



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

29th April, 2022

ADVISORY FOR ENSURING DUE DILIGENCE WHILE INCORPORATING A COMPANY OR LLP

Dear Professional Colleague,

The Ministry of Corporate Affairs vide its letter dated 11.04.2022 (copy attached) has conveyed its observations regarding due diligence and verification of documents while incorporating a Company or a LLP.

Members are advised to carry out verification of documents pertaining to directors/Key Managerial Personnel, witness to Memorandum of Association & Articles of Association and verification of Registered Office strictly as per provisions of the Companies Act and LLP Act and Rules made thereunder.

Thanking You,

Yours Faithfully,

(CS Devendra V. Deshpande)
President
The Institute of Company Secretaries of India