

Subject – Secretarial Practices
Subject code- BBA603 / BCH603

Lecture 23.

Copy of certificate of incorporation

A certificate of incorporation is a **legal document/license relating to the formation of a company or corporation**. It is a license to form a corporation issued by state government or, in some jurisdictions, by non-governmental entity/corporation. Its precise meaning depends upon the legal system in which it is used.

How can I download my company incorporation certificate?

Step 1: Log in into **Ministry of Corporate Affairs portal** i.e. MCA. For this purpose, you shall need a User ID and a Password. Step 2: Go to “Get Certified Copies” tab under “MCA Services” tab (extremely right, top second).

Contents of Certificate of Incorporation

The Certificate of Incorporation of a private limited company includes the following: **The name of the company and its abbreviated form**. A statement specifying the business purpose. The registered office address and the name of the registered agent for the address

Specimen of certificate of in corporation


प्रारूप 1
पंजीकरण प्रमाण-पत्र

कॉर्पोरेट पहचान संख्या : **CIN Number** 2008 - 2009

मैं एतद्वारा सत्यापित करता हूँ कि मैसर्स
Name of the Company

का पंजीकरण, कम्पनी अधिनियम 1956 (1956 का 1) के अंतर्गत आज किया जाता है और यह कम्पनी प्राइवेट लिमिटेड है।

यह निगमन-पत्र आज दिनांक नौ जून दो हजार आठ को मेरे हस्ताक्षर से कानपुर में जारी किया जाता है।

Form 1
Certificate of Incorporation

Corporate Identity Number : **CIN Number** 2016-17
I hereby certify that **Name of the Company** is this day
incorporated under the Companies Act, 1956 (No. 1 of 1956) and that the company
is private limited.

Given under my hand at Kanpur this Ninth day of June Two Thousand

(SEHAR PONRAJ A)
सहायक कम्पनी रजिस्ट्रार / Assistant Registrar of Companies
उत्तर प्रदेश एवं उत्तरांचल
Uttar Pradesh and Uttranchal

कम्पनी रजिस्ट्रार के कार्यालय अभिलेख में उपलब्ध पत्राचार का पता :
Mailing Address as per record available in Registrar of Companies office:
Name of the Company & Address
for mailing

Share Certificate

Share certificates are **documents issued by companies that sell shares in the market**. A shareholder receives a share certificate as a receipt of his or her purchase and to reflect ownership of a specified number of shares of the company.

A share certificate refers to **a document which is issued by a company evidencing that a person named in such certificate is the owner of the shares of the Company as stated in the share certificate**. The Indian Companies Act mandates companies for issuing share certificates post their incorporation

What are the rules for using share certificate?

These rules provide that: (i) **A share certificate can be issued only under the authority of a resolution of the Board of Directors**. (ii) Every certificate shall specify the name(s) of person(s) in whose favor the certificate is issued, the shares to which it relates and the amount paid up thereon.

Who prepares the share certificate?

In a layman language, a share certificate is a document issued by **the director of the company** with the common seal to its member for subscribing the company's shares. It explains the ownership of a number of shares a member purchased from the company. For Example – Mr. Ram purchased 100 shares of Reliance Company.

REQUIREMENT FOR ISSUE OF SHARE CERTIFICATE: There should be an allotment or Subscription at the time of Incorporation. A Board resolution should be passed in the Board Meeting for issue of Certificate. (Share Certificate can be issued only under authority of Board of Directors by a Board Resolution.) Share Certificate shall specify the matter mention in above. Share Certificate should be issue under the signature of Two Director and (One of the Directors should be person other than Managing or Whole Time Director, if such person is available on the Board of Directors. Company Secretary, if any or any other person authorized by Board of Directors. (Company Secretary of the Company shall be deemed to be authorized to sign the Share Certificates)
Note: Share Certificate Must be 'Issued' from registered office only. After issue of Share Certificate, Company should pay stamp duty on issue of share certificate as per Stamp Act of the State.