

Business Registration Checklist - Proviconn

Checklist for Registering Your Business in India

1. Decide Business Structure (Proprietorship, Partnership, LLP, Pvt Ltd, OPC)
2. Choose Unique Business Name and Domain Availability
3. Obtain Director Identification Number (DIN) and Digital Signature Certificate (DSC)
4. Draft and Finalize MOA & AOA (for Pvt Ltd and OPC)
5. Apply for Company Incorporation (SPICe+ Form) via MCA portal
6. Apply for PAN and TAN (usually integrated in SPICe+ for companies)
7. Register for Goods and Services Tax (GST), if applicable
8. Register under MSME (Udyam Registration) for government benefits
9. Open a Current Bank Account in the Business Name
10. Apply for any industry-specific licenses (FSSAI, Import Export Code, etc.)
11. Register with Shops and Establishments Act (State-wise)
12. Setup Accounting System and Bookkeeping Mechanism
13. Comply with Employee Registrations (ESIC, PF) if staff is hired
14. Set up Statutory Registers and Minutes (for Companies)
15. Get Professional Tax Registration (State-dependent)