

REQUIRED BELOW DOCUMENTS FOR MICRO FINANCE COMPANY

Filing Patent Application

Procedure and Documentation Required to Incorporate a Producer Company

- The first step is to obtain a [Digital Signature Certificate](#) (DSC) from all the directors. Documents required to obtain a DSC are:

- PAN Card of the Director
- Aadhaar Card of the Director
- Photo
- Email Id
- Contact Number

- After obtaining the DSC, the next step is to obtain the [Director Identification Number](#) (DIN) by filing form DIR – 3 or SPICe+ Form along with a self-attested Identity proof, address proof, and a photo.
- Then the name of the production company is to be finalized. For that, Form SPICe+ to the Registrar of Companies (ROC) is to be filed by giving 2 names in the order of preference along with the significance of

the names. The name shall have the words PRODUCER COMPANY at the end.

- After the name is approved by the ROC, the following documents are to be prepared:

- The [Memorandum of Association](#) is to be drafted by incorporating all the objects that the company intends to follow.
- The [Articles of Association](#) is to be drafted containing all the by-laws of the company.
- An affidavit has to be signed by all the subscribers of the proposed company declaring their legal competency to act as the subscribers.
- A utility bill and a NOC have to be taken from the owner whose address is to be used as the registered office of the company. If it is not owned, a lease agreement will be attached to the form.

- All the drafted documents will be attached to Form SPICe+ and uploaded to the ROC [website](#). On proper verification, the ROC will issue a Certificate of Incorporation and the company can start its business operations.

Pre-Incorporation Checklist

- Any 10 or more producers (individuals) can join together to form a production company but there is no upper limit on the number of members.

- Or, any 2 or more producer institutions can form a producer company.
- A minimum paid-up capital is required to incorporate a producer company.
- There should be a minimum of 5 directors (maximum of 15) in a producer company.
- It can never be converted into a public company however it can be converted into a multi-state co-operative society.

