

# REGISTRATION OF ONE PERSON COMPANY (Documents Requirement)

## Minimum Requirements

- Minimum 1 Shareholder (should be an Indian resident)
- Minimum 1 Director (if more than 1, then atleast one of them should be an Indian resident)
- Minimum 1 Nominee (should be Indian resident)
- The director and shareholder can be same person
- DIN (Director Identification Number) for all Directors
- DSC (Digital Signature Certificate) for sole Shareholder

## Individual Document Requirement List

(Please provide scanned copies of below mentioned documents for sole Shareholder, each Director & Nominee)

Document Particulars	Important Points to be considered
i. Passport size photograph <i>(Mandatory in all cases)</i>	1. The scan documents to be clear & visible
ii. PAN Card copy <i>(Mandatory in all cases)</i>	2. Identity Proof must be in addition to PAN Card
iii. Proof of Identity <i>(Mandatory in all cases)</i> <i>(Any one of the below)</i> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Aadhaar Card</li> <li>• Driving License</li> <li>• Voter ID Card</li> </ul>	3. The address proof should be <b>in the name</b> of the applicant and <b>must have Pincode/Zip code</b> in it.
iv. Proof of Residence (in the name of applicant) <i>(Mandatory in all cases)</i> <i>(Any one of the below)</i> <ul style="list-style-type: none"> <li>• Bank Statement</li> <li>• Telephone Bill</li> <li>• Aadhaar Card</li> <li>• Electricity Bill</li> <li>• Mobile Bill</li> </ul>	4. The address proof shall be <b>not older than 60 days</b> (In case of Telephone bill, Bank statement, Electricity bill & Mobile bill)
v. Statement by Directors (Mandatory to be given by all proposed directors)	5. Filled format of 'Statement by Directors' shall be emailed to you – you just have to get the same signed by each Director.
vi. Affidavit & Declaration by each director & sole shareholder <i>(Mandatory in all cases)</i>	6. a) Filled format of 'Affidavit & Declaration' shall be emailed to you – you just have to purchase stamp papers in name of each director & sole shareholder, print the content provided by us, sign on it & get the same notarized. b) Please note that for a person who is a Shareholder as well as Director, one (1) common affidavit will be sufficient.

## DOCUMENTS FOR REGISTERED OFFICE ADDRESS PROOF

### Latest Address Proof

#### 1 Property Ownership Documents (+) 2

- A) If the Property is Owned by any Director or Shareholder or any other entity/person
- Sale deed / Conveyance deed / Fard copy of the Property &
  - NOC from the owner (Filled Format will be given by us later)
- B) If the property is taken on rent by any Director or Shareholder
- Rent Agreement &
  - NOC from the owner (Filled Format will be given by us later)

(Not older than 60 days)

In addition to Property Ownership Documents, Following address proof is required:

Any one of the below:

- Electricity Bill
- Telephone Bill
- Gas Bill
- Mobile Bill

#### Important Points to be considered

- 1) If you are showing your registered office address on your Rented property, Rent Agreement must be in name of one of the directors' / shareholders' / other entity / other persons'
- 2) Rent Agreement in the name of proposed/ yet to be registered company is not allowed
- 3) Address proof furnished by you should contain the name of same person(s) who are signing the NOC.



### Aspire & Achieve Edu Institute Pvt. Ltd.

Regd. Cum Head Office, SCO 21, 1st Floor,  
Sector 33-D  
Chandigarh (U.T.) – 160020. India

Branch Office – Near Improvement Trust  
Amrik Singh Road, Bathinda  
(Punjab) – 151001. India.

**SERVICE AVAILABLE IN ALL CITIES OF INDIA**

Tel : 088720 32114 / 088720 32116 / 08872013116

Email : team@clicknfile.in

Website : www.clicknfile.in