

## DOCUMENTS REQUIRED FOR COMPANY CLOSURE

1. Photo copy of all directors
2. PAN Card copy of all Directors
3. Proof of Identity of all Directors (**Any one of the below**)
  - Passport
  - Driving License
  - Voter ID
4. Proof of Residence (in the name of applicant) (**Any one of the below**)
  - Bank Statement
  - Electricity Bill
  - Telephone Bill
  - Mobile Bill
5. Company Bank Account closure Certificate
6. Affidavit by all directors confirming no assets & Liabilities, No prosecution, Closure of Bank account (Franking of Rs. 20 and Notary on Affidavit) KYC of Directors should be notarised along with Affidavit - **Format provided by us**
7. Indemnity Bond by all directors confirming no claims and liabilities (Franking of Rs. 20 and Notary on Affidavit)- **Format provided by us**
8. No litigation pending Certificate by all directors- Format provided by us
9. Other Documents (Board Resolution, EGM Resolutions, Statutory Notices prepared by us)- **Format provided by us**
10. Statement of Accounts (showing Nil assets & liabilities on current date certified by Chartered Accounts)- **Format provided by us**
11. MOA for brief description of Object.
12. Brief description of main business last carried out by the company

13. KYC of all director(s), Managing Director, manager, secretary, CEO or CFO of the company