

CHECK LIST FOR REGISTRATION OF CHIT FUND COMPANY

Sr. No.	Documents Required	Page No.
1.	Certificate of Incorporation No. _____ dated _____ issued by Registrar of Companies	
2.	Downloaded Incorporation Certificate from ROC website CIN No. _____	
3.	Memorandum of Association (containing details of business conducting, share capital of the company and address of the Subscribers/Directors and their share capital)	
4.	Articles of Association	
5.	List of Directors/Appointment of Directors	
6.	MCA challan/ ROC receipt (for.....)	
7.	Income Tax PAN of the company	
8.	Balance Sheet/Bank Certificate for deposit as paid up capital of the company	
9.	Resolution for appointment of Foreman	
10.	Affidavit of each Director (regarding: - age, good health and sound mind, insolvency, non-conviction, Membership/Directorship in other Chit Fund company/companies)	
11.	No Objection Certificate of the Landlord	
12.	Proof of ownership of office premises (Electricity bill etc.)	
13.	Rent/Lease Agreement of office premises	
14.	Rent Receipt of the office premises	
15.	Layout Plan of the office premises (having atleast 150 sq. ft. of office area and an auction hall-well furnished)	
16.	Photographs of the office premises (both inside & outside)	
17.	Income Tax PAN of each Director	
18.	Aadhar Card/I.D. Proof of each Director	
19.	Photograph of each Director duly attested by C.A.	
20.	Net Worth Certificate of each Director/Foremen duly attested by C.A.	
21.	Form CF – 1	
22.	Affidavits of all Directors regarding responsibility & accountability of previous Chit Groups run by the company, if any, before its registration	
23.	Inspection Report of the office premises by Inspector of Chit/ Deputy Registrar Chit Funds-cum-Planning Officer	

Note: All the above documents should be authenticated by the Chartered Accountant/ Company Secretary.