

Check below documents to ensure information is given in accordance with the Company Act and Company Regulation.

	Document	Check for:
1	Application form	<ul style="list-style-type: none"> ▪ All required fields filled correctly ▪ All documents listed in the application form are submitted ▪ Signature
2	Name search approval form	<ul style="list-style-type: none"> ▪ Original of the name search approval signed by the Ministry
3	Memorandum of Association in Dhivehi (compulsory for 100% local companies) and English (optional for 100% local companies)	<p>The memorandum of every company must state:</p> <ul style="list-style-type: none"> ▪ Name of the company (as approved through the business name approval process) ▪ Whether the company is a private company or a public company. ▪ The registered, full address of the company. ▪ Company objectives (whether they are same as the options provided in Application form, and that they do not contravene the Islamic principles or this Act or any other laws of the Country). ▪ The liabilities of the members are limited. ▪ The authorised capital of the company and the manner in which it is to be procured. ▪ Details of shareholders (name, address, no.of shares, signature) ▪ Details of witnesses (name, address, ID no., signature)
3	Articles of Association in (compulsory for 100% local companies) and English (optional for 100% local companies)	<p>The Articles of every company must state:</p> <ul style="list-style-type: none"> ▪ Name of the company (as approved through the business name approval process) ▪ How the company shall be managed according to the Companies Act <p>For private companies, it must state:</p> <ul style="list-style-type: none"> ▪ It cannot sell shares to the public. ▪ Shares of the company may only be transferred to a party approved by the Board of Directors in accordance with the Articles. ▪ The number of shareholders of the company is limited to fifty. ▪ Details of shareholders (name, address, no.of shares, signature) ▪ Details of Board of Directors (name and address) ▪ Details of witnesses (name, address, ID no. signature)
4	Acceptance letter from Managing Director	<ul style="list-style-type: none"> ▪ Signature of Managing Director
5	Acceptance letter from Company Secretary	<ul style="list-style-type: none"> ▪ Signature of Company Secretary
6	National Identification Card copies	<ul style="list-style-type: none"> ▪ Clear and complete NIC copies of all relevant individuals are submitted (all shareholders, Company Secretary, Board of Directors)
7	Company registration fee	<ul style="list-style-type: none"> ▪ Company registration fee as per Clause 7 of the Companies Act 10/96

8	<i>Revenue stamp</i>	<ul style="list-style-type: none"> ▪ <i>Revenue stamp of MVR 500.</i>
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If shares for new company are held by an existing company, check for these additional documents:

	Document	Check for:
1	<i>Board resolution for acquiring shares</i>	<ul style="list-style-type: none"> ▪ <i>Whether the quorum was met</i> ▪ <i>Details of Board of Directors (name and signature)</i> ▪ <i>Share amount</i> ▪ <i>Company seal</i>
2	<i>Company status</i>	<ul style="list-style-type: none"> ▪ <i>Whether annual fee payment done</i> ▪ <i>Whether company reports submitted</i>
3	<i>Board resolution for appointing a Director of another company to the Board of Directors (if applicable)</i>	<ul style="list-style-type: none"> ▪ <i>Name of Director appointed</i> ▪ <i>Details of Board of Directors (name and signature)</i> ▪ <i>Company seal</i>