Company Registration Document List (Private Limited)

Please provide the following documents and information. The details will be used for Company Registration, Local Ward Registration, and PAN Registration.

1. Company Details

- Proposed Company Name in English and Nepali
- Company Email Address
- Company Phone Number
  These will be used to create the company's credentials in the OCR system.
- Company Objectives / Nature of Business in Detail
  Please provide a clear description of the main business activities and services the company intends to conduct.

2. Company Address

Please provide the complete registered office address, as the address will also be required for Local Ward Registration and PAN Registration:

- Province/State
- District
- Municipality / Metropolitan City / Sub-Metropolitan City
- Local Ward Number
- Street Address / Tole
- House Number

3. Company Capital Details

- Authorized Capital
- Issued Capital
- Paid-up Capital

If the Authorized, Issued, and Paid-up Capital are all the same, please mention only the Paid-up Capital.

4. Shareholder Details

For each shareholder, please provide:

- Citizenship Certificate
- PAN Number
- National Identity Card (NID) or NID Number
- Email Address
- Phone Number
  Preferably different from the company's email address and phone number.

  In case of multiple shareholders, please provide the below details for each shareholder separately.

- Shareholding Percentage (%)

5. Shareholder Witness Details

For each shareholder's witness, please provide:

- Citizenship Certificate
- Phone Number

6. Office Rent Details — If the Office is Rented

House Owner / Landlord Details

- Citizenship Certificate
- PAN Number
- Phone Number
- Email Address

Property Details

- Type of Property: Room / Building / Land / Other
- Area of Rent
- House Number or Land Kitta Number.
- Local Ward Property Tax Payment Receipt

Rental Agreement

- Rental Agreement between the Company and the House Owner/Landlord

Smart Accounting Pvt. Ltd. will guide you through the company registration process and help you understand and gather all the necessary documents and information required for Company Registration, Local Ward Registration, and PAN Registration.