

WHEN STARTING A BUSINESS

Though the government has brought down the number of days to register a company from 30 to seven, there is room for streamlining the process and reducing instances of manual intervention

FORMS TO BE FILLED EARLIER	PURPOSE	WHAT HAS CHANGED NOW?
DSC form	To get Digital Signature Certificate	Has to be filled with photo ID and address proof verified by banker, gazetted government officer or a post master
DIR-3	For getting Director Identification Number (DIN)	Integrated in INC-29 but not working. Therefore, DIR-3 is still used
INC-1	For company's name approval by Registrar of Companies (RoC)	Integrated in INC-29. Earlier six names permitted in order of preference. Now only one name has to be given
INC-7	For company incorporation. Consists of INC-8, INC-9 and INC-10. Memorandum of Association (MoA), Articles of Association (AoA), address proof and photo identity proof also needs to be attached	Integrated in INC-29
DIR-12	For director appointment. This form is usually given along with INC-7	Integrated in INC-29
INC-8	The company professional's affidavit stating his approval for all the information provided	Integrated in INC-29
INC-9	The company director's affidavit stating his approval for all the information provided	Integrated in INC-29
INC-10	Directors and shareholder sign verification	Integrated in INC-29
INC-22	Notice and verification of registered office. To be done within 30 days of company incorporation	Has to be filled separately
For PAN and TAN	Usually done separately through nsdl.com	Integrated in INC-29 but not working. Therefore, nsdl.com still used