

# **PROPOSAL FOR SETTING UP BUSINESS IN INDIA**

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# **SUMMARY OF SERVICES**

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- **INITIAL SERVICES (ONE TIME)**
- **ANNUAL & RECURRING SERVICES**
- **BACK OFFICE SERVICES**
- **OUTSOURCING SERVICES**
- **VIRTUAL OFFICE SERVICES**
- **CORPORATE SECRETARIAL SERVICES**

# INITIAL SERVICES

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**We offer the following:-**

- Advice on the selection of the Entry Vehicle.
- Advice on holding company or branch office.
- Incorporation of limited liability company/branch office.
- Initial compliances under the Foreign Investment policy
- Income Tax Registrations.
- Business Registration.
- Import-Export Code Number
- Initial Corporate Statutory Records i.e. Share Certificates, Proceeding Books etc.
- Holding of first Board Meeting.
- Assistance in Opening of Bank Account.
- Conferences

# ANNUAL & RECURRING SERVICES

- **ACCOUNTING**
- **AUDIT & ASSURANCE**
- **TAX SERVICES**
- **REGULATORY COMPLIANCE SERVICES**
- **LEGAL SERVICES**
- **INTERNATIONAL TAX SERVICES**
- **TRANSFER PRICING**
- **ADVISORY SERVICES**
- **OUTSOURCING SERVICES**
- **SPECIALITY SERVICES**
  - **Setting up New Business**
  - **Incorporation of a Company**
  - **Setting up of STPI Unit**
  - **Setting up of SEZ UNIT**
  - **Doing Business in India**
  - **Doing Business Outside India**
  - **Setting up Offshore Companies**
  - **International Executive Services**
  - **Business Registrations**
  - **Intellectual Property**
  - **Payroll Services**
  - **Corporate Secretarial Services**
  - **Virtual Office Services**
  - **KPO-Accounts & Tax Outsource**

**(Please Refer Appendix "A" For Detailed Break of Services under Each Classification)**

# **BACK OFFICE SERVICES**

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- **PROVISION OF REGISTERED OFFICE (Legal Address)**
- **SIGNATORIES SERVICES**
- **ADMNISTRATION SERVICES**
- **BOOK KEEPING SERVICES**
- **PAYROLL SERVICES**
- **LIAISON WITH THE GOVERNMENT AGENCIES SERVICES**

# OUTSOURCING SERVICES

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- **BOOK KEEPING & ACCOUNTING**
- **PAYROLL MANAGEMENT**
- **H.R. MANAGEMENT**
- **LEGAL PROCESS OUTSOURCING**
- **FINANCIAL SERVICES OUTSOURCING**

**(For details refer to our website [www.aerenbpo.com](http://www.aerenbpo.com))**

# VIRTUAL OFFICE SERVICES

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## **“Virtual Office Solutions with virtually no costs”**

### **Introduction**

*Our customized virtual office services and touch down services allow you to set up everything you need to run an office without having to pay the costs associated with rent, salaries and the overheads of a normal office. We have 18 offices strategically located around the world many of which are located in capital cities. Our service is personal, prompt and cost effective.*

- USES OF PRESTIGIOUS CITY BUSINESS ADDRESS
- MAIL ACCEPTANCE AND FORWARDING
- SOPHISTICATED CALL ANSWERING
- FAX SERVICES ENABLING RECEIPTS AND
- VOICE MAIL FACILITY
- TOUCH DOWN OFFICE AND MEETING ROOM FACILITY
- WHAT ARE THE COSTS?



# CORPORATE SECRETARIAL SERVICES

***We offer solutions in:-***

- Provision of Directors and nominee shareholders
- Attestation Services
- Preparation and filing of various returns and forms
- Maintenance of statutory records such as shareholder register, Director Register etc.
- Assistance in holding shareholders meeting and Board of Directors meeting
- Preparation of Minutes shareholder and Director meetings
- Issue of Share Certificate or other Ownership documents
- Notarization, apostilling and legalization of corporate documents

# ENGAGEMENT MODEL-RECURRING SERVICES

## Initial Services (One Time)

*This is a one time service which is provided at the time of setting up of the business.*

## Assignment Based Model

*Under this model, we charge on this basis of project/ assignment/work given to us. Under this model, we charge either on the basis of time spent or on the basis of fixed price depending on expertise & time involved.*

## Monthly Retainership Model (Annual Fixed Price Model)

*We charge an Annual Fixed Price for all the Services as per Appendix "B". In other words, we provide almost all the services that you require for your operations in India. Client need not to engage several consultants for various professional services. We act as "One Stop Shop" for our Client.*

**(Please Refer Appendix "B")**

# FEE & COST

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## **INITIAL SERVICES (ONE TIME)**

*We charge a sum of **USD 2500** for all the services as mentioned under the head Initial Services*

### **SCHEDULE OF PAYMENT**

- 50% as advance
- 50% on Completion of Services

### **TERMS & CONDITIONS**

- Service Tax shall be paid extra at the prevailing rate.**(10.36%)**% on Completion of Services

# FEE & COST

## Assignment Based Model Minimum Fee

1. Statutory Audit required under the Indian Companies Act per year : Minimum of 100000**INR-2172USD**
2. Income Tax Audit required under the Indian Income Tax per Year : Minimum of 50000**INR-1086USD**
3. Preparation and filling of Income Tax Return : Minimum of 50000**INR-1086USD**
4. Preparation & filling of Withholding Tax Return : Minimum of 15000**INR-325USD**  
Per Return
5. Preparation and filling of Other Return : Minimum of 15000**INR-325USD**  
Per Return
6. Checking/Review/Management Audit/Special Audit : 5000**INR-108USD** per day.
7. Review of Statutory & Legal Compliance under all the appliance laws : 8000**INR-173USD** per day.
8. Transfer Pricing Study per Annum : Minimum of 150000**INR-3259USD**
9. Preparation and Maintenance of Corporate Statutory records : Minimum of 50000**INR-1086USD**  
per annum
10. Opinions on Tax & others Issues : Minimum of 25000**INR-543USD**  
per Opinion.
11. Planning & Structuring : Case to case basis.
12. Consultations/Conferences Consultation/Conference : 15000**INR-325USD** per hour
13. Representation Services be before Tax & Regulatory Authorities : **IN Station** 50000**INR-1086USD**  
per hearing  
: **Outstation** 75000**INR-1629USD**  
per Hearing.
14. Registration/Approval/Permissions : Minimum of 25000**INR-543USD**

## FEE & COST

- **Monthly Retainership Model(Annual Fixed Price Model)**

- We charge a Lump- sum annual fixed price subject to **minimum** of Rs. 6,00,000(**USD 13500**) to be paid in 12 equated monthly installments, payable on monthly basis, plus service tax @ 10.30 % and out of pocket expenses mutually agreed, for all the services for as per **Appendix "A"**
- Our price depends on various factors and therefore our price vary case to case basis. Out of pocket expenses, if any, will be reimbursed on actual basis.
- The contract is generally for a minimum period of one year.
- We submit periodical compliance reports and other reports as per the requirements of the clients.

**(Please Refer Appendix "A" for the Services covered under this model)**

## FEE & COST

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*Fees for the following services will depend on case to case basis and therefore will be coated as per your requirement.*

- Back Office Services
- Outsourcing Services
- Corporate Secretarial Services
- Virtual Office Service

## STANDARD TERM & CONDITIONS

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- Government dues and fees are not part of our fees being cost, and will be paid by you separately.
- Pre approved out of packet expenses, if any, will be reimbursed by you.
- Service tax will be applicable on the fees as per the prevailing rate.
- In case of initial services fees & cost will be paid afferent.
- In case of other services, though it will depend on case to case basis, fees and cost will be paid by you within seven days of the receipt of our invoice.
- In case of monthly Retainership model, our fees will be paid on monthly basis in 12 monthly equal installments, on or before 7<sup>th</sup> of the following month.

# REPORTING

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- We submit periodical status report.
- We submit Monthly or periodical compliance report
- We also do submit all other reports as per requirements.



## Advantage of Monthly Retainership Model (Annual Fixed Price Model)

- Total Solution under **“One Stop Shop”**
- Very Cost Effective
- Dedicated Resources Deployed by the Consultant
- Greater Responsibilities Assumed/Shared by the Consultant
- Promotes the Principle of “Prevention is Better than Cure”
- Better Transition/Continuity of Business, at the Exit of Key Personnel
- Better Risk Management
- Long Term Sustainable Relationship
- High Level of Confidentiality & Privacy
- Greater Loyalty & Sincerity

## WHY US ?

- One Stop Shop
- Experienced Management (more than 20 years)
- Best People Talents comprised of Multi Disciplined Professionals such as Accountants, Lawyers, MBAs, Company Secretary etc.
- Strong Network at local level & across India
- In-house knowledge and R&D Department
- Excellent Infrastructure & Resources
- Continuing Education program & Training to the staff so that they are updated
- Deep Domain Industry Knowledge & Expertise
- Best-in-Class Process and Quality System
- Risk Mitigation through Robust Risk Management Framework
- Substantial Cost Savings
- Scalability of Operations
- Low Attrition Rate through Best Recruitment & Retention Strategies
- Superior Controls
- Continuous Process Improvement and Transformation
- Timely Delivery

# OUR CLIENT

## OUR NOTABLE CLIENTS

We have more than **100 Corporate & MNC clients.**

*Some of our Notable MNC Clients include –*

1. **Emerson Electric, Fortune 500 Company-USA (USA)**
2. **Quark City (USA)**
3. **Quark Software (USA)**
4. **Yahoo India Pvt Ltd (INDIA)**
5. **Monster India (SWITZERLAND)**
6. **Opera software (NORWAY & USA)**
7. **Patni computer (USA)**
8. **Heron Evidence (UK)**
9. **Agyilst solutions (USA)**
10. **Hale solutions (USA)**
11. **QA source (USA)**
12. **Raico software (USA)**
13. **Meritech Software (JAPAN)**
14. **First to file solution (USA)**
15. **Soshacom International (CANADA)**
16. **Nextag Software (USA)**

- 17. Start Up Farms International (USA)**
- 18. Blue Print (USA)**
- 19. Inkjet (USA)**
- 20. Ostin Ltd. (RUSSIA)**
- 21. GN Resound A/S. ( DENMARK)**
- 22. OMARCO Import & Export Agencies (EGYPT)**
- 23. FarSite Communications Limited (UK)**
- 24. Game Theorem Limited ( MAURITIUS )**
- 25. RICCO Montesien Group (NETHERLANDS)**
- 26. ST Teleport Pte Ltd (SINGAPORE)**
- 27. AL Bogari Holdings (UAE)**
- 28. RUBINEX (POLAND)**
- 29. Medsource Ozone Biomedicals Pvt Ltd. (INDIA)**
- 30. Studio Fashions Interntional (INDIA)**
- 31. Caleffi Bed & Bath India Pvt. Ltd (INDIA)**
- 32. SS PEE INDUSTRIAL CORPORATION (INDIA)**
- 33. Bhushan Steel LTD (INDIA)**
- 34. Reliance Life Insurance Pvt. Ltd (INDIA)**
- 35. Angel Capital & Debt Market Ltd ( INDIA)**
- 36. Godrej & Boyce Mfg. Co. Ltd (INDIA)**
- 37. JetKing Hardware & Networking Institute (INDIA)**

**And many more...**

# STEPS & CHECKLIST FOR THE FORMATION OF LIMITED LIABILITY COMPANY IN INDIA

1	Digital Signature	<p>It is mandatory to obtain digital signature by any one of the Proposed Director for digitally signing the name approval form and the Company formation documents for filing the documents on line, which are mandatory. For obtaining the digital signature the following documents required:-</p> <ul style="list-style-type: none"> <li>• Application duly signed with photograph affixed.</li> <li>• Proof of Residence (Ration Card/Passport/Voters Card)</li> <li>• Proof of Identity (Passport/Voters Card/PAN card/Driving License)</li> <li>• Necessary fees (Rs. 3000)</li> </ul>
2	Director identification number (DIN)	<p>As Per the latest amendments of the Indian Companies Act, it is mandatory that every person who wishes to become a Director requires DIN. The provisional DIN can be obtained online and later on physical filing of the following documents. On the basis of provisional DIN:-</p> <ul style="list-style-type: none"> <li>• Application duly signed with photograph affixed.</li> <li>• Proof of Residence (Ration Card/Passport/Voters Card)</li> <li>• Proof of Identity (Passport/Voters Card/PAN card/Driving License)</li> </ul>
3.	Incorporation of the Company	<p>The following are the requirements for the formation of Company</p> <ul style="list-style-type: none"> <li>• Address of Registered Office</li> <li>• Photographs (2 Nos) of the Directors</li> <li>• Power of Attorney in our favor for forming the company</li> <li>• Affidavit</li> <li>• Subscription clause to be filled in own hand writing of the proposed promoter/shareholder</li> <li>• Residence Proof</li> <li>• A necessary filing fee depends upon the proposed share capital of the Company.</li> </ul>

		<ul style="list-style-type: none"><li>• Embossing on Memorandum &amp; Articles from the State Government after paying required fees.</li></ul>
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### **LIST OF DOCUMENTS RQUIRED**

- Name of the Director, Father's/husband's name, date of birth, correspondence address along with PIN and permanent address along with PIN.
- Identity Proof (Passport/Voters Card/PAN card/Driving License)
- Residence Proof (Ration Card/Passport/Voters Card)
- Address of Registered Office
- Name of the Police Station under which the registered office falls
- Photographs of the Directors (4 Nos)
- Signature of both the directors on the documents
- Percentage of proposed share holding

**(For Detailed Break Up Refer Appendix "C")**

## DATAILED BREAK OF SUMMARY SERVICES

### 1) Accounting Services

***We offer solutions in:-***

- Book keeping
- Preparation of Statutory year end Financial Statement
- Interim Financial Reporting
- International Financial reporting
- Reconciliation Work
- Formulations of SOP (Standard Operating Procedure)

### 2) Audit & Assurance Services

***We offer solutions in:-***

- Statutory Audit
- Internal Audit, Risk Management and Corporate Governance
- Tax Audit
- Management Audit
- Review of Accounts
- Special Audit
- Due diligence
- Restatement as per IAS/ US GAPP

### **3) TAX Services**

***We offer solutions in:-***

- Income Tax
- International Tax
- Custom Law
- Excise Law
- VAT
- Service Tax

### **4) Regulatory Compliance Services**

***We cover almost all the applicable laws such as Income Tax, Exchange control Law, Labour Law, Goods & service Tax, STPI, SEZ, Foreign Infrastructure Policy, Custom & Excise, Local Law etc.***

- Review of various returns and forms filed with various Regulatory agencies
- Review of Documentations
- Assisting in meeting filing deadline to avoid penalties on late submissions
- Advice on improvement in compliance process
- Assisting in preparation of various returns and forms
- Ensuring proper, timely and correct & proper statutory deductions and their deposits with relevant regulatory agencies on due date

### **5) Legal Services**

***We offer solutions in:-***

- Contract drafting, review and management
- Litigation support services
- Legal research and analysis
- Legal data processing
- Merger and Acquisition
- Intellectual Property Right
- Compliance and regulatory services



- Corporate secretarial services
- Patent and other IPR support services
- Due diligent services
- Immigration services
- Document management services

## **6) International Services**

### ***We offer solutions in:-***

- Tax efficient holding company locations
- Controlled Foreign Companies Tax Planning
- Profit repatriation
- Loss utilization
- Transfer pricing
- International Executive services
- Advance ruling
- Tax efficient supply chain and shared services
- Tax efficient capital structure
- Advice on various aspects of double taxation treaties and withholding taxes
- Foreign Tax credit planning

## **7) Transfer Pricing**

### ***We offer solutions in:-***

- Overview of transfer pricing in India
- Aim, objective and effect of transfer pricing
- Definition of transfer pricing
- Definition of permanent establishment

- Definition of transaction
- Definition of international transaction
- To which transaction transfer pricing applies
- What does associated enterprise mean
- What is arm length price
- How to compute arm length price
- What info and documents are required by person whom transfer price applies
- On whom burden of proof lies
- what are the penalties under transfer pricing law
- OECD principle regarding transfer pricing
- How to find uncontrolled comparables

## **8) Advisory Services**

*We provide advice and assistance to our clients in the formulation and implementation of their business decisions, strategies and policies. Our Goal is to maximize the stakeholders' wealth. ARA advice the clients in the following areas:-*

- Financial Advisory services
- Risk Advisory services
- Advice on the selection & setting-up of Entry Vehicle
- Advice on Exit strategy
- Advice on holding company or Branch office
- Advice on Offshore company and International company
- Advice on Inbound and Outbound investments (Cross border investments)
- Merger Acquisitions

# **SERVICES COVERED UNDER MONTHLY RETANERSHIP MODEL**

## **IN BRIEF, we provide the following:**

- To provide Assurance as to whether transactions and actions of the Company comply with Law and Practices and Business Risk Management.
- To validate all the transactions and actions so as to minimize External and Internal Risks.
- To represent the Company before the various Regulatory and Enforcement Agencies.
- To provide Specialized and Expert Services.
- Planning and Compliances

## **IN DETAIL**

- 1.** Accounting Services
- 2.** Audits & Assurance Services
- 3.** Indian Taxation Services
- 4.** International Taxation Services
- 5.** Transfer Pricing Rules
- 6.** Exchange Control Law
- 7.** Foreign Investment Law
- 8.** Customs and Excise Matters
- 9.** Company Law and Secretarial Services
- 10.** STPI Matters
- 11.** HR Services
- 12.** VAT and Central Sales Tax
- 13.** Service Tax
- 14.** Review of Statutory and Legal Compliances

## **1) ACCOUNTING SERVICES**

Under this category, we provide the following service:-

- Assistance in Formulation of Accounting Policies and Procedure
- Assistance in Formulation of Internal Controls and Internal Systems
- Assistance in formulation of Accounting Processes

## **2) CERTIFICATION, AUDIT & ASSURANCES SERVICES**

Under this category, we provide the following service:-

- Certifications and Reports under the various Laws such as STPI, RBI, FEMA, Custom & Excise etc.
- Periodical/Management AUDIT

Under this category, we provide the following service:-

- Identifying areas for system improvement and strengthening internal controls.
- Safeguarding the assets and protecting them from unauthorized use or disposition.
- Ensuring proper & timely identification of liabilities, including contingent liabilities.
- Ensuring Compliance with the laid down policies and procedures.
- Reviewing the adequacy, relevance, reliability & timeliness of Management Information System and Financial Reporting System.

## **3) Indian Income Taxation Services**

Under this category, we provide the following service:-

- Income Tax Opinions from Time to Time
- Income Tax Planning to make the Structure and Transactions Tax Efficient
- Preparation and filing of Annual Tax Return.
- Review of Tax Returns & Documents
- Review of Compliances under the Indian Income Tax Act
- Representation Services

#### **4) International Taxation**

Under this category, we provide the following service:-

- Adherence & Planning under "Double Taxation Avoidance Agreement"
- Foreign Tax Credit
- Review of "International Transactions" to optimize Withholding Taxes, Double Taxation etc.
- International Taxation Planning to make the Capital Structure and other transaction more tax efficient.
- Certification for "International Remittances"
- Review of Tax Returns for "International Transactions"
- International Taxation Opinion, Consultancy and Advises"

#### **5) Transfer Pricing Rules**

Under this category, we provide the following service:-

- Assistance in Transfer Pricing Study
- Assistance in Maintenance of Information and Documentation prescribed under the Indian Transfer Pricing Law
- Review of Compliances under the Indian Transfer Pricing Law
- Representation Services

#### **6) Exchange Control Law**

Under this category, we provide the following service:-

- Review of various Returns under the Law
- Assistance in Repatriation of Profits
- Assistance in Bringing Capital and Loan from Foreign Sources
- Assistance in procuring Permissions and Approvals for payments and receipts in Foreign Exchange
- Planning and Review of Compliances under the Foreign Exchange Management Act 1999.
- Advise in formulating "Capital Structure in line with the Foreign Exchange Law in India
- Representation Services

## **7) Foreign Investments Law**

Under this category, we provide the following service:-

- Review of Forms and Returns
- Assistance in drafting of Foreign Collaboration Agreement

## **8) Customs and Excise Matters**

Under this category, we provide the following service:-

- Review of Compliances and Planning under the Custom and Excise Law
- Review of various Forms and Returns
- Representation Services

## **9) Company Law and Secretarial Services**

Under this category, we provide the following service:-

- Review of Compliances and Planning under the Companies Act, 1956
- Representing Services before Depart of Company Affairs.

## **10) STPI Matters**

Under this category, we provide the following service:-

- Review of various Forms and Returns
- Certification of Periodical Statements
- Certification of documents for reimbursement of Central Sales Tax
- Representation Services before the STPI Authority

## **11) HR Services**

Under this category, we provide the following service:-

- Salary Planning of Employees to make it more Tax Efficient
- Assistance in Drafting and Review of various Agreements, Deeds, Offer Documents relating with employees
- Assistance in Formulation of various incentives & other schemes for employees
- Compliances

## 12) VAT & Central Sales Tax

Under this category, we provide the following service:-

- Review of Periodical Returns, forms, financial statements etc.

## 13) Service Tax

Under this category, we provide the following service:-

- Review of Periodical Returns, forms, financial statements etc.
- Representation Services

## 14) Review of Legal and Statutory Compliance

Under this category, we provide the following service:-

- To review all the statutory records, returns, forms and documents filed with the Statutory/Regulatory Authorities under the Corporate Laws.
- To verify as to whether all the Statutory and Regulatory Compliances have been complied with.
- To verify as to whether all the statutory dues have been duly deducted and timely deposited.
- To verify as to whether the statutory records maintained are proper, adequate and complete.
- Review of pending notices issued by Statutory/Regulatory Authorities and their impact etc.

We undertake to ensure the compliances through following methodology:-

- Review of all **Returns, documents and information's** furnished to the concerned Government Organizations having Jurisdiction over the above stated Law.
- Checking of Adherences to **"Due Dates"** **"Correct Amount of Deduction"** & **Timely** deposit, documents and information's required to be furnished etc.
- Review of Legal & Statutory, records, documents and information's maintained as required under the above stated laws to the purpose of ensuring **"Adequacy and Proper Maintenance"**
- Review of all the **Communications** between Regulatory and Enforcement Agencies to ensure the **"Adequacy and Timely Reply"** and also the **assessment of "Potential Risk" therein.**
- To ensure that all the applicable Law & Rules have been complied with.

# DETAILED BREAK UP OF STEPS FOR FORMATION OF A COMPANY

## Check list

### **A. Digital Signature (DSC)**

*It is mandatory to obtain digital signature by any one of the Proposed Director for digitally signing the name approval form and the Company formation documents for filing the documents on line, which are mandatory. For obtaining the digital signature the following documents required along with necessary fees:-*

#### **Alternative -1, when the Director is physically present in India**

- Application for DSC
- One photograph affixed on the DIN Form duly attested by a Chartered Accountant or a Notary Public, in India.
- Copy of passport (Identity Proof) showing name, father's name, date of birth etc. duly attested by a Chartered Accountant Notary Public, in India.
- In case Father's name is not mentioned in the passport, some other documents with father name, such as birth certificate, driving license or any other documents mentioning father's name issued by the Government Department will be required.
- Residence Proof duly attested by Chartered Accountant and Notary public, in India.
- An Affidavit confirming the arrival to India and physical presence duly notarized by the Notary Public, in India.
- Copy of passport showing date of entry to India and stamp of immigration authorities at the Indian Airport.

#### **Alternative -2, when the Director is not physically present in India.**

- Application for DSC
- One photograph (Identity Proof) affixed on the DIN Form duly attested by a Notary Public from the Country where the Director is presently staying
- Copy of passport showing name, father's name, date of birth etc. attested by a Notary Public from the Country where the Director is presently staying



- Residence Proof duly attested by a Notary Public from the Country where the Director is presently staying

## **B. DIRECTOR IDENTIFICATION NUMBER (DIN)**

### **STEP -1 CREATION OF PROVISIONAL DIN**

*For creating the provisional DIN the following information's required. (Please note that the provisional DIN is granted by submitting the Form online by incorporating the below mentioned information's):-*

- Name as per Passport
- Fathers Name
- Date of Birth
- Residential Address with Post Index Number (PIN)
- Nationality & Citizenship
- Residence Proof, Identity Proof and passport
- Email address

### **STEP -2 REGULARISATION PROVISIONAL DIN**

*After the creation of provisional DIN, regularization of the same is required as per below:-*

#### **Alternative -1, when the Director is physically present in India**

- Form DIN-1 signed by the Director
- One photograph affixed on the DIN Form duly attested by a Chartered Accountant or a Notary Public, in India.
- Copy of passport (Identity Proof) showing name, father's name, date of birth etc. duly attested by a Chartered Accountant Notary Public, in India.
- In case Father's name is not mentioned in the passport, some other documents with father name, such as birth certificate, driving license or any other documents mentioning father's name issued by the Government Department will be required.
- Residence Proof duly attested by Chartered Accountant and Notary public, in India.

- An Affidavit confirming the arrival to India and physical presence duly notarized by the Notary Public, in India.
- Proof of stay in India like hotel bill, police registration etc.
- Copy of passport showing date of entry to India and stamp of immigration authorities at the Indian Airport.

**Alternative -2, when the Director is not physically present in India.**

- Form DIN-1 signed by the Director
- One photograph (Identity Proof) affixed on the DIN Form duly attested by a Notary Public from the Country where the Director is presently staying
- Copy of passport showing name, father's name, date of birth etc. attested by a Notary Public from the Country where the Director is presently staying
- Residence Proof duly attested by a Notary Public from the Country where the Director is presently staying

**C. Approval of Name**

- Provisional Director Identification Number –DIN.
- Name of the Province (State) in which the proposed registered office of the Company will be situated
- Proposed authorized capital.
- Name, Father/Husbands name and address with PIN of the Proposed Directors (Minimum two directors in case of private limited company)
- Occupation of the Proposed Directors.
- List of Companies/firms in which the Proposed Directors are Directors/Partners along with registration details of the Companies/Firms
- Phone Number, email ID and Fax Number of the proposed directors.
- Copy of Resolution, certificate of registration and Memorandum and Articles of Associate of the Holding Company duly notarized from the country where the registered office is situated, in case of subsidiary Company.
- Digital Signature

## **D. Incorporation of the Company**

*The following are the Information's required for the formation of Company*

- Approved DIN
- Complete Address of Registered Office along with Postal Index Number (PIN).
- Photographs (2 Nos) of the Directors.
- Proposed main objects of the Company.
- Memorandum & Articles of Association
- A necessary filing fee depends upon the proposed share capital of the Company.
- Embossing on Memorandum & Articles from the State Government after paying required fees.
- Digital Signature.

### **Alternative -1, when the Director is physically present in India**

- Copy of passport (Identity Proof) showing name, father's name, date of birth etc. duly attested by a Chartered Accountant Notary Public, in India.
- In case Father's name is not mentioned in the passport, some other documents with father name, such as birth certificate, driving license or any other documents mentioning father's name issued by the Government Department will be required.
- Residence Proof duly attested by Chartered Accountant and Notary public, in India.
- An Affidavit confirming the arrival to India and physical presence duly notarized by the Notary Public, in India.
- Proof of stay in India like hotel bill, police registration etc.
- Copy of passport showing date of entry to India and stamp of immigration authorities at the Indian Airport.
- Subscription clause to be filled in own hand writing of the proposed promoter/shareholder
- Power of Attorney in favor of c consultant for authorizing him to attend before the Registrar of Companies

- Affidavit duly signed by any one of the director

**Alternative -2, when the Director is not physically present in India.**

- Copy of passport showing name, father's name, date of birth etc. attested by a Notary Public from the Country where the Director is presently staying.
- Residence Proof duly attested by a Notary Public from the Country where the Director is presently staying.
- Subscription clause to be filled in own hand writing of the proposed promoter/shareholder duly Notarized by a Notary Public from the Country where the Director is presently staying and also attested by the Indian Embassy/Consulate of that country.
- Power of Attorney in favor of c consultant for authorizing him to attend before the Registrar of Companies duly Notarized by the a Notary Public from the Country where the Director is presently staying and also attested by the Indian Embassy/Consulate of that country.
- Affidavit duly signed by any one of the director duly notarized by a Notary Public from the Country where the Director is presently staying and also attested by the Indian Embassy/Consulate of that country.

# LOCATION MAP

## CHANDIGARH



## INDIA



## **OUR OTHER SERVICES PORTFOLIO**

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### **AEREN's India Debt Recovery**

**The Dream project of M/s Karin Informatics Services Private Limited and India's first & only Debt Recovery Portal which has been launched in the month of May, 2008, that provides total web based services and One Stop Solutions for commercial debts or B2B recovery PAN India, backed up by its Proprietary Technology Tool. With its omnipresence across India with over 60 offices in all the major cities and a team of more than 144 highly accomplished law attorneys, financial advisors, retired judges, accountants and management consultants, it ensures & resolves to provide cost-effective, focused and workable solutions for legalized recovery to its clientele with sincerity, dedication and professionalism, whilst maintaining the good relations with the debtors.**

**[www.indiadebtrecovery.com](http://www.indiadebtrecovery.com)**

### **AEREN- Legal Studio**

**A distinguished corporate law firm with a rich experience of over 15 years in the domains of Acquisition & Mergers, Banking & Structured Finance, Commercial Recoveries, Company matters, Cyber law, Drafting and Vetting of Business Agreements/ Legal Documents, E-commerce, Intellectual Property law, Legal Processes, HR Law, Real estate, tele-communication law, legal corporate advisory besides General litigation and dispute resolution.**

## **AEREN-Worldwide**

**India's first web based service provider of its kind on Offshore/International Tax planning. AEREN-Worldwide with its in-house team of more than 22 Chartered Accountants & Multiple Disciplined Professionals and affiliations with World's top International Tax planning professionals across the Globe, has represented various multinational foreign corporations, large domestic corporate houses and financial institutions on the aspects of Double taxation, Formation & management of offshore Companies & Trusts, International Investment structure, International Tax Planning, transfer pricing & advance rulings.**

**[www.aerenworldwide.com](http://www.aerenworldwide.com)**



## VIEW OUR UPCOMING FACILITY

**Our upcoming IT facility is located at Chandigarh, 160 miles (towards north) from New Delhi (The Capital of India). Our IT Facility is in "Rajiv Gandhi Chandigarh Technology Park" developed & managed by Chandigarh Administration, Govt. Of India. Our facility is adjacent to the premises of INFOSYS, Airtel, DLF, Tech Mahindra, Grand Hyatt (Five Star Hotel) and in proximity to the World class Township on 125 Acres styled as 'Pride Asia', being developed by Leading Indian Land developers - Parsvnath Developers Ltd. Our Facility is spread over a plot measuring 1.5 acres of land, allotted by Chandigarh Administration, Government of India, as "Build to suit sites", Our facility is 10 km away from the airport, 3 km from the railway station and 8 km away from the Bus stand. The city centre is 8 km far. The satellite towns of Mohali and Panchkula are located at a distance of 15 km and 3 km respectively. Our IT facilities will have total covered area of more than 1,55,000 Sq. ft. comprising with facilities like cafeteria and pantry, gymnasium, indoor and out door games, lounge**





THANK YOU

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**Aggarwal Raman & Associates**

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