

# Company Registration Checklist - India (2025)

## Complete Checklist for Registering a Company in India

1. Decide on Company Type: Private Ltd, Public Ltd, LLP, OPC etc.
2. Choose a Unique Company Name: Ensure it's not taken. Check on MCA portal.
3. Obtain Digital Signature Certificates (DSC): Required for all proposed directors.
4. Get Director Identification Number (DIN): Mandatory for each director.
5. Prepare MOA & AOA: Memorandum and Articles of Association.
6. File SPICe+ Form: Single integrated form on MCA portal.
7. Provide Registered Office Address: Proof required: Utility bill, rent agreement, etc.
8. Upload Necessary Documents: PAN, Aadhaar, address proof, photos of directors.
9. Pay Registration Fees: As per authorized capital.
10. Obtain Incorporation Certificate: Issued by Registrar of Companies (ROC).
11. Apply for PAN & TAN: Included in SPICe+ form now.
12. Open a Business Bank Account: Using incorporation documents.
13. GST Registration (if applicable): Required if turnover > Rs. 20/40 lakhs.
14. Register with Start-up India (Optional): For tax benefits and incentives.
15. Maintain Post-Incorporation Compliance: First board meeting, share certificates, etc.