

**PRACTICAL ASPECTS OF INCORPORATION OF PRIVATE LIMITED COMPANY**

**Form Spice+ A**

1. Obtain name approval through Form Spice+ A.

Form Spice+ A can be accessed by Signing in to MCA portal.

<https://mca.gov.in/mcafoportal/login.do>

File the main objects through an Annexure so that the length of the same is not restricted.

**SPICE+ Part A**

**Name Reservation**

Type of Company \* New Company (Others) ▾

Class of Company \* Private ▾

Category of Company \* Company limited by shares ▾

Sub-Category of Company \* Non-government company ▾

Main division of industrial activity of the Company \* 24

Description of the main division Manufacture of chemicals and chemical products

Summary of the objects to be pursued by the company on its incorporation \*  
As per Annexure

You may include a document that supports your name reservation below.

Particulars of the proposed or approved name \*

i. You can fill any two names here

ii.

Choose File  
Annexure.pdf

You have an option to file any two names.

You can check if your name is registered under trademark at <https://ipindiaonline.gov.in/tmrpublicsearch/frmmain.aspx>

If the name is trademarked, you need to obtain No-Objection Certificate from the owner of Trademark.

Once the Form Spice+ A is filed, RoC approves the same in fast track mode. Filing fees for the same is Rs. 1000.

Post approval, the name is valid for 20 days and within those 20 days, Form Spice+ B needs to be filed.

**This is just an advisory document. It does not assure any process for incorporation. The facts can vary from case to case. This is only for reference purpose. It may or may not be useful to all.**

# MEHTA & MEHTA

## Company Secretaries

You can get it extended for maximum 60 days including the initial 20 days. The charge for first extension is Rs. 1000 and for another 20 days, it is Rs. 2000.

| Validity of Name Approval Letter | Days | Charges (Rs.) |
|----------------------------------|------|---------------|
|                                  | 20   | 1000          |
|                                  | 20   | 1000          |
|                                  | 20   | 2000          |

### Form Spice+ B:

**SPICE+ Part B**

**Structure of the company**

1. Whether Articles of Association is entrenched \*  Yes  No

2. Company is \*  Having share capital  Not having share capital

3. Capital structure of the company \*

Total authorized share capital (in Rupees)

| Authorized share capital             | Equity               | Preference | Unclassified |
|--------------------------------------|----------------------|------------|--------------|
| Number of shares                     | <input type="text"/> |            |              |
| Nominal amount per share (in Rupees) |                      |            |              |
| Total amount (in Rupees)             |                      |            |              |

Total subscribed share capital (in Rupees)

| Subscribed share capital             | Equity               | Preference |
|--------------------------------------|----------------------|------------|
| Number of shares                     | <input type="text"/> |            |
| Nominal amount per share (in Rupees) |                      |            |
| Total amount (in Rupees)             |                      |            |

**Save & Continue**

**SPICE+ Part B**

**Address of the Company**

Correspondence address \*

Line I \*

Line II

City \*

State/Union Territory \*  Pin code \*

District \*

Phone (with STD code) \*  -

Fax

Email ID of the company \*

Whether the address for correspondence is the address of registered office of the company \*  Yes  No

Name of the office of the Registrar of Companies in which the proposed company is to be registered \*

**Prev**

**Save & Continue**

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**SPICe+ Part B**

**Subscriber and Directors Details**

**Number of first subscriber(s) to MOA and directors of the company \***

|  | Having valid DIN               | Not having valid DIN           |
|--|--------------------------------|--------------------------------|
| Total number of first subscribers (non-individual + individual)  | <input type="text" value="0"/> | <input type="text" value="2"/> |
| Number of non-individual first subscriber(s)   | <input type="text" value=""/>  | <input type="text" value="0"/> |
| Number of individual first subscriber(s) cum director(s)   | <input type="text" value="0"/> | <input type="text" value="2"/> |
| Total number of directors (director(s) who is/are not subscriber(s) + subscriber(s) cum director(s) as mentioned in above Row no. 3) | <input type="text" value="0"/> | <input type="text" value="2"/> |

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**SPICe+ Part B**

**Subscriber and Directors Details**

**b. Particulars of non-individual first subscriber(s)**

**c. Particulars of individual first subscriber(s) (other than subscriber cum director)**

**d. Particulars of individual first subscriber(s) cum directors**

|    |                          |
|----|--------------------------|
| II | <a href="#">Add/Edit</a> |
| II | <a href="#">Add/Edit</a> |

**e. Particulars of directors (other than first subscribers)**

Fill in the details of b/c/d/e as per table given below.

Here if there is a Foreign Director involved in the company and he is a citizen of India, then it is advisable to have PAN. Because Form Spice+ B does not accept Passport, if we select citizen of India. It has to be mandatorily PAN in case of foreign director. If it is PAN, then same needs to be verified as given below.

**MEHTA & MEHTA**  
*Company Secretaries*

|  |                         |                        |                        |                                    |              |
|--|-------------------------|------------------------|------------------------|------------------------------------|--------------|
| <b>First Name *</b>                          |                         |                        |                        |                                    |              |
| <b>Middle Name</b>                           |                         |                        |                        |                                    |              |
| <b>Surname *</b>                             |                         |                        |                        |                                    |              |
| <b>Father's First Name *</b>                 |                         |                        |                        |                                    |              |
| <b>Father's Middle Name</b>                  |                         |                        |                        |                                    |              |
| <b>Father's Surname *</b>                    |                         |                        |                        |                                    |              |
| <b>Gender *</b>                              |                         | <b>Date of Birth *</b> |                        | <b>Nationality *</b>               |              |
| <b>Place of birth (District and State) *</b> |                         |                        |                        |                                    |              |
| <b>Whether citizen of India *</b>            |                         |                        |                        | <b>Whether resident in India *</b> |              |
| <b>Occupation type * (Any one)</b>           | Self Employed           | Professional           | Homemaker              | Student                            | Serviceman   |
| <b>Area of Occupation * (Any one)</b>        | Government              |                        |                        |                                    |              |
|  | Teaching                |                        |                        |                                    |              |
|  | Others                  |                        |                        |                                    |              |
| <b>If 'Others' selected, please specify</b>  |                         |                        |                        |                                    |              |
| <b>Educational Qualification * (Any one)</b> | SSC/X/Junior/Equivalent |                        |                        |                                    |              |
|  | XII/SSC/High/Equivalent |                        |                        |                                    |              |
|  | Graduation/Bachelor     |                        |                        |                                    |              |
|  | PG/Master               |                        |                        |                                    |              |
|  | Professional            |                        |                        |                                    |              |
|  | Executive Program       |                        |                        |                                    |              |
|  | Doctorate               |                        |                        |                                    |              |
|  | Diploma                 |                        |                        |                                    |              |
|  | Others                  |                        |                        |                                    |              |
| <b>PAN</b>                                   |                         | <b>Passport</b>        | <b>Verify (if PAN)</b> |                                    |              |
| <b>Designation (Any one)</b>                 | Director                |                        |                        | <b>Category (Any one)</b>          | Promoter     |
|  | WTD                     |                        |                        |                                    | Professional |
|  | MD                      |                        |                        |                                    | Independent  |
|  | ND                      |                        |                        |                                    | Nominee      |
| <b>Whether (Any One)</b>                     |                         | Chairman               | ED                     | NED                                |              |

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**MEHTA & MEHTA**  
*Company Secretaries*

|   |                             |                         |                             |            |
|---|-----------------------------|-------------------------|-----------------------------|------------|
| Name of the company or institution whose nominee the appointee is                                 |                             |                         |                             |            |
| Email ID *  |                             |                         |                             |            |
| Permanent address   |                             |                         |                             |            |
| Line I  |                             |                         |                             |            |
| Line II   |                             |                         |                             |            |
| City  |                             | State/Union Territory * |                             | Pin code * |
| ISO Country code *  |                             | Country *               |                             |            |
| Phone (with STD code) *   |                             |                         |                             |            |
| Duration of stay at present address *   |                             |                         |                             |            |
| If Duration of stay at present address is less than one year then address of previous residence * |                             |                         |                             |            |
| Proof of identity *   | Voter ID/Passport/DL        | Residential Proof *     | Bank Statement/Utility Bill |            |
| Voter's identity card number  |                             |                         |                             |            |
| Driving license number  |                             |                         |                             |            |
| Aadhaar Number  |                             |                         |                             |            |
| Kind of shares subscribed   | Number of subscribed shares |                         | Amount of shares subscribed |            |
| Equity shares   |                             |                         |                             |            |
| Preference shares   |                             |                         |                             |            |
| Number of entities in which director have interest  |                             |                         |                             |            |
| Registration Number   |                             |                         |                             |            |
| Name  |                             |                         |                             |            |
| Address   |                             |                         |                             |            |
| Designation   |                             |                         |                             |            |
| Nature of Interest  | Percentage of share holding |                         | Amount                      |            |
|   | Others (specify)            |                         |                             |            |

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The screenshot shows the 'Stamp Duty' section of the SPICe+ Part B form. It includes fields for 'State or Union territory in which stamp duty is paid or to be paid' (set to 'Telangana'), 'Whether stamp duty is to be paid electronically through MCA21 system' (with 'Yes' selected), and a table for 'Details of stamp duty to be paid'. The table has columns for 'Type of Documents/Paticulars', 'Form', 'Memorandum of Association', and 'Articles of Association'. Below the table, there are fields for 'Provide details of stamp duty already paid' (with 'others' and 'NA' entered), 'Total amount of stamp duty paid' (set to 0), 'Mode of payment of stamp duty', and 'Name of vendor or Treasury or Authority'.

If the Stamp duty is to be paid through offline mode, the Form needs to be filed accordingly.

The screenshot shows the 'PAN/TAN Information' section of the SPICe+ Part B form. It includes sections for 'Information specific to PAN' and 'Information specific to TAN', each with a table for 'Area Code', 'AO Type', 'Range Code', and 'AO No.'. Below these are 'Source of Income' options (with 'Income from business/profession' checked) and 'Business/Professional Code' fields (with '2' and '0' entered). 'Prev' and 'Save & Continue' buttons are at the bottom.

Information for PAN/TAN can be accessed from NSDL's website for different states. It is available as per the alphabets involved in the name of the Company. If the same is not available, you may opt for information available for the nearest alphabet.

For eg., if the name of the company starts with E,F and G & have its Registered Office in Hyderabad, then information for such alphabet is not available with NSDL. Then you may opt for information available for I, J & K.

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**SPICE+ Part B**

**Attachments**

1. Memorandum of association
2. Articles of Association
5. Copy of the utility bills (not older than two months)
10. Proof of identity & residential address of subscribers
12. Proof of identity and address of Applicant I
13. Proof of identity and address of Applicant II
18. Optional attachment(s), (if any)

[Empty Box for Attachments]

Prev

Save & Continue

In case of attachments, MOA and AOA needs to be filed physically with Spice+ B, if there is a foreign director.

If the premise is rented, then along with Utility Bills, Rent Agreement & NOC needs to be attached.

**Mandatory Attachments-**

DIR-2

Declaration for Deposit

INC-9

Form for verification of Signature

Proof of Identity

Proof of Address

Post submission of attachments, details of Practicing Company Secretary (PCS) need to be filled in.

Once the same is filed, Prescrutiny is done and then the form can be downloaded for affixing DSC of Director and PCS.

Along with Form Spice+ B, other linked Forms AGILE PRO, INC-9, MOA & AOA are also filed.

They are available by signing in to MCA portal under Spice+ section.

In AGILE PRO, you can register for GST, ESIC, EPFO, Professional Tax and Bank Account.

All the linked forms with Spice+ B can be then uploaded on MCA portal.

Post uploading, RoC will approve the same and you will receive Certificate of Incorporation.

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