

From: Please affix your Business Card or write your info: Name _____ Office Designation: _____ Company: : _____ City: _____ Pin-code: : _____ Phones(O) _____ (R) _____ Mobile: _____ Fax: _____ eMail: _____ eMail2: _____	To: S V SURYANARAYANA Practising Company Secretary OFFICE & RESIDENCE # 13-6-439/A/7 ; SATYANARAYANA NAGAR, GUDIMALKAPUR - MEHDIPATNAM RING-ROAD HYDERABAD - 500 028 Phone:040-23524935 ❖ Fax: 040-23524904 Mobile: 9848080080 Office Cell: 98489 80081 e-mail cs@suryanarayana.com e-mail2 surya342@rediffmail.com Website: www.suryanarayana.com
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We request you to take-up assignment of our proposed Company Registration as per following particulars

(To be filled in Capital letters to write descriptions ❖ Please ✓ in the relevant option box)

1.	Application for availability of Name in Form No: 1A as per provisions of India Companies Act, 1956	We hereby authorize you to fill, digitally sign and submit on MCA21 web portal, the Form 1A on our behalf as per particulars furnished below	
		Please fill Form1A and send the same to us by eMail. We will digitally sign the same and submit on MCA21 web portal.	
2.	Name of State in India in which proposed Company is to be Registered	[For example Andhra Pradesh State]	
3.	Type of proposed Company and its initial Capital	Public Limited Company	Rs. _____ [Minimum Capital shall be Rupees Five Lakhs]
		Private Limited Company	Rs. _____ [Minimum Capital shall be Rupees One Lakh]
4.	Proposed Name of the Company: <i>Suggested Guidelines for selecting Names</i>		
	(a) Name shall include Main name followed by indicative of the main object to be pursued and activity of the proposed company [For example: Surya Properties and Projects Private Limited] (b) Give brief significance of Key or coined words used in the name [Example: Surya Exim Limited – Exim means Export and Import business] (c) If multiple objects are proposed, it is suggested to use INDUSTRIES in the name. [Example: Surya Industries Private Limited Description: To carry on business of Cement Manufacturing, Projects, trading in various goods] (d) Abbreviations if used in the beginning of name may be the initials of promoters. Example: SV POWER PRIVATE LIMITED or ESSVEE SV POWER PRIVATE LIMITED] (e) Ensure that the selected names do not resemble the name of any other company already registered in India. The name shall not violate the provisions of Emblems and names (prevention of improper use) Act, 1950. (f) The guidelines and rules as required to be followed by the Government from time to time shall be adhered to in respect of Names and required minimum Capital. (g) Form 1 A may be rejected by Government on any ground including minimum Capital requirement and if proposed names are not in consistence with Companies Act, Rules and Guidelines. In such a case the Form 1A shall be re-submitted.		

Company Registration data continued:

PROPOSED SIX NAMES IN ORDER OR PREFERENCE	(1)				
		<i>Write here brief significance of Key or coined words used in above name:</i>			
	(2)				
		<i>Write here brief significance of Key or coined words used in above name:</i>			
	(3)				
		<i>Write here brief significance of Key or coined words used in above name:</i>			
(4)					
	<i>Write here brief significance of Key or coined words used in above name:</i>				
(5)					
	<i>Write here brief significance of Key or coined words used in above name:</i>				
(6)					
	<i>Write here brief significance of Key or coined words used in above name:</i>				
5.	<p>Names of Promoters [Subscribers to shares] Requirements:</p> <ul style="list-style-type: none"> ➤ For Public Limited Company 7 Minimum Promoters & 3 Minimum Directors ➤ For Private Limited Company 2 Minimum Promoters & 2 Minimum Directors ➤ Individuals + Companies can be considered for Promoters ➤ Only Individuals can become Directors ➤ All the promoters & directors need to physically sign several documents for Registration of Company in India. ➤ All proposed Directors are required to mention Director Identification Number [DIN] even before Registration of Company. In case of non availability, fill separate application to obtain provisional DIN and to submit physical application] ➤ Atleast TWO Directors need to possess Digital Signature to digitally sign documents [Fill separate application for this purpose] 				
	SI No.	Name of Promoter	To be included as DIRECTOR [Please write YES or NO]	Director Identification Number	Data for DIN application submitted separately[Please write YES or NO]
	(1)				
	(2)				
	(3)				
	(4)				
	(5)				
	(6)				
	(7)				

Company Registration data continued:

6.	Main objects of the proposed Company <i>[If the objects include banking, stock exchange, mutual fund etc., a copy of the in-principal approval of the appropriate authority should be enclosed]</i>						
7.	Whether the proposed name(s) are based on a registered trade mark or is the subject matter of an application pending for registration under Trade Marks Act.	YES		NO			
<i>If YES please furnish particulars of Trade Mark or application and attach documentary proof. In case a LOGO is associated with the Trade Mark, then image of the logo to be attached.</i>							
8.	Address of the Registered office of the Company.	Address Line - 1					
		Address Line -2					
		City					
		District				State	
		Country				Pin Code	
		eMail id					
	Full Address of the police station under whose jurisdiction the Registered Office of the proposed Company is situated	Name					
		Address Line - 1					
		Address Line - 2					
		City				State	
		Pin Code					
	9.	Fee other Charges		Authorised Capital			
Purpose		Rs. 1,00,000	Rs.5,00,000	Rs. 10,00,000	Rs. 25,00,000	Rs. 1 Crore	
(1) Registration Fee on Memorandum of Association		Rs.4,000	Rs.16,000	Rs.26,000	Rs.56,000	Rs.1,56,000	
(2) Filing fee - 4 Forms documents ie., Articles Of Association, Form 1, Form 18 & Form 32		Rs.800	Rs 1,200	Rs.1,200	Rs.2,000	Rs.2,000	
(2A) Filing fee -Form1A [Application for name availability]		Rs. 500	Rs. 500	Rs. 500	Rs. 500	Rs. 500	
(3) Stamp Duty on MOA		Rs. 1,500	Rs.1,500	Rs.2,000	Rs.4,250	Rs.15,500	
[Fixed Rs. 500 + AOA @ 0.15% on Authorised Capital or minimum Rs. 1,000]							
(4) Miscellaneous expenses at ROC office						Rs. 2,000	
(5) Your Professional Fee:		(A) In case of Public Limited Company the total fee of Rs. 15,000 shall be payable partly as advance					Rs. 8,000
		(B) In case of Private Limited Company the fee of Rs. 10,000 shall be payable partly as advance					Rs. 5,000
		(C) In case of re-submission of documents as required by ROC or due to technical reasons , 50% of total fee under either (A) or (B) shall be paid as additional professional fee.					_____
(6) Digital Signature valid for one year to be applied in a separate application for minimum two Directors						Rs. 5,000	
Payee & Mode of Payment							
<i>Items 1& 2:</i> To be paid to Ministry of Company Affairs by way of DD payable to "ICICI Bank. Limited, MCA Challan" payable at Hyderabad							
<i>Item 2A,3,4 & 5:</i> Cheque to be issued in favour of S V Suryanarayana payable at Hyderabad							
<i>Item 6:</i> DD in favour of Austin Exim Private Limited payable at Hyderabad							

Company Registration data continued:

10.	<p>(1) We attach herewith the Power of Attorney [as per your draft] duly signed by the promoters authorizing you to submit FORM 1A on MCA21 web portal and also to make additions / modifications / alterations in the Form 1A and other documents furnished for registration of new company as guided by concerned official in the office of Registrar of Companies</p> <p>(2) We understand that minimum 2 weeks time is required to get the approval for Name from the date of payment of fee on Form-1A whereas another 3 weeks time to complete registration process after submission and payment of fee on all of other documents</p> <p>(3) We authorize Shri _____ (Designation: _____ emailid: _____ eMail2: _____ Mobile: _____) on our behalf to coordinate with you to furnish information / explanations to you to carryout your services in respect of eFiling of Forms / Returns / Documents for registration of Company.</p> <p>(4) We are attaching herewith a Cheque for Rs. _____ drawn on _____ in favour of S V Suryanarayana being the advance for expenses and professional fee. We take the responsibility to make the balance payment immediately on production a bill by you.</p> <p>(5) We are attaching herewith a Cheque for Rs. _____ drawn on _____ in favour of Austin Exim Private Limited payable at Hyderabad being the</p> <p>(6) We are attaching herewith a Demand Draft for Rs. _____ drawn on _____ in favour of "ICICI Bank. Limited, MCA Challan" payable at Khairatabad, Hyderabad</p>
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The information furnished above is true and correct to the best of my knowledge.

The above information furnished by:	<i>NAME:</i>
	<i>Date:</i>