

## 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)