

**PROJECT PLAN**  
**COMPANY REGISTRATION IN INDIA FOR FOREIGN NATIONALS**

Week	Engagement
1 <sup>st</sup>	Maksim Consultant shall send Complete list of KYC Documents required for entire Engagement.
	Maksim Consultants will Collect and arrange all the necessary documents from client including <b>notarized and legalized due diligence documentations.</b>
	Maksim Consultants applies for a Digital Signature Certificate (DSC) with a Licensed Certifying Authority for the company proposed directors;
	Maksim Consultants Assist the client in verifying the Proposed Unique name of Company as per guideline of Indian Government
2 <sup>nd</sup>	The Proposed Directors Digital Signature Certificates (DSC) are approved by the Licensed Certifying Authority.
	Maksim Consultants office submits our Client's preferred company name for approval with the Registrar of Companies (ROC) and Ministry of Corporate Affairs (MCA);
3 <sup>rd</sup>	MCA approves our Client's preferred company name. Maksim Consultants emails our client the official approval letter issued by ROC.
	Maksim Consultants immediately starts to prepare a high quality company incorporation application for review and signature by the directors and shareholder of the Indian company;

	<p><u>Maksim Consultants e-mails <b>our Client</b> the following documents:</u></p> <ul style="list-style-type: none"> <li>i) Complete checklist of incorporation forms</li> <li>ii) Notarization and legalization requirements and</li> <li>iii) Signing guidelines for the shareholders and directors of the Indian company.</li> </ul> <p><u>The incorporation forms included:</u></p> <ul style="list-style-type: none"> <li>i) Affidavit MCA Circular 11/2013</li> <li>ii) Form DIR-2</li> <li>iii) Forms INC9 and INC 10</li> <li>iv) <i>Declaration list of interest</i> form and</li> <li>v) MOA &amp; AOA subscriber sheets;</li> </ul> <p>Our Client couriers the original signed and attested incorporation forms to gether with re-attested and legalized passport copies and proofs of address of then foreign shareholders and directors to the India maksim consultants office to submit to ROC before 20 days from name approval</p>
4 <sup>th</sup>	<p>Maksim Consultants office applies for a Director Identification Number (DIN) with the Ministry of Corporate Affairs (MCA) for the company directors;</p> <p>Maksim Consultants files the original signed and attested incorporation documents with the ROC;</p> <p>Maksim Consultants applies a Permanent Account Number (PAN) Tax Deduction Account Number (TAN) with the Income Tax Department for <b>our Client's</b> Indian company.</p>
5 <sup>th</sup>	<p>The company directors' DINs are approved by the MCA;</p> <p>PAN is approved by the Income Tax Department;</p> <p>TAN is approved by the National Securities Depository Limited;</p>

	<p>ROC approves the incorporation of our Client's Indian company. Maksim Consultants immediately email a scanned copy of the Certificate of Registration to our Client.</p> <p><b><i>Our Client's India company is now legally incorporated in INDIA;</i></b></p>
<p><b>Company Is Registered in 5 weeks</b>  <b>Post Incorporation Work start from Here</b></p>	
6 <sup>th</sup>	<p>Maksim Consultants prepare Forms for Bank account Opening and Send to <b>our Client</b> completed India bank account opening forms together with supporting documents to be signed by the bank signatory and witnessed by the bank officer in the country of origin .</p>
7 <sup>th</sup>	<p>The bank signatory to sign completed India bank account opening forms together with supporting documents including:</p> <ul style="list-style-type: none"> <li>i) Bank account opening board resolution and</li> <li>ii) Principal shareholding declaration form witnessed by bank officer in home country.</li> </ul> <p>Thereafter, <b>our Client</b> to courier signed forms to Maksim Consultants India;</p>
	<p>Maksim Consultants submits the bank signatory's original certified true copies of passport and proof of address and signed bank account opening forms to the Bank in India;</p>
8 <sup>th</sup>	<p>Maksim Consultants receives confirmation from the bank in India that our Client's corporate bank account has been approved and the bank provides us a <b><i>corporate bank account number</i></b> for <b>our Client</b>;</p> <p><b>Our Client</b> can inject the share capital amount of US\$1,650 into the corporate bank account held by the Indian company.</p>
	<p>Maksim consultants will fill INC -20A with Registrar of companies for commencement of business</p>
	<p>The India bank mails Maksim Consultants internet tokens and passwords in sealed envelopes. If required, Maksim Consultants will activate the internet banking platform on behalf of <b>our Client</b>;</p>

	<p>On receipt of the Indian companies share capital, the Reserve Bank of India(RBI) will immediately block this amount to review the source of foreign incoming funds;</p> <p>The Maksim consultants fill certificate of approval of the share capital and releases funds.</p>
	<p><b><i>Our client can now make funds transfers to third parties including suppliers and customers.</i></b></p>
	<p>Maksim Consultant apply with the Goods and Services Tax Network (GSTN) to register the Indian company for GST</p>
	<p>The Indian company is registered for Goods &amp; Services Tax (GST).</p> <p><b><i>Our Client can legally issue invoices</i></b></p>
<p><b><i>Maksim Consultants successfully completes the engagement</i></b></p>	

All engagement fees will be shared by draft Invoice are agreed and 50 % paid up front before starting the project plan and balance agreed to be paid when Maksim consultant sent mail of certificate of incorporation of company in 5<sup>th</sup> week of engagement. Consequently, there are no hidden fees or surprises or ambushes throughout the engagement.

All engagement deadlines are agreed up front in the form of a detailed project plan, mapping out deliverables by week throughout the engagement term.

Every week during the engagement, we email our Client a detailed email engagement status update. Our Client is immediately informed of engagement problems together with solutions.

Your dedicated engagement manager is reachable by phone, skype, whatsapp and email.

