the objects;
- Subscribers Details;
- Professional Details;
- Digitally signed by each subscribers and professional;

# SPICe+ AOA

## CONTENT

- Fill this E-form as per definition of Company whether it is Private , Public or OPC;
- First Directors of the Company;
- Subscribers details;
- Professional details;
- Digitally signed by each subscribers and professional;

# INC-9

## DECLARATION BY ALL FIRST DIRECTORS AND SUBSCRIBERS

- This E-form is also generated when all details in SPICe + Part B , MOA and AOA is filled; it is auto generated form no need to fill any details in it;
- Digitally signed by each subscribers;

# AGILE PRO

Application for GST , ESIC , EPFO , PT and Opening of Bank Account; for GST (Option to select Yes or No)

- Primary Business Activity
- Exact nature of work / business
- Work sub category
- HSN / SAC code;
- Director details to be entered ( OPC shall be 1, 2 in case of Private Company , 3 for Public Company )
- Email ID of Director and Mobile No; ( OTP is send by MCA in both mail and mobile number separately for verification )
- Police Station;
- Authorised signatory of GSTIN ( any following documents can be attached i.e. Letter of Authorisation; Copy of Resolution passed by the BOD / Managing Committee and Acceptance Letter)
- For Bank Details : Select Bank Name



# AGILE PRO

## Mandatory Attachment

- Specimen Signature Cad ( Signed by All Directors)
- Proof of Address and Identity of any one Director;
- Passport Size Photo of All Directors

# UPLOAD

## UPLOAD

- After affixing DSC in SPICe+ Part B and all linked forms as applicable upload by login on MCA with payment of requisite fees;
- On successful uploading, SRN is generated;
- After verification of forms of incorporation CRC will issue Certificate of Incorporation and create master data of Company

# COMMENCEMENT OF BUSINESS

## CONDITION

- A declaration in Form INC-20A is filed by a director within a period of 180 days of the date of incorporation of the company that every subscriber to the MOA has paid the value of the shares agreed to be taken by him on the date of making such declaration;

## **DISCLAIMER**

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*Thank You!*