



# Healy Consultants



## Project Plan – India limited liability company

No.	Detailed engagement procedures for our Client's preferred structure	Week
1.	Healy Consultants provides our India affiliate office with all the necessary documents including notarized and legalized due diligence documentations and our Client's preferred corporate structure;	1
2.	Healy Consultants India office applies for a <a href="#">Digital Signature Certificate</a> (DSC) with a <a href="#">Licensed Certifying Authority</a> for the company directors;	1
3.	The Indian Government Digital Signature Certificates (DSC) are approved by the Licensed Certifying Authority;	2
4.	Healy Consultants office applies for a <a href="#">Director Identification Number</a> (DIN) with the <a href="#">Ministry of Corporate Affairs</a> (MCA) for the company directors;	2
5.	Healy Consultants emails <b>our Client</b> completed India bank account opening forms together with supporting documents to be signed by the bank signatory and witnessed by the bank officer in the country of origin only after <b>our Client's</b> Indian company is incorporated and the company's <a href="#">Permanent Account Number</a> (PAN) is issued;	2
6.	The company directors' DINs are approved by the MCA;	4
7.	Healy Consultants office submits our Client's preferred company name for approval with the <a href="#">Registrar of Companies</a> (ROC) and Ministry of Corporate Affairs (MCA);	4
8.	MCA approves our Client's preferred company name. Healy Consultants emails our client the official approval letter issued by ROC. Healy Consultants affiliate office immediately starts to prepare a high quality company incorporation application for review and signature by the directors and shareholder of the Indian company;	6



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9.	Healy Consultants e-mails <b>our Client</b> the <b>i)</b> complete checklist of incorporation forms <b>ii)</b> notarization and legalization requirements <b>iii)</b> and signing guidelines for the shareholders and directors of the Indian company. The incorporation forms included: <b>i)</b> Affidavit MCA Circular 11/2013, <b>ii)</b> form DIR-2, <b>iii)</b> forms INC9 and INC 10, <b>iv)</b> Declaration list of interest form and <b>v)</b> M&AA subscriber sheets;	7
10.	Our Client couriers the original signed and attested incorporation forms together with re-attested and legalized passport copies and proofs of address of the foreign shareholders and directors to the India affiliate office to submit to ROC before 60 days from name application submission;	9
11.	Healy Consultants files the original signed and attested incorporation documents with the ROC;	10
12.	ROC approves the incorporation of our Client's Indian company. Healy Consultants immediately emails a scanned copy of the Certificate of Registration to our Client. <b>Our Client's India company is now legally incorporated;</b>	13
13.	The bank signatory to sign completed HSBC India bank account opening forms together with supporting documents including <b>i)</b> bank account opening board resolution and <b>ii)</b> Principal shareholding declaration form witnessed by bank officer in home country. Thereafter, <b>our Client</b> to courier signed forms to Healy Consultants Indian affiliate;	14
14.	Healy Consultants applies a <a href="#">Permanent Account Number</a> (PAN) with the <a href="#">Income Tax Department</a> for <b>our Client's</b> Indian company. Furthermore, Healy Consultants applies for a Tax Deduction Account Number (TAN) with the <a href="#">National Securities Depository Limited</a> ;	14
15.	PAN is approved by the Income Tax Department;	15
16.	Healy Consultants India affiliate submits the bank signatory's original certified true copies of passport and proof of address and signed bank account opening forms to the Bank in India;	16



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17.	TAN is approved by the National Securities Depository Limited;	17
18.	Healy Consultants receives confirmation from the bank in India that our Client's corporate bank account has been approved and the bank provides us a <b>corporate bank account number</b> for our Client;	20
19.	<b>Our Client</b> can inject the share capital amount of US\$1,650 into the corporate bank account held by the Indian company.	21
20.	The India bank mails Healy Consultants internet tokens and passwords in sealed envelopes. If required, Healy Consultants will activate the internet banking platform on behalf of <b>our Client</b> ;	22
21.	On receipt of the Indian companies share capital, the <a href="#">Reserve Bank of India (RBI)</a> will immediately block this amount to review the source of foreign incoming funds;	22
22.	The RBI issues a certificate of approval of the share capital and releases funds. <b>Our client can now make funds transfers to third parties including suppliers and customers.</b>	25
23.	India affiliate office files <a href="#">form ST1</a> with the <a href="#">Central Board of Excise and Customs (CBEC)</a> to register the Indian company for Service Tax;	25
24.	The Indian company is registered for Service Tax. <b>Our Client can legally issue invoices;</b>	26
25.	<b>Healy Consultants successfully completes the engagement;</b>	26