

Incorporation of Companies through SPICE plus



INCORPORATION OF COMPANY

Incorporation

A legal process to register or form a corporate entity or company

Company

An artificial juridical entity, separate from its members. It has perpetual succession.

Why Registration/Incorporation is needed?

- **Government Facilities:** The government provided many facilities and privileges to registered companies. It gives protection to business and production, which makes it more profitable.
- **Credit Facilities:** Bank and other financial institutions provide credit to registered firms without any hesitation. As these firms abide by the government rules and regulations, so they have full trust in them.
- **Business Reputation:** Registration adds to reputation. Other firms cannot copy their products. No other firm registered or not registered can use their name, brand etc.
- **Public Confidence:** People have more confidence in the registered company than in the unregistered firm because they think that these firms are working under the supervision of the government. Thus they make business contracts with them without any fear.

Formation of a Company

- ***A company may be formed for any lawful purpose by having minimum number of persons as under:***
 - 2 persons, to form a Private company; - Section 3(1)(b) or
 - 7 persons, to form a Public company; - Section 3(1)(a) ; and
 - 1 person to form One Person Company (i.e. Private Limited). - Section 3(1)(c).
- ***By subscribing their names or his name to a MOA***
 - A company limited by shares; or
 - Company limited by guarantee
 - Unlimited company

STEPS TO CONSIDER FOR REGISTERING THE BUSINESS: COMMENCING INCORPORATION PROCESS

1

- Appoint a Professional
- Identify Proposed Objects

2

- Choose type of Company
- Identify the First Directors and Shareholders

3

- Finalize unique names
- Requirements of MOA and AOA

4

- Get DSC of proposed Directors & Shareholders
- Other documentation

SPICE+ Web Form

**Integrated web form
offering multiple
services**

**Saves many
procedures, time and
cost**

**Simplified Proforma
for Incorporating
Company
Electronically PLUS
(SPICE+)**

**New and user
friendly Dashboard**

**Ease of Doing
Business**

Service Offered Under Spice+

- Incorporation**
- DIN allotment**
- Mandatory issue of PAN**
- Mandatory issue of TAN**
- Mandatory issue of EPFO registration**
- Mandatory issue of ESIC registration**
- Mandatory issue of Professional Tax Registration (Maharashtra)**
- Mandatory Opening of Bank Account for the Company**
- Allotment of GSTIN**
- Shop & Establishment Registration**

SPICe+ Points to Consider

- ❖ All new companies incorporated through SPICe+ would also be mandatorily required to apply for opening the company's Bank account through the AGILE-PRO-S linked web form.
- ❖ In Opening of Bank Account, applicant has to select only Bank Name & branch will be allocated by bank itself. Also the applicant can open new bank account after incorporation & close this bank account.
- ❖ All the documents need to be self-attested by the applicant.
- ❖ All documents annexed should be clear and legible.
- ❖ Registration for Profession Tax shall be mandatory through SPICe+ only in respect of new companies incorporated in the State of Maharashtra.
- ❖ Subscribers' photo is not required in SPICe+ forms
- ❖ Resubmissions for SPICe+ forms are permitted for two times.
- ❖ The maximum upload size of SPICe+ forms is 6 MB for each of the PDF form.
- ❖ A consolidated challan gets generated at the time of filing SPICe+(INC-32) which shall contain applicable fee towards (i) Form Fee (ii) MoA (iii) AoA (iv) PAN (v) TAN.
- ❖ Companies getting incorporated through SPICe+ with an Authorized Capital up to INR 15,00,000 would continue to enjoy 'Zero Filing Fee' concession. However, Stamp Duty has to be paid.

Parts of Spice Plus

SPICe+ Part A

represents the section wherein all details with respect to name reservation for a new company has to be entered

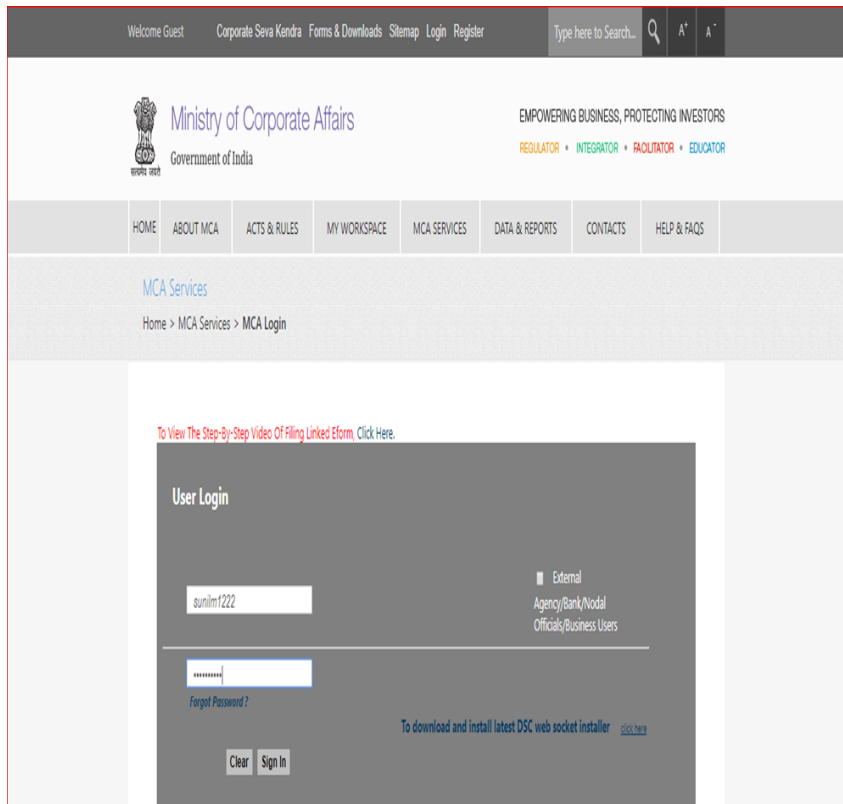
SPICe+ Part B

represents the section wherein all remaining details required for formation of a company has to be entered

- ❖ *SPICe+ Web form is a post-login service*
- ❖ **Once the SPICE+ is filled completely, it will get converted into pdf for affixing the DSC.**

Spice+ Login

Login to MCA portal (mca.gov.in)



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HOME ABOUT MCA ACTS & RULES MY WORKSPACE MCA SERVICES DATA & REPORTS CONTACTS HELP & FAQs

MCA Services
Home > MCA Services > MCA Login

To View The Step-By-Step Video Of Filing Linked Eform, Click Here.

User Login

External
Agency/Bank/Nodal
Officials/Business Users

sunilm1222

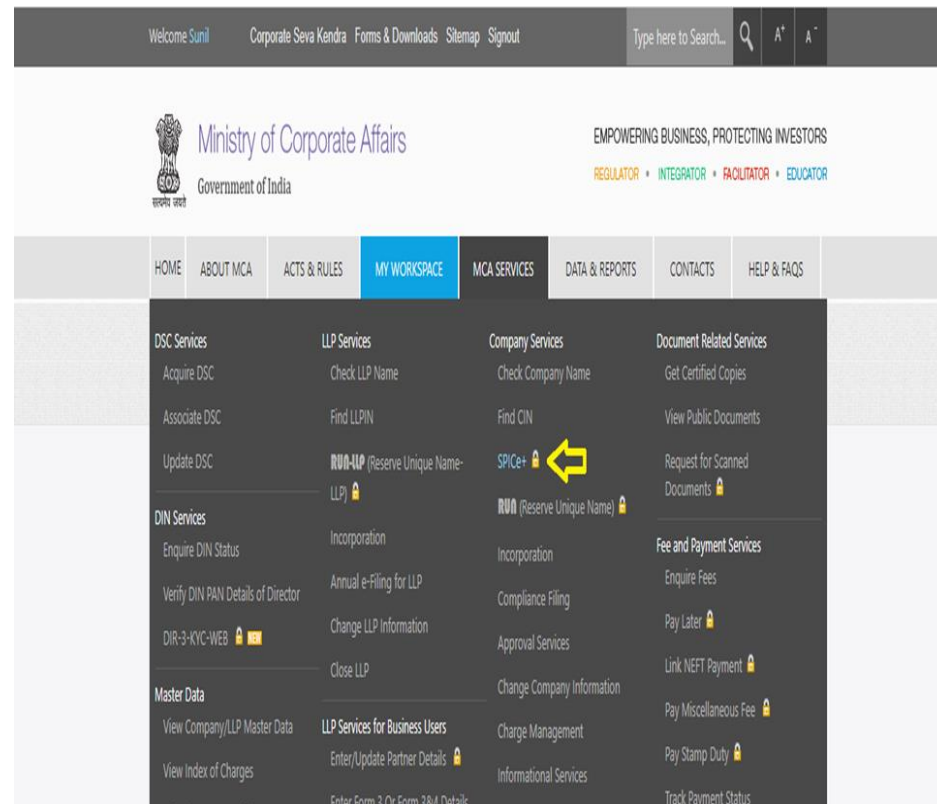
.....

Forgot Password?

To download and install latest DSC web socket installer [click here](#)

Clear Sign In

Click on MCA services -> SPICE+



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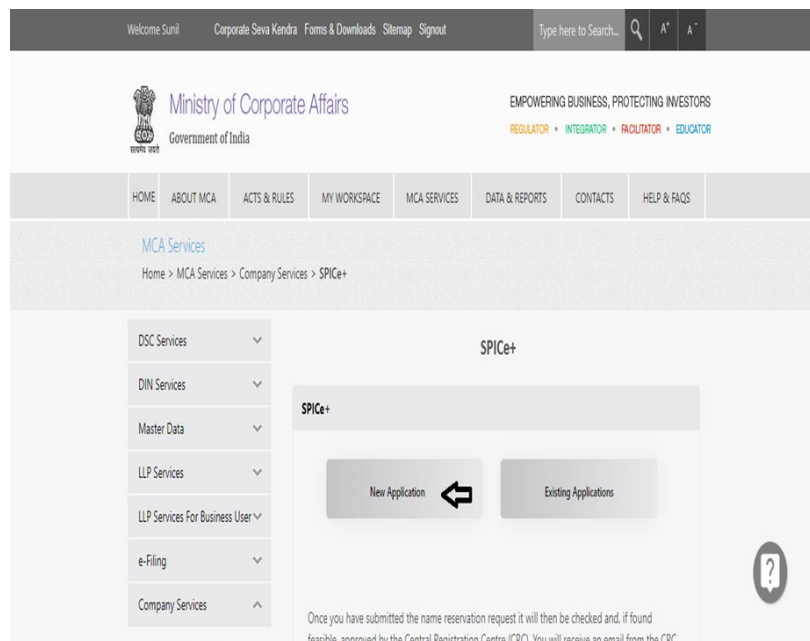
MCA SERVICES

- DSC Services
 - Acquire DSC
 - Associate DSC
 - Update DSC
- DIN Services
 - Enquire DIN Status
 - Verify DIN PAN Details of Director
 - DIR-3-KYC-WEB
- Master Data
 - View Company/LLP Master Data
 - View Index of Charges
- LLP Services
 - Check LLP Name
 - Find LLPIN
 - RUB-LLP (Reserve Unique Name-LLP)
 - Incorporation
 - Annual e-Filing for LLP
 - Change LLP Information
 - Close LLP
 - LLP Services for Business Users
 - Enter/Update Partner Details
 - Enter Form 3 Or Form 384 Details
- Company Services
 - Check Company Name
 - Find CIN
 - SPICE+ ←
 - RUB (Reserve Unique Name)
 - Incorporation
 - Compliance Filing
 - Approval Services
 - Change Company Information
 - Charge Management
 - Informational Services
- Document Related Services
 - Get Certified Copies
 - View Public Documents
 - Request for Scanned Documents
- Fee and Payment Services
 - Enquire Fees
 - Pay Later
 - Link NEFT Payment
 - Pay Miscellaneous Fee
 - Pay Stamp Duty
 - Track Payment Status

SPICe+ Dashboard

Click on new application in case fresh application needs to be submitted.

On click of existing application, user can view application numbers along with proposed/approved name.



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HOME ABOUT MCA ACTS & RULES MY WORKSPACE MCA SERVICES DATA & REPORTS CONTACTS HELP & FAQS

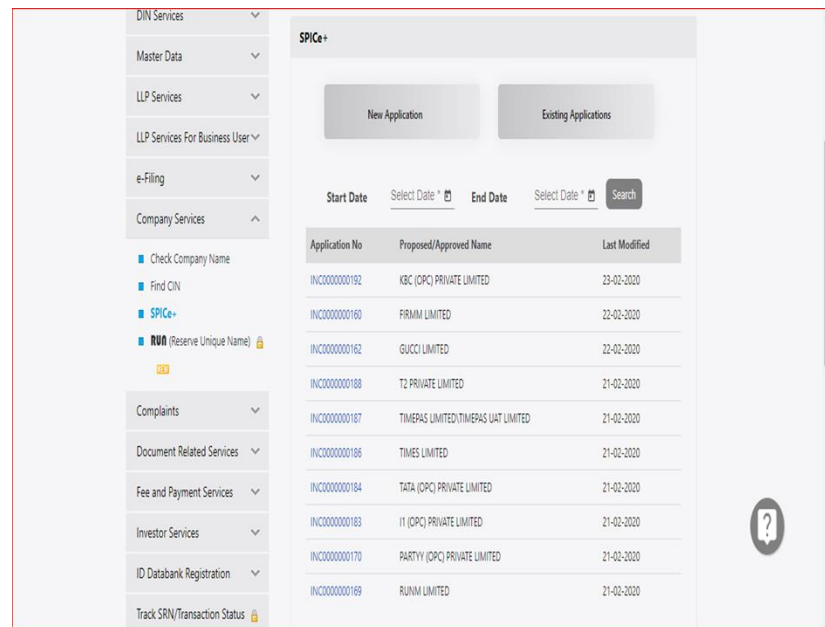
MCA Services
Home > MCA Services > Company Services > SPICe+

DSC Services
DIN Services
Master Data
LLP Services
LLP Services For Business User
e-Filing
Company Services

SPICe+

New Application ← Existing Applications

Once you have submitted the name reservation request it will then be checked and, if found feasible, approved by the Central Registration Centre (CRC). You will receive an email from the CRC



DIN Services
Master Data
LLP Services
LLP Services For Business User
e-Filing
Company Services

■ Check Company Name
■ Find CIN
■ **SPICe+**
■ **RUU** (Reserve Unique Name) 🔒

Complaints
Document Related Services
Fee and Payment Services
Investor Services
ID Databank Registration
Track SRN/Transaction Status 🔒

SPICe+

New Application Existing Applications

Start Date Select Date * 📅 End Date Select Date * 📅 Search

Application No	Proposed/Approved Name	Last Modified
INC0000000192	KBC (OPC) PRIVATE LIMITED	23-02-2020
INC0000000160	FRIMM LIMITED	22-02-2020
INC0000000162	GUCCI LIMITED	22-02-2020
INC0000000188	T2 PRIVATE LIMITED	21-02-2020
INC0000000187	TIMERAS LIMITED/TIMERAS UAT LIMITED	21-02-2020
INC0000000186	TIMES LIMITED	21-02-2020
INC0000000184	TATA (OPC) PRIVATE LIMITED	21-02-2020
INC0000000183	I1 (OPC) PRIVATE LIMITED	21-02-2020
INC0000000170	PARTYY (OPC) PRIVATE LIMITED	21-02-2020
INC0000000169	RUNIM LIMITED	21-02-2020

SPICe+ Part A

- SPICe+ Part A can either be submitted individually **ONLY for name reservation** or **together with SPICe+ Part B** for both name reservation as well as incorporation.
- If SPICe+ is used for name approval, plus incorporation together, **only one name is allowed**.
- In case SPICe+ Part A is submitted individually for name reservation, Part B and all other linked forms shall be enabled **only after the SRN of SPICe+ Part A is 'Approved'** i.e. the name is reserved.
- User fills the details of type, class, category, sub-category and proposed name of the company and click on auto check button.
- A list of activities with code is provided in Help kit of Spice+ for description of main division of industrial activity.


SPICe+ Part A

Name Reservation

Type of Company *	New Company (Others) ▾
Class of Company *	Private ▾
Category of Company *	Company limited by shares ▾
Sub-Category of Company *	Non-government company ▾
Main division of industrial activity of the Company *	37
Description of the main division	Recycling

Summary of the objects to be pursued by the company on its incorporation *

1. To carry on the business of plastic recycling and as dealers in plastic raw materials, resins, goods and articles connected with the plastics manufacturing industry.



SPICe+ Part A

SUFFIXES FOR NAME

- One Person Company – ABC (OPC) Private Limited
- Private Limited Company (other than producer company) – ABC Private Limited
- Private Limited Company (Producer company) – ABC Producer Company Limited
- Public Limited Company – ABC Limited
- Unlimited Liability Private Company – ABC Private Unlimited
- Unlimited Liability Public Company – ABC Unlimited

Suffixes shall not apply to a company registered under section 8.

You may include a document that supports your name reservation below.

Particulars of the proposed or approved name *

i.

ii.

Choose File

Auto-Check

Save

Submit

SPICe+ Part A

- ❑ Ensure that the proposed name selected does not contain any word which is prohibited under **Section 4(2) & (3)** of the Companies Act, 2013 read with **Rule 8 of the Companies (Incorporation) Rules, 2014**
- ❑ **Availability of name** should be checked with MCA and **Trademark search** to ensure that the proposed name is not similar to any existing company name
- ❑ An **optional attachment** such as NOC, Trademark Details, Detailed Main Object etc. can be provided to MCA here.
- ❑ Auto check performs first level automatic scrutiny of the proposed name in accordance with the name rules.

You may include a document that supports your name reservation below.

Particulars of the proposed or approved name *

i.

ii.

Choose File

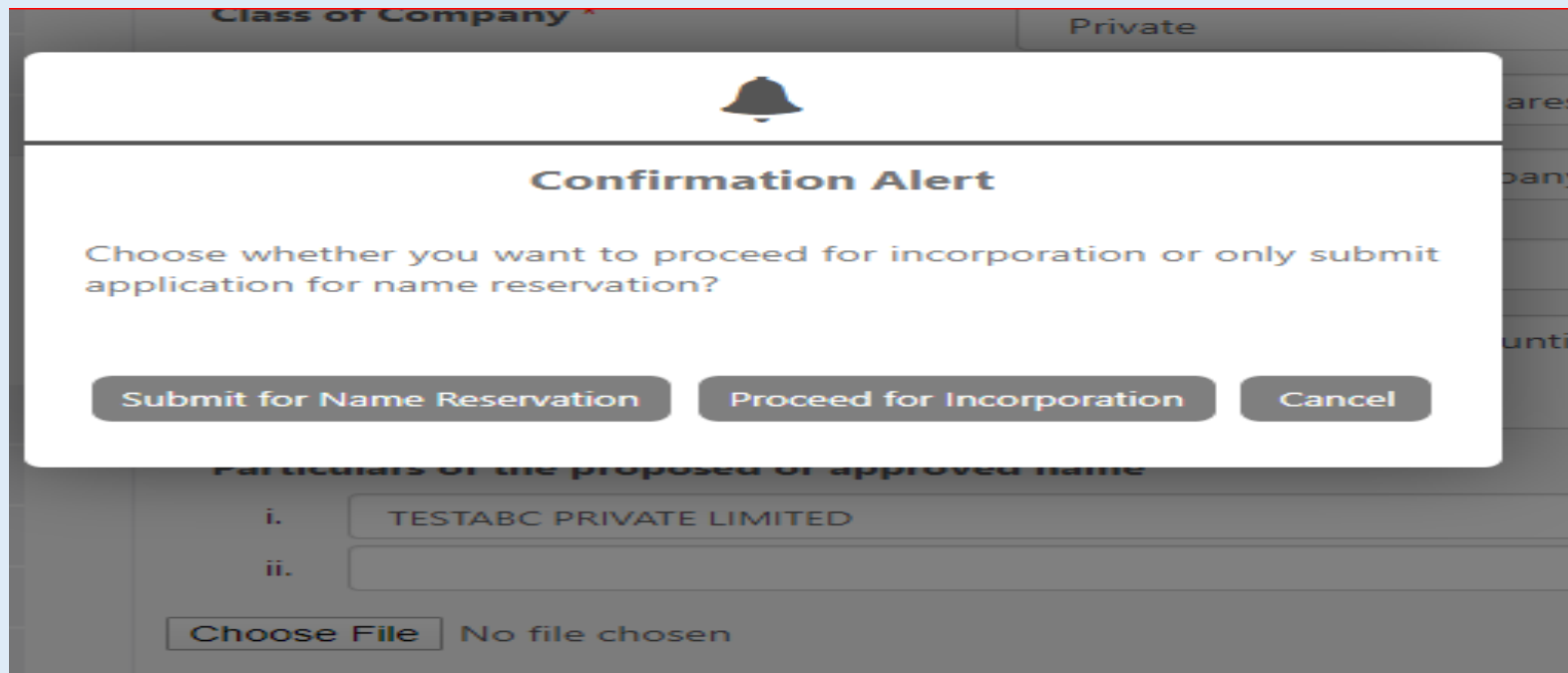
Auto-Check

Save

Submit

SPICe+ Part A >> Part B

Once Part A is complete, user can click on Submit for Name Reservation or Proceed for Incorporation or Cancel



The screenshot shows a web application interface with a modal dialog box. The dialog box is titled "Confirmation Alert" and contains a bell icon at the top. Below the title, the text asks: "Choose whether you want to proceed for incorporation or only submit application for name reservation?". At the bottom of the dialog, there are three buttons: "Submit for Name Reservation", "Proceed for Incorporation", and "Cancel".

Confirmation Alert

Choose whether you want to proceed for incorporation or only submit application for name reservation?

Submit for Name Reservation **Proceed for Incorporation** **Cancel**

Class of Company * Private

Particulars of the proposed or approved name

i. TESTABC PRIVATE LIMITED

ii.

Choose File No file chosen

Processing of SPICe+ Part A

- On receipt of Name application, the Registrar may, on the basis of information and documents furnished along with the application, reserve the name for a period of 20 days from the date of approval.
- In case of application for change of its name by an existing company, the Registrar may reserve the name for a period of 60 days from the date of approval.
- Approved name and related incorporation details as submitted in Part A, would be automatically Pre-filled in all linked forms also viz., AGILE-PRO, e-MoA, e-AoA, INC-9 (as applicable)
- If opted for 'Proceed for incorporation, Part B of the web form gets enabled which will have different sections.

SPICe+ - Part B

**Capital
Details**

**Registered
office
details**

**Details of all
Subscribers
and first
Directors**

**PAN and
TAN details**

**Details of
Certifying
Professional**

SPICe+ - Part B

- Select whether the article(s) is/are entrenched compared to the standard template of AOA
- Enter the number of articles which are entrenched. Accordingly, field shall be enabled to enter short description of the entrenchment.
- Minimum authorized and subscribed share capital
- At least one kind of share capital (Equity/ Preference) should be greater than zero in number of shares as well as amount of shares.

SPICe+ Part B

Structure of the company

1. Whether Articles of Association is entrenched * Yes No

2. Company is * Having share capital Not having share capital

3. Capital structure of the company *

Total authorized share capital (in Rupees)

Authorized share capital	Equity	Preference	Unclassified
Number of shares	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nominal amount per share (in Rupees)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total amount (in Rupees)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total subscribed share capital (in Rupees)

Subscribed share capital	Equity	Preference
Number of shares	<input type="text"/>	<input type="text"/>
Nominal amount per share (in Rupees)	<input type="text"/>	<input type="text"/>
Total amount (in Rupees)	<input type="text"/>	<input type="text"/>

SPICe+ - Part B

- Either Registered office address or Correspondence address to be provided
- Ensure correspondence address is of same state where company is willing to have its registered office
- Ensure that the email ID is valid as all intimations from MCA shall be communicated electronically at the email ID being mentioned here

SPICe+ Part B

Address of the Company

Correspondence address *

Line I *

Line II

City *

State/Union Territory * Pin code *

District *

Phone (with STD code) * -

Fax

Email ID of the company *

Whether the address for correspondence is the address of registered office of the company * Yes No

Name of the office of the Registrar of Companies in which the proposed company is to be registered *

SPICe+ - Part B

- Allotment of DIN would also be processed along with Spice Plus and upon approval, DIN would be issued to those directors whose names have been mentioned as not having DIN.
- Total number of directors (including both 'having' and 'not having' DIN) cannot be more than 20 in number.
- Total number of directors (including both 'having' and 'not having' DIN) should be:
 - minimum 1 for OPC
 - minimum 2 for private company (other than producer company)
 - minimum 3 for public company
 - minimum 5 for producer private company
- Directors not having DIN cannot be more than 3 in number.

SPICe+ Part B

Subscriber and Directors Details

Number of first subscriber(s) to MOA and directors of the company *

	Having valid DIN	Not having valid DIN
Total number of first subscribers (non-individual + individual)	5	2
Number of non-individual first subscriber(s)		0
Number of individual first subscriber(s) cum director(s)	3	2
Total number of directors (director(s) who is/are not subscriber(s) + subscriber(s) cum director(s) as mentioned in above Row no. 3)	8	2

SPICe+ - Part B

SPICe+ Part B

Subscriber and Directors Details

b. Particulars of non-individual first subscriber(s)

c. Particulars of individual first subscriber(s) (other than subscriber cum director)

I	Add/Edit
I	Add/Edit

d. Particulars of individual first subscriber(s) cum directors

I	Add/Edit
I	Add/Edit
I	Add/Edit
II	Add/Edit
II	Add/Edit

e. Particulars of directors (other than first subscribers)

I	Add/Edit
I	Add/Edit
I	Add/Edit
I	Add/Edit
I	Add/Edit

Prev
Save & Continue

Particulars of individual first subscriber(s) (other than subscriber cum director)

Director Identification Number (DIN) * Prefill

Name *

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares	<input type="text"/>	<input type="text"/>
Preference shares	<input type="text"/>	<input type="text"/>

Continue

d. Particulars of individual first subscriber(s) cum directors

- Check Company Name
- Find DIN
- SPICe+
- RUN (Reserve Unique Name)

Particulars of individual first subscriber(s) cum directors

Director Identification Number (DIN) * Prefill

Name *

Gender * Date of Birth * Select Date Nationality *

Designation * Category *

Whether Chairman Executive director Non-executive director

Name of the company or institution whose nominee the appointee is

Email ID *

Kind of shares subscribed	Number of subscribed shares	Amount of shares subscribed
Equity shares	<input type="text"/>	<input type="text"/>
Preference shares	<input type="text"/>	<input type="text"/>

Number of entities in which director have interest

SPICe+ - Part B

Select the type of proof of identity from the available drop-down values

- Voters Identity Card;
- Passport; or
- Driving License.

Select the type of Residential Proof from the available drop-down values

- Bank Statement;
- Electricity Bill;
- Telephone bill; or
- Mobile bill.

- Attach copy of proof of identity and proof of address under attachments section.
- For the proposed directors having DIN, KYC norms would not be applicable and no other proof of identity or residential proof shall be required.
- Enter the number and amount of shares subscribed by the first subscriber.

SPICe+ - Part B

- Enter basic details for issuance of Permanent Account Number (PAN) and Tax Deduction Account number (TAN)
- Select the source of income of the proposed company
- If the source of income of the proposed company is Income from business/profession, enter the Business/ Profession Code. (mentioned in help kit)

- DIN Services ▾
- Master Data ▾
- LLP Services ▾
- LLP Services For Business User ▾
- e-Filing ▾
- Company Services ▲
- Check Company Name
 - Find CIN
 - SPICe+
 - **RUN** (Reserve Unique Name)
- Complaints ▾
- Document Related Services ▾
- Fee and Payment Services ▾
- Investor Services ▾
- ID Databank Registration ▾
- Track SRN/Transaction Status

PAN/TAN Information

Additional Information for applying Permanent Account Number (PAN) and Tax Deduction Account Number (TAN)

Information specific to PAN

Area Code	AO Type	Range Code	AO No.
A P R C		1 1 0 1	

Information specific to TAN

Area Code	AO Type	Range Code	AO No.
A P R C T		1 0 8 1	

Source of Income

Income from business/profession Capital Gains
 Income from House property Income from other source
 No Income

Business/Professional Code

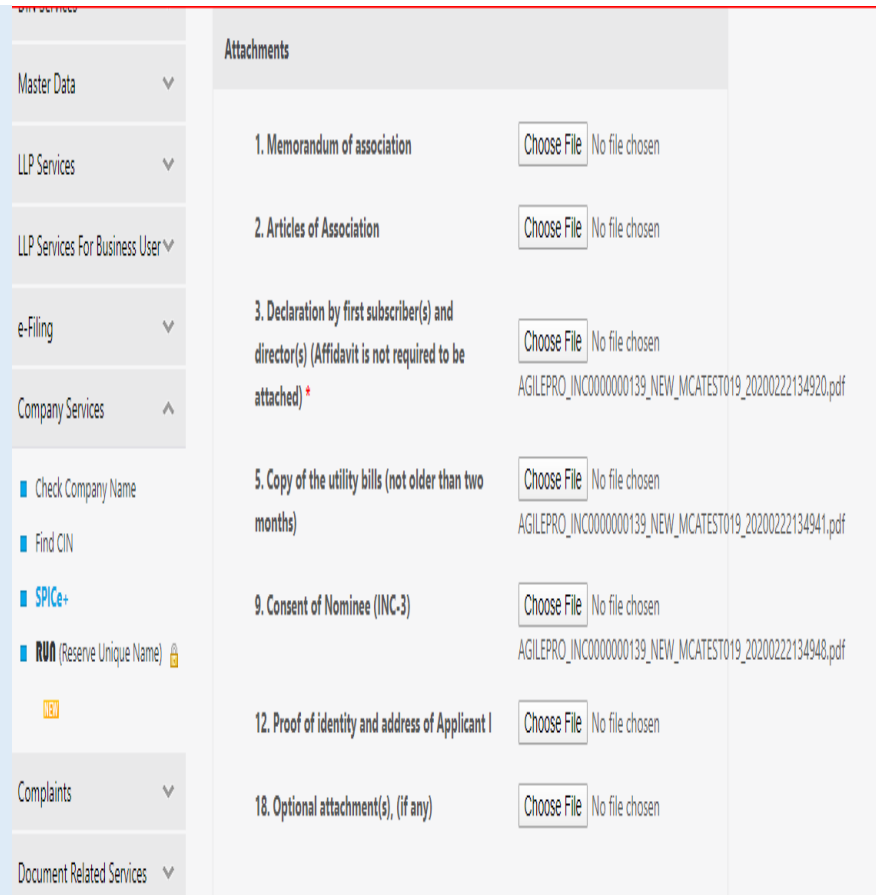
1	1
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Prev
Save & Continue

SPICe+ Attachments

- ✓ Upload mandatory attachments in web form.
- ✓ MOA & AOA are **Mandatory** only in the following cases:
 - Section 8 company or
 - all or any of the non-individual first subscribers are based outside India or
 - Part I company or
 - 'Total number of first subscribers (non-individual + individual) are more than 7.
- ✓ Declaration by first subscriber(s) and director(s) (**INC-9**) shall be mandatory where
 - total number of subscribers and/or directors is greater than 20 or
 - any such subscribers and/or directors does not have DIN/PAN

Note: Affidavit is not required to be attached by first subscriber(s) and director(s).



The screenshot shows the 'Attachments' section of the SPICe+ web form. On the left, there is a navigation menu with options: Master Data, LLP Services, LLP Services For Business User, e-Filing, Company Services, Check Company Name, Find CIN, SPICe+, RUN (Reserve Unique Name), Complaints, and Document Related Services. The main area displays a list of attachments with their respective upload buttons and status.

Attachment ID	Description	Upload Button	Status
1.	Memorandum of association	Choose File	No file chosen
2.	Articles of Association	Choose File	No file chosen
3.	Declaration by first subscriber(s) and director(s) (Affidavit is not required to be attached) *	Choose File	No file chosen AGILEPRO_INC0000000139_NEW_MCATEST019_20200222134920.pdf
5.	Copy of the utility bills (not older than two months)	Choose File	No file chosen AGILEPRO_INC0000000139_NEW_MCATEST019_20200222134941.pdf
9.	Consent of Nominee (INC-3)	Choose File	No file chosen AGILEPRO_INC0000000139_NEW_MCATEST019_20200222134948.pdf
12.	Proof of identity and address of Applicant I	Choose File	No file chosen
18.	Optional attachment(s), (if any)	Choose File	No file chosen

SPICe+ Attachments

- If the address for correspondence is the address of **registered office** of the company, then following attachments are mandatory:
 - Proof of office address
 - Copies of utility bills that are not older than two months.
- If any **subscriber is Foreign company and/or company incorporated outside India**, then it is mandatory to attach copy of Certificate of Incorporation of the foreign body corporate and resolution passed by it.
- If any subscriber to the proposed company is a Company itself, then it is mandatory to attach Resolution passed by promoter company
- In case any of the director has any interest in the proposed company, then it is mandatory to attach Interest of first director(s) in other entities. **(DIR-8)**
- In case of an **OPC**, it is mandatory to attach Consent of nominee and Proof of identity and residential address of the nominee
- In case proposed company is a **Section 8** company, it is mandatory to attach
 - Declaration in Form No. INC-14
 - Declaration in Form No. INC-15
- Any other information can be provided as Optional attachment.

SPICe+ Part-B

- DIN Services ▼
- Master Data ▼
- LLP Services ▼
- LLP Services For Business User ▼
- e-Filing ▼
- Company Services ▲
- Check Company Name
 - Find CIN
 - SPICe+
 - **RUN** (Reserve Unique Name)
 - 1137
- Complaints ▼
- Document Related Services ▼
- Fee and Payment Services ▼
- Investor Services ▼
- ID Databank Registration ▼

Declaration

I have gone through the provisions of the Companies Act, 2013, the rules thereunder and prescribed guidelines framed thereunder in respect of reservation of name, understood the meaning thereof and the proposed name is in conformity thereof.

I have used the search facilities available on the portal of the Ministry of Corporate Affairs(MCA) for checking the resemblance of the proposed name with the companies and Limited Liability partnerships(LLPs) respectively already registered or the names already approved. I have also used the search facility for checking the resemblances of the proposed name with registered trademarks and trade mark subject of an application under the Trade Marks Act, 1999 and other relevant search for checking the resemblance of the proposed name to satisfy myself with the compliance of the provisions of the Act for resemblance of name and Rules thereof.

The proposed name is not in violation of the provisions of Emblems and Names (Prevention of Improper Use) Act, 1950 as amended from time to time

The proposed name is not offensive to any section of people, e.g. proposed name does not contain profanity or words or phrases that are generally considered a slur against an ethnic group, religion, gender or heredity.

The proposed name is not such that its use by the company will constitute an offence under any law for the time being in force

I undertake to be fully responsible for the consequences in case the name is subsequently found to be in contravention of the provisions of section 4(2) and section 4(4) of the Companies Act, 2013 and rules thereto and I have also gone through and understood the provisions of section 4(5) (i) (a) and (b) of the Companies Act, 2013 and rules thereunder and fully declare myself responsible for the consequences thereof.

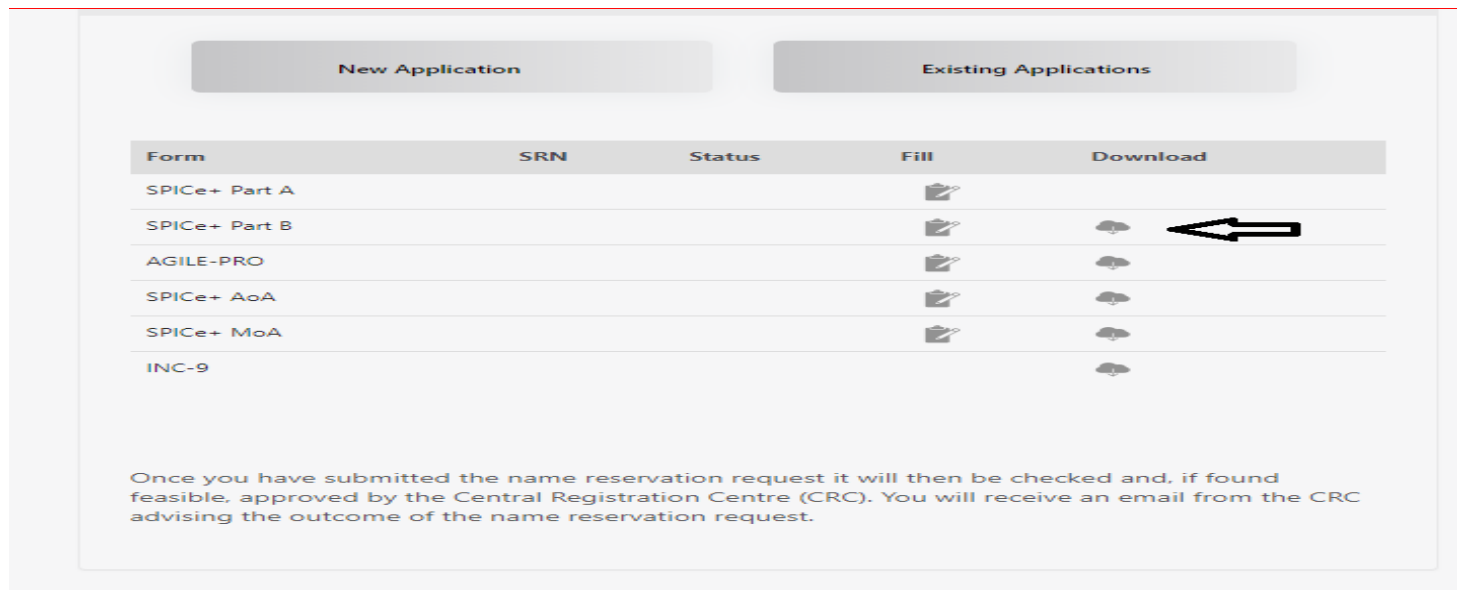
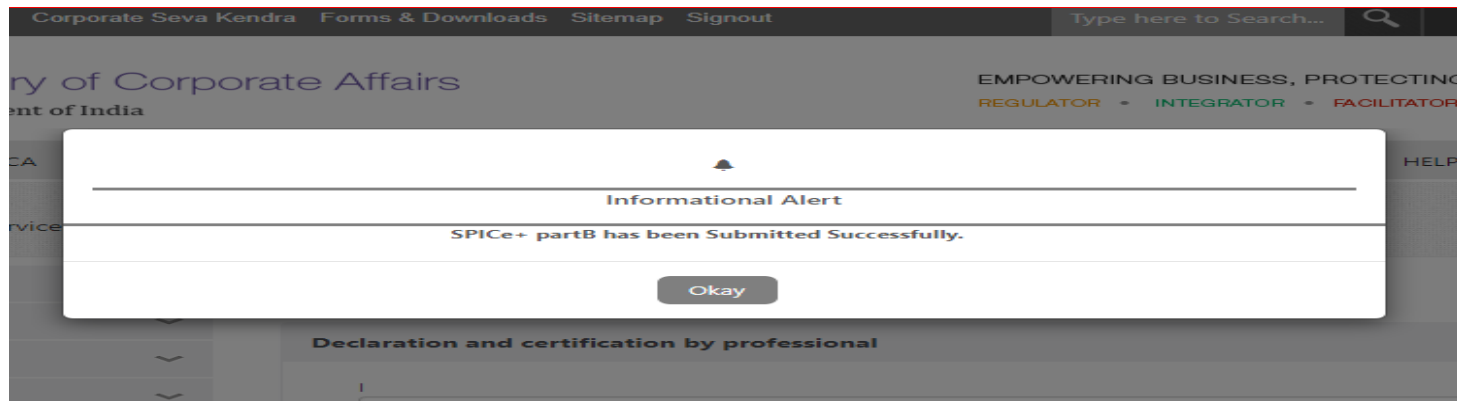
- Chartered Accountant(in whole-time practice)or
- Cost Accountant(in whole-time practice)or
- Company Secretary(in whole-time practice)or
- Advocate

Whether Associate or fellow * Associate Fellow

Membership Number *

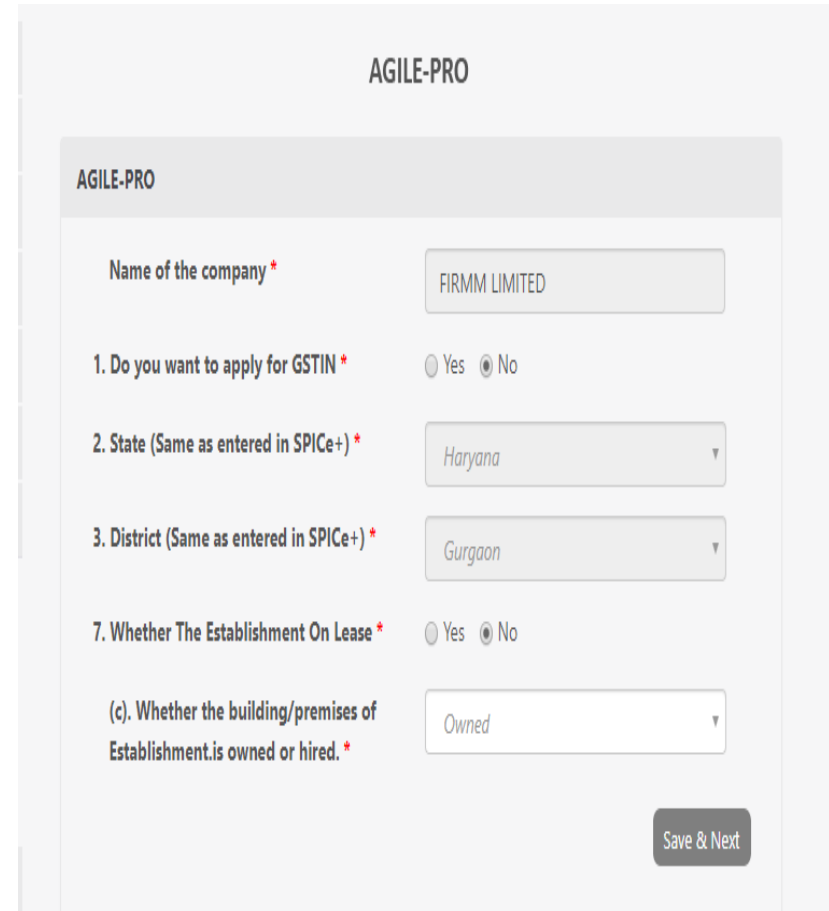
Certificate of practice number

SPICe+ Part-B



AGILE-PRO-S- Web Form

- ✓ AGILE-PRO (**INC-35**) needs to be filed as linked e-Form with SPICe+ for:
 - Registration with GSTN
 - Registration with ESIC
 - Registration with EPFO
 - Professional tax registration number
 - Bank account number
 - Shop & Establishment Registration
- ✓ Specimen Signatures sheet, photograph, Id and Address proof of authorized person to be attached
- ✓ Ensure that the form is digitally signed by the Proposed Director/ Primary Owner who has signed the SPICe+ form.
- ✓ Both SPICe+ form and AGILE-PRO form shall be signed by same director who is also the authorized signatory.
- ✓ The Form should be digitally signed by Authorized Signatory who is citizen and resident of India and have PAN



The screenshot shows the AGILE-PRO web form interface. The form is titled "AGILE-PRO" and contains several fields for data entry:

- Name of the company ***: Text input field containing "FIRMM LIMITED".
- 1. Do you want to apply for GSTIN ***: Radio button selection with "Yes" and "No" options. "No" is selected.
- 2. State (Same as entered in SPICe+) ***: Dropdown menu showing "Haryana".
- 3. District (Same as entered in SPICe+) ***: Dropdown menu showing "Gurgaon".
- 7. Whether The Establishment On Lease ***: Radio button selection with "Yes" and "No" options. "No" is selected.
- (c). Whether the building/premises of Establishment.is owned or hired. ***: Dropdown menu showing "Owned".

A "Save & Next" button is located at the bottom right of the form.

Scenario	Forms to be Filed
Non-Individual first subscriber based in India	SPICe+ (INC-32) with linked filing of eMOA (INC-33) and eAOA (INC-34)
Indian National being Subscriber other than director	SPICe+ (INC-32) with linked filing of eMOA (INC-33) and eAOA (INC-34)
Indian National being Subscriber- cum-Director	SPICe+ (INC-32) with linked filing of eMOA (INC-33) and eAOA (INC-34)
Foreign National being Subscriber other than director having valid DIN	SPICe+ (INC-32) with linked filing of eMOA (INC-33) and eAOA (INC-34) alongwith Valid Business Visa to be submitted. In case Business Visa is not available, scanned copies of certified MOA and AOA shall be attached to INC-32.
Foreign National being Subscriber- cum-Director having valid DIN	SPICe+ (INC-32) with linked filing of eMOA (INC-33) and eAOA (INC-34) alongwith Valid Business Visa to be submitted. In case Business Visa is not available, scanned copies of certified MOA and AOA shall be attached to INC-32.
Foreign National being Subscriber- cum-Director not having valid DIN	SPICe+ (INC-32) with scanned certified MOA and AOA as attachments.
Non-Individual first subscriber based outside India	SPICe+ (INC-32) with scanned certified MOA and AOA as attachments

INC-9 PDF Generation

Based on the details of subscribers and directors entered in Part B, **INC-9 declaration** form shall be auto populated and available in Dashboard for the user to download and affix DSCs.

[Pursuant to Sections 7(1)(c) to the Companies Act, 2013 and rule 15 of the Companies (Incorporation) Rules, 2015

FORM NO. INC-9
Declaration by Subscribers
and First Directors

1. Name of the Company

2. This declaration is in respect of :

	Having valid DIN	Not having valid DIN
Total number of first subscribers (non-individual + individual)	1	0
Number of non-individual first subscriber(s)		0

SPICE+ Upload

- After affixing DSCs in SPICE+ Part B and all other linked forms, user needs to click on upload forms option.
- Promoter Directors will require DSC.
- Upload SPICE+ Part B PDF and all the relevant linked forms.
- On successful upload of forms, Unique service request number(SRN) gets generated and displayed to the applicant.
- System prompts user to make payment.
- After successful payment, SRN gets routed to Back Office user for processing.

Home > MCA Services > E-Filing > Upload E-Form

Upload E-Form

To View The Step-By-Step Video Of Filing Linked Eform, [Click Here](#).

Forms versions are undergoing changes. Stakeholders are requested to check the latest version before filing <http://www.mca.gov.in/MinistryV2/companyformsdownload.html>.

Please click here for useful instructions to optimize the PDF file size while affixing the Digital Signature Certificate(DSC).

Normal Forms

Linked Forms

C:\fakepath\SPICEPartB_INC0000000192.pdf	<input type="button" value="Browse"/>
C:\fakepath\SPICEMoA_INC0000000192.pdf	<input type="button" value="Browse"/> <input checked="" type="checkbox"/>
C:\fakepath\SPICEAoA_INC0000000192.pdf	<input type="button" value="Browse"/> <input checked="" type="checkbox"/>
C:\fakepath\AGILEPRO_INC0000000192.pdf	<input type="button" value="Browse"/> <input checked="" type="checkbox"/>
C:\fakepath\SPICEINC9_INC0000000192.pdf	<input type="button" value="Browse"/> <input checked="" type="checkbox"/>

* You could observe issues with Adobe Reader DC version released recently. So we advise you to use Adobe acrobat 11 or above version for eform upload. [Click here to get Adobe 11 version](#)

* If you are getting '\Need to attach mandatory DSC\' error during form upload then you need to check adobe versions used while affixing DSC. Please make sure to use adobe acrobat version 11 or above while affixing DSC. If problem still persists then please

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Thank You!!

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