

The List of documents required to submit to form a company:

FOR NEW BUSINESS ACTIVITIES

Promoters or their representative with Power of Attorney shall submit the following documents in **TWO ORIGINAL COPIES** required for incorporation.

ORIGINAL COPIES REQUIRED

1. Name Clearance Form – with three options
2. Articles of Incorporation – schedule I duly signed on all pages
3. Consent of act as director – schedule II
4. Declaration of compliance – schedule III
5. List of names and address of first director and CEO of the company
6. Security (police) Clearance for all promoters
7. Copy of citizen identity cards (in respect of natural persons and Certificate of Incorporation for artificial persons – companies, corporations etc. Copy of the MoEA Clearance as applicable.

FOR EXISTING BUSINESS ACTIVITIES

Promoters or their representative with Power of Attorney shall submit the following documents in **TWO ORIGINAL COPIES** required for incorporation.

ORIGINAL COPIES REQUIRED

1. Name Clearance Form – with three options
2. Articles of Incorporation – schedule I duly signed on all pages
3. Consent of act as director – schedule II
4. Declaration of compliance – schedule III
5. List of names and address of first director and CEO of the company
6. Security (police) Clearance for all promoters

7. Copy of citizen identity cards
8. Balance sheets for the last financial year submitted to Department of Revenue and Customs.
9. Profit and Loss account for the last financial year submitted to Department of Revenue and Customs.
10. Cash Flow Statement for the last financial year submitted to Department of Revenue and Customs.
11. Tax Clearance certificate from Revenue and Customs for the last financial year for each license.
12. Provisional financial accounts (balance sheet, profit and loss account, cash flow statement) certificate from concerned RRCO.
13. List of assets with value
14. Copies of all licenses
15. Bank account/name of bank
16. **NO OBJECTION FROM FINANCIAL INSTITUTIONS** to form a company listing the licenses.