

Covering letter for Documents to be submitted to the Regional Director

To  
The Regional Director

**Application for Registration of a Company u/s 25 of the Companies Act, 1956**

Dear Sir,

We are desirous of incorporating our association as a company with limited liability without the addition of the word “Limited” to its name. Enclosed herewith find the following documents for your consideration :

1. Drafts of memorandum and articles of association of the proposed company (in triplicate).
2. Declaration on a non-judicial stamp paper by a practising Chartered Accountant/ Advocate regarding compliance with the provisions of the Act and Rules.
3. Names, descriptions, addresses and occupations of promoters and the particulars of directorship/responsible positions held by them in other companies/ associations/ institutions (in triplicate).
4. Statement of assets and liabilities.
5. Note on work done or proposed to be done by the association on registration.
6. Estimate of future annual income and expenditure (in triplicate).
7. Grounds on which the application is made (in triplicate).
8. Declarations of each of the promoters on non-judicial stamp paper.
9. Certified copy of notice to be published in two newspapers.
10. Demand draft for Rs. 50/- payable to the “Pay and Accounts Officer, Department of Company Affairs” being application fee.

A copy of the application alongwith enclosures is being endorsed to the Registrar of Companies (state here region) for recommendations.

Yours Faithfully

Names, Addresses &  
Signatures of all the Promoters