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Indian Founder: Registration Preparation

For Private Limited Companies, OPCs and LLPs. Select the structure before collecting documents.

Use the boxes to track preparation. Record your responsible person and agreed deadline beside each item. This is a preparation aid; confirm the final documents and requirements for your facts.

Decisions and documents

Decide the business and ownership

- ☐ Write the actual goods or services, business model and intended activity classification.
- ☐ Agree the owners, management roles, capital or contribution and annual compliance budget.
- ☐ Prepare preferred names and a genuinely different backup where the filing route permits alternatives.
- ☐ Review resembling Company/LLP names, trademarks, restricted words and the name-business connection.

Prepare individual and office evidence

- ☐ Collect PAN and suitable identity/address evidence for each relevant Indian individual; confirm the current form checklist.
- ☐ Prepare photographs, contact details, consents and the applicable DSC/DIN or DPIN requirements.
- ☐ Prepare registered-office evidence, owner consent, and current utility/address documents accepted for that filing.
- ☐ Check consistency of names, addresses, dates and signatures across documents.

Structure-specific preparation

Complete the relevant section; do not use all three constitutional formats interchangeably.

Private Limited Company

- ☐ Confirm at least two members, two directors and the applicable resident-director arrangement.
- ☐ Approve the name, main objects, authorised/paid-up capital, share allocation, MOA and AOA.
- ☐ Agree who will sign, certify, file, answer queries and hold the final records.

One Person Company

- ☐ Confirm member and nominee eligibility, nominee consent, management and succession arrangements.
- ☐ Budget for company accounts, statutory audit and filings even if there are no sales.

LLP

- ☐ Confirm at least two partners and two individual designated partners, including the required resident designated partner.
- ☐ Agree contribution, profit-sharing, decision rights, duties, admission, retirement and dispute/exit terms.
- ☐ Arrange the LLP Agreement, applicable stamp duty and Form 3 filing within the applicable period.

Before payment

- ☐ Get a written quote showing inclusions, exclusions, taxes, government charges and recurring annual work.
- ☐ Keep copies of the incorporation certificate, constitutional documents, filings, challans and agreed first-year action list.

Sources and next steps

MCA incorporation FAQs - https://www.mca.gov.in/content/dam/mca/pdf/SPICEplus-and-linked-filings-FAQs-V3-20230122.pdf

Companies Act, 2013 - https://www.mca.gov.in/Ministry/pdf/CompaniesAct2013.pdf

LLP Form 3 instructions - https://www.mca.gov.in/content/dam/mca-aem-forms/instructionkits/Instruction%20Kit_LLP_Form_No_3.pdf

CR compliance calendar - https://companysregistration.com/pages/compliance-calendar

Read current instructions and your approval communication. Do not assume name approval, incorporation, investment approval, an operating licence and immigration permission are interchangeable.