

HOW TO REGISTER YOUR COMPANY/LLP

Documents Needed:

1. PAN or Aadhar- ID proof of the owners
2. Registered office (perfectly okay to have your home as an office where all registered documents and post will be sent if you're allowed to put a hoarding and have utility bill of 2-3 months like water, electricity)
3. Separate Bank account
4. Approved Name (Approval is needed before incorporation)
5. Digital Signature Certificate (DSC - to electronically sign all your authorized documents)
6. Director Identification Number (DIN- similar to PAN issued to directors)
7. Memorandum of Association (MoA- charter of the company that contains objective, shareholder details, capital details, liability, etc. Public document)
8. Articles of Association (AoA-internal document that all the rules and regulations of your company)
9. Declaration stating you have met all legal compliances.
10. Optional Documents depending on type of work.

Example:

- a. If import export business, then Import Export Code (IEC)
- b. If a goods business then details under Shops & Establishment Act

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Registration Procedure:

1. Limited Liability Partnership (LLP):

- Obtain Designated Partner Identity Number (DPIN) if DIN is not available using Form DIR 3 and attach original and attested copy of KYC Document (Age proof, address proof) from MCA website. It will be approved in 3-4 days. This is needed for each partner.
- DSC of each partner can be obtained from Certifying authority. It's needed for registering DIN or DPIN.
- Register on MCA portal
- Apply for Name Approval using Form 1 and Incorporation using Form 2.
- Within 30 days of this, obtain and file details of Bank Account, Registered Office (utility bills of 2-3 months) and LLP Agreements (Form 3).

2. Private Limited Company:

- Obtain DSC from Certifying authority
- Fill a Simplified Proforma for Incorporating a Company electronically (SPICe) or SPICe+ (for new entrepreneurs)
It has 2 parts- A&B. Part A is for Name approval. You can auto check if the name is available and follows guidelines or not and then apply on the Ministry of Corporate Affairs website (www.mca.gov.in). Part B contains forms for Incorporation of Company, obtaining DIN, PAN and TAN.
- Then convert all these documents into PDF and sign using DSC and then file for approval.
- Next you can upload MoA and AoA electronically
- If the number of members is less than 7 and they are all in India, you can file the Utility Bills of your Registered office and the Declaration.
- Then upload Nominee details and consent form including ID proofs.
- Attach optional documents and fill AGILE Pro. AGILE Pro contains details like GSTIN (GST regn. number), Bank details, Professional Tax if applicable, ESIC (Employee state insurance details), and EPFO (Employee State Provident Fund details)
- Your application has to be verified by a Professional like Chartered Accountant or Advocate.

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3. One Person Company (OPC):

- Obtain DSC of the owner and other identity proofs.
- File SPICe form for
 - Name approval
 - PAN (Permanent Account Number) of Company
 - TAN (Tax Deduction and Collection Account Number) of the company
 - DIN (Director Identification Number)
 - Company Incorporation Form
- File electronically MoA and AoA.
- A Separate Bank account should be there
- Also, file Nominee details and Consent of Nominee.

If you are a resident and staying in India, then you can file everything electronically.

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Note: This working is as per our research and it cannot be considered as complete data. There can be Modification in the contents of this working from time to time as and when required.

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