Guide: Step-by-Step Business Registration

Simplifying the business registration process



A simplified, conversational, step-by-step guide to help you register your business smoothly – keeping all original checklist actions intact. And if you're ready to dreamBIG and move your business toward the ₹50-lakh milestone, starting with proper registration sets the foundation for confident, scalable growth.

Step 1: Decide the Business Structure

Choose a structure that fits your goals, liability comfort, and future plans — Proprietorship, Partnership, LLP, Private Limited, OPC or Section 8.

Checklist:
☐ Identify business goals and scale
☐ Compare legal structure options
☐ Consult CA/CS for best fit
☐ Finalize the structure

Step 2: Choose & Reserve Business Name

Check if your desired name is available and easy to register.

Checklist:
☐ Search name on MCA portal
☐ Check trademark availability on IP India
☐ Reserve name (RUN or SPICe+)

Step 3: Obtain Digital Signature Certificate (DSC)

DSC is needed for online filings — quick and essential.

Checklist:
☐ Gather Aadhaar, PAN, photo, address proof
☐ Apply via eMudhra, Sify or other providers

Step 4: Get Director Identification Number (DIN)

DIN is required for company directors. SPICe+ usually covers this.

Checklist:
☐ Apply for DIN via SPICe+ Part B

Step 5: File Incorporation Documents

Prepare and upload all required documents based on your business type.

Checklist:
☐ Prepare MOA/AOA or partnership deed
☐ Collect ID proof, address proof, office address proof

☐ File incorporation forms on MCA portal

Step 6: Obtain PAN & TAN

These are often issued automatically through SPICe+ for companies.

Checklist:
☐ Apply for PAN (Form 49A) if not auto-issued
☐ Apply for TAN (Form 49B) if required

Step 7: Open a Business Bank Account

Open a current account for clean financial tracking.

Checklist:
☐ Keep incorporation certificate, PAN and address proof ready
☐ Open current account in business name

Step 8: Register under GST

GST applies if you cross turnover limits or trade interstate.

Checklist:
☐ Check turnover threshold
☐ Apply on gst.gov.in
☐ Keep PAN, bank details, address proof ready

Step 9: Apply for Udyam Registration (MSME)

Useful for availing MSME benefits, schemes, and credit.

Checklist:
☐ Register using Aadhaar and PAN on Udyam portal

Step 10: Get Sector-Specific Licences

Some businesses need extra licences like FSSAI, Shop Act, IEC, ESIC/EPF, Professional Tax, etc.

Checklist:
☐ Identify required licences for your business type
☐ Apply on relevant portals

Step 11: Trademark (Optional but Recommended)

Protect your brand name early to avoid conflicts later.

Checklist:
☐ Search your name on IP India
☐ Apply for a trademark if available

Step 12: Stay Compliant

Keep your filings and accounts updated to avoid penalties.

Checklist:
☐ File GST returns regularly
☐ File MCA annual returns (if applicable)
☐ Maintain proper books of accounts
☐ Conduct audits if applicable

Summary

Registering your business becomes easy when you follow these steps in order. Keep your documents ready, stay compliant, and update your registrations as your business grows.

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