

Questionnaire and List of Documents  
For Registration of Branch Office(BO)/Liasion Office(LO)  
of a Foreign Company in India

**Questionnaire**

Sl. No	Particulars	
1	Name of Parent Company (Foreign Company)	
2	Date of Incorporation	
3	Registered Address	
4	Phone Number	
5	Email Address	
6	Website	
7	Authorized Capital as per MOA/AOA	
8	Paid-up Capital	
7	Networth of the Company as per last audited financial statement	
8	Nature of activity of the Parent Company	
9	Nature of Activity to be pursued in India	
10	Proposed Address of Branch Office in India	

For any clarification and information, please contact Mr Sanjeev Kumar at  
Mobile: +91-9811137883 (Wechar/Whatsapp) or Email at [sanjeev@setindiabiz.com](mailto:sanjeev@setindiabiz.com) | skype: setindiabiz

### Authorized Representative (AR)

The foreign company has to operate through a natural person being, appointed by the board of directors of the parent company. The position of the authorised representative is very important because AR sign all applications to the government and bank, represent the company before tax authorities and is responsible for payment of wages and labor welfare. Please furnish the below information.

AR-1	Authorized Representative (AR)	
AR-2	The nationality of AR	
AR-3	Residential Address of AR	
AR-4	Mobile Number of AR	
AR-5	Email Address of AR	
AR-6	Bank Preference (if any)	

### Documents Required for Authorised Signatory

Sr. No.	Name of Document	Attested/ Apostille
1	Colour Photo - 5	No
2	Passport - 5 Copy	Yes
3	Business Visa Copy with Immigration Stamp of arrival	No
4	National Identity Card - 5 Copy	Yes
5	Latest Address Proof (one from Bank Statement/Electricity or Water Bill/Telephone Bill) - 5 Copy	Yes

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### Documents from the Foreign Company

Sl. No	Type of Document	Attested/Apostille <sup>1</sup>
1	Certificate of Incorporation / Registration of Foreign Company	Yes
2	Memorandum of Association (MOA) and Articles of Association (AOA)	Yes
3	List of <b>Details in respect of Directors/Key Executives</b>	Yes
4	<b>Details of shareholders of the applicant company</b>	Yes
6	Net worth certificate the applicant company attested by Certified Public Accountant (CPA)	yes
7	Audited financial statement (Balance Sheet & Profit and Loss Account) of the last five preceding years	yes
8	Banker's Report from the applicant's banker in the host country/country of registration showing the number of years the applicant has had banking relations with that Bank.	Original Letter From Banker

<sup>1</sup> All the documents must be prepared in three-set, If the document is not in english then it should be translated. The document requires attestation by the notary public in the country of registration and cross-verified/attested by the Indian Embassy/Consulate or Apostille under the Hague Convention.

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**Documents for Drafting by SETINDIABIZ**

First send the above documents as scan to us for verification and after verification, we shall draft following documents for signature by the applicant directors, these documents shall also be notarised and cross-attested by the Indian embassy.

Sl. No	Type of Document	Who Shall Sign	Remarks	Attested/Appostile
1	Board Resolution approving the opening of the branch office in India and Authorisation to represent the parent company in favour of any person who would be visiting India for signing the documents for opening bank account. - <b>on the letter head with company seal</b>	Two Director of Applicant Company	SETINDIABIZ Shall Draft	Yes
2	Declaration from the applicant on FDI eligibility and source of fund - <b>on the letter head with company seal</b>	Authorised Representative	SETINDIABIZ Shall Draft	Yes
	Declaration about the nature of the activity, the location of the activity of proposed BO and nature of the activity, the location of activity of the applicant company on the applicant company's letterhead.	Authorised Representative	SETINDIABIZ Shal Draft	Yes
3	Form FNC: Completely filled and signed by the duly appointed Authorised Signatory of the parent company (Foreign Entity)	Authorised Representative	SETINDIABIZ Shall Draft	No, Original Required
	Letter of Comfort formholding company, in case the applicant company do not satisfy the eligibility criteria of USD 1,00,000 Network and profitablity track record of past 5 years.			Yes

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**List of Directors/Key Executives**

Sr. No.	Full name of Board of Directors and Key Executives (wherever applicable)	Present position held with date (since when)	Date of Birth	Percentage Shareholding (if any)	Prsent and Permanent Address	Nationaliy	Passport Nos, and issue date	Contact address and telephone number
1								
2								
2								

Add Row

**Details of shareholders of applicant company (All firms/companies/entities/individuals having shareholding more than 10 %)**

Sr. No.	Full Name	Father /Mother Name	Date of Birth	Permanent Address	Present Address	Present Position	Nationality (If holding dual nationality, both must be clearly mentioned)	% of shares held in the company
1								
2								
3								

Add Row

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