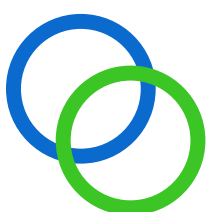


# PRIVATE LIMITED COMPANY

REGISTRATION PROCESS IN INDIA



#BusinessRegistration





# WHAT IS A PRIVATE LIMITED COMPANY?

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A private limited company is a type of business structure in which the company is privately owned by a small group of individuals or a family, and its shares are not publicly traded on the stock market. This means that the number of shareholders is limited, and the shares cannot be sold to the general public.

In a private limited company, the liability of the shareholders is limited to the amount of their investment in the company, which means that their personal assets are not at risk if the company goes bankrupt or faces financial difficulties.





# UNIQUE FEATURES OF A PRIVATE LIMITED COMPANY

<b>Limited Liability</b>	The personal assets of shareholders are protected in case the company faces financial difficulties or goes bankrupt.
<b>Separate Legal Entity</b>	It can own assets, borrow money, sue, and be sued in its own name. This provides a distinct legal identity to the company, which is different from its owners.
<b>Restricted Share Transfer</b>	The shares of a private limited company cannot be freely traded on the stock exchange.
<b>Fewer Compliance Requirements</b>	They do not have to make their financial statements public, and there is less regulatory oversight.
<b>Small Group of Shareholders</b>	It provides greater control and decision-making power to the owners. This allows the company to be managed efficiently and effectively.
<b>Perpetual Existence</b>	Private limited companies have perpetual existence, which means that the company can continue to exist even if the shareholders die or leave the company.





# INCORPORATION OVERVIEW

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- ✓ Obtain Digital Signature Certificate (DSC)
- ✓ Obtain Director Identification Number (DIN)
- ✓ Name Reservation
- ✓ Drafting of Memorandum of Association (MOA) and Articles of Association (AOA)
- ✓ Filing of Incorporation Documents
- ✓ Obtaining Certificate of Incorporation





# DOCUMENTS REQUIRED FOR PVT LTD INCORPORATION

## Documents required for obtaining DSC, DIN & Name Approval

- ☒ Director Passport Size Photos
- ☒ Director PAN Card (Self-Attested Copy)
- ☒ Director Address Proof (Self-Attested Copy)
- ☒ Signed Digital Signature Application
- ☒ Notarized Form DIR-4

## Documents required after Name Approval for Incorporation

- ☒ Notarized Form DIR-2
- ☒ Notarized Form INC-9
- ☒ Notarized Form INC-10
- ☒ Notarized Non-Deposit taking Undertaking
- ☒ Consent Letter of the Directors
- ☒ Signed Memorandum of Association
- ☒ Signed Articles of Association
- ☒ MOA & AOA Witness Identity & Address Proof
- ☒ NOC from Landlord for Registered Office
- ☒ Sale Deed or Rental Agreement of Registered Office
- ☒ Utility Bill bearing the Registered Office Address & Landlord's name
- ☒ Landlord Identity & Address Proof



Cost of Pvt Ltd Company Registration in Chennai

Sr. No	Particulars	Calculation	Amount in Rs.
1	DIN for 2 Directors	Rs. 500 per DIN	1000.00
2	DSC considering 2 directors	Rs. 1500 per DSC	3000.00
3	Company name approval	Rs. 1000 per application	1000.00
4	Stamp Papers and notary charges	depends on number of affidavit, certification and declarations	500 (approx if requirement is for 2 directors)
5	Company Registration		
I	Filling of form INC 7	300.00	
II	MOA	2000.00	
III	AOA	300.00	
IV	Form INC 22	300.00	
V	Form DIR 12	300.00	
	Total		3200.00
6	Stamp Duty Charges for MOA, AOA and Form INC 7 (cost varies from state to state)		700.00 Avg.
Total Government Cost of Company Registration			9400.00

# ANNUAL FILING OF A PRIVATE LIMITED COMPANY IN INDIA



Annual filing of a Private Limited Company in India involves the submission of several documents and forms to comply with the regulations of the Ministry of Corporate Affairs (MCA). These documents and forms include the following:

- ☒ Financial Statement
- ☒ Annual Return
- ☒ Board meetings and minutes
- ☒ Income tax returns
- ☒ Statutory Registers
- ☒ Compliance certificate

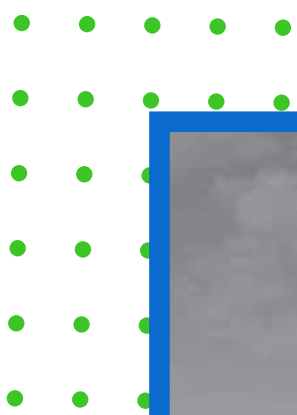




- **Financial Statements:** A Private Limited Company must prepare and file its financial statements, including a balance sheet, profit and loss account, and cash flow statement for the previous financial year. The financial statements must be audited by a chartered accountant.
- **Annual Return:** The annual return of a Private Limited Company is a document that contains important details such as the company's registered office address, details of its shareholders and directors, and the company's capital structure. The annual return must be filed with the MCA within 60 days from the date of the company's Annual General Meeting (AGM).
- **Board Meetings and Minutes:** A Private Limited Company must hold at least four board meetings in a financial year, with a gap of not more than 120 days between two consecutive meetings. The minutes of these meetings must be maintained and submitted to the MCA as part of the annual filing.
- **Income Tax Returns:** A Private Limited Company must file its income tax returns for the previous financial year by the 30th of September every year. The company must also obtain a tax audit report from a chartered accountant and file it with the income tax department.
- **Statutory Registers:** A Private Limited Company must maintain various statutory registers, including registers of members, directors, and charges. These registers must be updated regularly and submitted to the MCA as part of the annual filing.
- **Compliance Certificate:** A Private Limited Company must obtain a compliance certificate from a company secretary and submit it to the MCA as part of the annual filing. The certificate states that the company has complied with all the provisions of the Companies Act, 2013.



Private Limited Company Registration Process in India involves several steps and legal formalities. Kanakkupillai is a professional service provider in India that helps in company registration, compliance, and legal services. Kanakkupillai offers a range of services to assist companies in meeting these requirements.



LET'S WORK  
TOGETHER

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