

# Sandeep P Parekh & Co.

*Company Secretaries*

## Checklist for Incorporation of a LLP

<u>Sr. No</u>	<u>Particulars</u>	<u>Details Required</u>	<u>Details Required</u>																							
1	DIN of all Directors (available YES/ NO)	<p>If <b>yes</b>, Please provide DIN below with name of Directors:</p> <p>1. _____</p> <p>2. _____</p>	<p>If <b>NO</b>, Please provide copy (for all Directors)</p> <p>1. Copy of PAN + Ration Card OR</p> <p>2. Copy of Passport</p> <p>3. PAN + Electricity Bill</p> <p>4. PAN + Telephone Bill</p> <p>5. PAN + Driving License</p> <p>6. 2 Photo</p> <p>Also give following information (please add column for more directors, if applicable)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Detail</th> <th style="width: 12.5%;">Director/Partner 1</th> <th style="width: 12.5%;">Director/Partner 2</th> <th style="width: 12.5%;">Director/Partner 3</th> </tr> </thead> <tbody> <tr> <td>Email address</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mobile no</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Educational qualification (Like SSC/HSC/Graduate / Post Graduate/ Professional/ Doctorate/Diploma)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Occupation</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Detail	Director/Partner 1	Director/Partner 2	Director/Partner 3	Email address				Mobile no				Educational qualification (Like SSC/HSC/Graduate / Post Graduate/ Professional/ Doctorate/Diploma)				Occupation			
Detail	Director/Partner 1	Director/Partner 2	Director/Partner 3																							
Email address																										
Mobile no																										
Educational qualification (Like SSC/HSC/Graduate / Post Graduate/ Professional/ Doctorate/Diploma)																										
Occupation																										
2	Digital Sign for all the Designated Partner	DSC form to be signed by all the Designated Partners separately.	Form for Digital Sign is attached with the email.																							

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3	Proposed Name of the LLP (Please give 6 names starting with preferred name)	1) Give copy of ration card, if you want to incorporate Company with your father/mother/son/daughter's name. 2) Will also need NOC from the relative for using his/her name. 3) Copy of TRADE MARK Certificate in case you hold any TRADEMARK and want same name for the Company. 4) In case of subsidiary of Foreign Company, - NOC from that Foreign Company is required.	1. 2. 3. 4. 5. 6.
4	Significance of the name	(Please mention significance of the first name of the proposed company) (eg: Shree Ganesh Builders LLP) – in this case Shree Ganesh is the name of Lord. Likewise)	1. 2. 3. 4. 5. 6.

B- 410, BSEL Tech Park, Opp Vashi Railway Station, Sector 30A, Vashi, Navi Mumbai - 400 705.

Tel (022) 2781 1500/ 2781 2500/ 2781 2057/ 2781 2053 Mob: 9820604819, email: [sandeep@sppc.co.in](mailto:sandeep@sppc.co.in), Web: [www.sppc.co.in](http://www.sppc.co.in)

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5	Main Object of the LLP	Main activity of the LLP in detail should be given.  Please note that multiple activities are not allowed.  Activity related to the MAIN BUSINESS can be included in the LLP Agreement.	
6	Total Capital Contribution	Give detail of Capital Contribution and Ratio For eg. 50:50 or 60: 40 etc	
7	Address of the Registered Office of the LLP	Detail address of Registered Office will be required.	1) Detail office address of the Company along with address proof ( <b><u>in the name of owner of the premises</u></b> ), any one of the following ( <b>proof not old than 2 months</b> ):  a) Rent Agreement b) Electricity Bill c) Telephone Bill (only Landline Telephone- no mobile bills)  2) No Objection from the owner of the premises (format will be sent after name application)

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