Checklist for Company or LLP Incorporation

Information and documents to keep ready

About EduLegaL

EduLegaL, A Division of RSB LegaL, Advocates and Consultants, Pune, is an education law practice. We advise universities, colleges, schools, trusts, societies, coaching centres and education technology companies on incorporation, governance, regulatory compliance, disputes, contracts, disciplinary inquiries, data privacy and labour laws.

Please collect the information and documents listed in this checklist before you fill the online form, and tick each item as you collect it.

The RSB LegaL family

RSB LegaL
Advocates & Consultants

RSB LegaL

Advocates and Consultants. Full service law firm, Pune. Litigation, arbitration, corporate and trust advisory.

STARTUP LEGAL

Startup LegaL

Startups and ventures. Incorporation, funding and transactions for founders and investors.

सुरक्षितम्
SURAKSHITAM
SAFE & SECURE

Surakshitam

Training and inquiries. Fair, procedure compliant POSH and disciplinary inquiries for institutions.

A person who is both a subscriber and a director is listed in both places, but the documents of that person are needed only once.

A. About the entity

- ☐ Type of entity: Private Limited Company, Public Limited Company, One Person Company, Section 8 Company or Limited Liability Partnership
- ☐ Approved name of the entity and the date of approval
- ☐ Main business or activities, in 2 or 3 lines
- ☐ Authorised share capital, paid up share capital and face value per share, if decided (not for an LLP)
- ☐ Shareholding pattern among the subscribers, or for an LLP the ratio of contribution and profit sharing among the partners

B. Number of persons needed

- ☐ Private Limited Company and Section 8 Company: at least 2 subscribers and 2 directors
- ☐ Public Limited Company: at least 7 subscribers and 3 directors
- ☐ One Person Company: 1 member, 1 director and a nominee
- ☐ Limited Liability Partnership: at least 2 partners, who are also the designated partners
- ☐ At least one director must have stayed in India for 182 days or more in the previous calendar year, and for an LLP at least one designated partner must be resident in India for 120 days or more in the financial year

C. Information about each subscriber or partner and each director

- ☐ Full name, nationality and residential status
- ☐ Place of birth, educational qualification and occupation
- ☐ Email ID and mobile number, different for each person
- ☐ Current address, permanent address if different, duration of stay at the current address, and the previous address if the stay is less than 1 year
- ☐ Whether the person holds an Indian PAN
- ☐ DIN, if allotted (an older DPIN is treated as a DIN)
- ☐ Whether the person holds a valid Digital Signature Certificate (DSC). If not, we will guide you on obtaining one
- ☐ Number of shares to be held, for each subscriber
- ☐ For a company or LLP that is a subscriber: its CIN or LLPIN, its registered office and the details of its authorised signatory

D. Nominee, for a One Person Company only

- ☐ Full name, relationship with the sole member, and father or spouse name
- ☐ Date of birth (dd.mm.yyyy), educational qualification and occupation
- ☐ PAN, email ID, mobile number and address
- ☐ Written consent of the nominee

E. Registered office

- ☐ Full address of the registered office

- ☐ Whether the premises are owned, rented, leased or provided by a director or relative
- ☐ Email ID and mobile number of the entity

F. Bank account

- ☐ Preferred bank, and city or branch
- ☐ Mode of operation, and the directors or designated partners who will operate the account

G. Documents of each person

- ☐ PAN copy
- ☐ ID proof: Aadhaar masked to show only the last 4 digits, voter ID, passport or driving licence
- ☐ Address proof of the current address: a bank statement, or an electricity, gas, water or landline bill, not older than 2 months
- ☐ Address proof of the permanent address, if different
- ☐ Address proof of the previous address, if the stay at the current address is less than 1 year
- ☐ Latest passport size photograph
- ☐ Specimen signature on plain white paper
- ☐ For a company or LLP that is a subscriber: its PAN, registration certificate and the board resolution authorising the signatory
- ☐ For a One Person Company: the ID proof and address proof of the nominee

H. Documents of the registered office

- ☐ Electricity, gas, water or landline bill (any one), not older than 2 months, preferably in the name of the owner, occupant or entity. In the event that it is in another name, an NOC from the bill holder
- ☐ Sale deed or latest property tax receipt, if the premises are owned
- ☐ Rent or lease agreement, if any
- ☐ NOC from the owner or authorised person, if the premises are rented, hired or provided by a director or relative

Please note

- ☐ Please do not type the Aadhaar number anywhere in the form. A masked copy is enough.
- ☐ Each file should be a PDF, JPG or PNG of not more than 3 MB, and the total of one submission should not exceed 15 MB. All documents should be clear, complete, unedited and legible.
- ☐ The PAN number is typed in the form, in capital letters and without spaces, for example ABCDE1234F.

Once you have these ready, please fill the online form at edulegal.org under Incorporation Forms. In the event that you need any assistance, please inform us and we will depute someone from our office to help you. This checklist is for guidance and is not legal advice.

EduLegaL

.... empowering education sector

Our service areas and the sectors we serve

Service Areas

Incorporation Advisory

Trusts, societies, Section 8 companies and university structures.

Policy Formulation

Service rules, ordinances, regulations and institutional policies.

Dispute Resolution

Litigation, arbitration and regulatory proceedings.

Contract Management

MoUs, affiliations, vendor and international collaboration agreements.

Disciplinary Matters

Fair, procedure compliant inquiries, including POSH.

IP Management

University IPR policies, ownership and commercialisation.

Real Estate and Land Acquisition

Campus land, leases, title and approvals.

Data Privacy Law

DPDP Act readiness for institutions and edtech.

Labour Laws

Faculty and staff compliance under the Labour Codes.

Who We Serve

Private Universities

Advisory and Documentation for establishing a university, UGC approval, Governance and Compliance.

Deemed Universities

Advisory and Documentation for declaration under the UGC Laws, Governance and Compliance.

Schools

Advisory and Documentation for CBSE, ICSE, IB and State Board Schools including fees, safety and staff compliance.

Societies and Trusts

Forming Societies, Public trusts and Section 8 companies, governance and compliance.

Coaching Centres

Registration, student safety, fees and contracts for coaching and training centres.

Education Technology Companies

Student data, contracts with institutions and regulatory positioning for edtech ventures.

Fill the Online Form

Part 1: Name approval

For the approval of the name. Not needed in the event that your name is already approved.

Open Part 1

Part 2: Details

Details of the entity, its subscribers, directors, registered office and bank.

Open Part 2

Part 3: Documents

Upload the documents of each person and of the registered office.

Open Part 3

EduLegaL, A Division of RSB LegaL, Advocates and Consultants, Pune

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