

Checklist of Documents/Information for Company Registration (OCR)

- ☐ Citizenship certificate of all shareholders
- ☐ NID number of all shareholders
- ☐ PAN number of all shareholders
- ☐ Phone number of all shareholders
- ☐ Name, Address of the company (proposed)

Checklist for Visiting Tax Office (IRD/Kar Karyalaya) and Ward office [AFTER COMPANY REGISTRATION]

Before visiting the IRD, ensure you have the following documents and items ready:

- ☐ Photocopy of Certificate of Registration, MOA, and AOA (Prabandhapatra, Niyamawali). You will get these documents from OCR when the company is registered.
- ☐ Letters Provided by OCR (provided by OCR along with other registration documents)
- ☐ Company Stamp (Include full name of company including Pvt.Ltd., logo not mandatory)
- ☐ Minutes of Board Meeting Deciding the Registration at IRD ([Use our Minute Maker](#))
- ☐ Photocopy of Citizenship Certificates of All Shareholders
- ☐ Personal PAN Card of One Shareholder (Apply online at the IRD website or nagarik app if you don't have personal PAN)
- ☐ Online Form Filled at the IRD Website with Rs. 10 Ticket/Stamp
(Find the correct NSIC code using our [NSIC Search page](#). Purchase the ticket/stamp at a photocopy center near any tax office.) The IRD form's NSIC section is weird and a total mess. So, if you don't find your desired code, select the closest alternative and ask the officer to add your desired objective while visiting the tax office. ([Form Fill-up Guide](#))
- ☐ Rent Agreement ([Use our Rent Agreement Maker](#))
- ☐ Copy of Citizenship of landlord
- ☐ Receipt of Payment for Any Government Service by the Landlord (e.g., electricity, water (khanepani))
- ☐ House tax paid by landlord (tiro tireko rasid)
In some cases, tax/ward offices ask copy of the land ownership document (Lalpurja))

For ward office registration, you need all of the above(except minute and IRD form) and a PAN certificate.

Some tax offices will ask for ward registration papers before PAN registration.

At the ward office, you need to pay 10% of rent and registration fee.

Company registration papers are digitally signed (no physical copies)

Submit photocopies of all documents, do not submit any original documents to the offices.

In case of confusion Call/WhatsApp us to +9779802088976 (BizSewa)