

No.	Steps	Week
1.	Our Client courier i) the signed engagement letter and ii) corporate and personal due diligence information to Healy Consultants Singapore office;	1
2.	After our Client settles our fees, Healy Consultants emails the details of the turnkey solution including i) company name and identification number ii) Certificate of Incorporation iii) M&AA iv) DBS bank account number and v) permanent account number (PAN). Our Client can legally start their operations in India;	1
3.	The corporate structure of the new company is confirmed. Healy Consultants prepares the forms to appoint the new director and change the bank signatory. These include: i) DIN and DSC forms ii) DIR-2 and MBP-1 forms iii) DBS India forms and iv) board resolution signed by the existing company directors;	2
4.	The new shareholders wire the share capital amount to the personal account of the existing shareholders. Thereafter, a remittance certificate (FIRC) is issued by the existing shareholder's bank;	2
5.	The new director(s) courier the signed and attested versions of the forms (referred to in point 3) along with i) passport copies and ii) proofs of address;	3
6.	Healy Consultants also emails our Client documents for the purchase of the shelf company for signature, notarization and apostille. These documents include i) FEMA declaration ii) FCTRS and iii) SH-4 forms;	3
7.	Healy Consultants applies for the Director Identification Number (DIN) for the new director and the Digital Signature Certificate (DSC) for the director and shareholders;	3
8.	The Indian authorities approve the DIN and DSC for the director and the shareholders;	4

9.	The bank forms are passed to the DBS India officer along with the requested KYC documents. These documents will now be reviewed by the bank's Legal and Compliance Department;	4
10.	Healy Consultants performs a name search for the company at the Ministry of Corporate Affairs (MCA) website;	5
11.	DBS India's Legal and Compliance Department concludes the due diligence check. Thereafter, the new bank signatory is approved;	8
12.	Healy Consultants reserves the new name for the company. We also i) file the apostilled share transfer forms and ii) update the director details with the ROC;	9
13.	The bank officer mails the new internet banking tokens and passwords to the Client;	10
14.	Healy Consultants updates i) the new corporate structure and ii) miscellaneous account details in the bank records;	11
15.	Healy Consultants appoints the new shareholders for the Indian company;	12
16.	Healy Consultants successfully completes the engagement.	14