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After Registration: First Steps and Annual Duties

A practical timeline for an ordinary non-government company. Apply relevant exceptions and current instructions.

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.

Company and OPC: first 180 days

Immediately after incorporation

- ☐ Check the certificate, PAN/TAN, registered-office details, constitutional documents and the actual share subscriptions.
- ☐ Open/activate the appropriate bank account and arrange documented receipt of subscription money.
- ☐ Set up books, statutory records, registered-office display and business stationery requirements.

Record the initial deadlines

- ☐ Plan the first board meeting within 30 days where applicable; check OPC and other applicable exceptions.
- ☐ Arrange appointment of the first auditor by the Board within 30 days for an ordinary non-government company; review the statutory fallback if missed.
- ☐ Deliver subscriber share certificates within two months of incorporation and assess applicable stamp duty.
- ☐ For a company with share capital covered by section 10A, arrange INC-20A within 180 days; satisfy the conditions before commencing business or borrowing.

Do not stop at incorporation

- ☐ Assign a person to each action and record the actual due date and evidence of completion.
- ☐ Where there is non-resident investment, assess the actual subscription/issue event and bank/reporting requirements separately.

LLP: agreement and ongoing duties

LLP obligations differ from company meetings, share certificates and MOA/AOA requirements.

After incorporation

- ☐ Execute the LLP Agreement, pay applicable stamp duty and arrange initial Form 3 filing within 30 days of incorporation.
- ☐ Confirm partners, contribution, profit-sharing, designated partners and authority to operate bank accounts.
- ☐ Set up accounting records, contract controls and responsibility for statutory filings.

Annual and event-driven work

- ☐ Plan Form 11, Form 8, income-tax filings, records and audit-applicability review against current rules and deadlines.
- ☐ Track changes in partners, designated partners, registered office, contribution and the agreement; assess event-driven filings.
- ☐ Assess foreign investment and LLP reporting where applicable.
- ☐ No sales does not by itself end the LLP's filing responsibilities; plan lawful closure if it will not continue.

Company/OPC annual planning

- ☐ Plan statutory audit, financial statements, ROC returns, tax and applicable meeting/record requirements.
- ☐ Apply the correct Company/OPC exemptions and director KYC requirements; do not assume one calendar fits every entity.

Overseas investment and foreign-entity offices

Use the relevant bank and official reporting instructions for your exact route.

Investment records

- ☐ Maintain investor identity, ownership/control, approvals, bank remittance evidence and instrument/valuation records where applicable.
- ☐ Assess FC-GPR for company equity, LLP-I/LLP-II for LLP events and FLA applicability; record the actual triggers and current timelines.
- ☐ Review changes in ownership, country connections, control and investment basis before implementing them.

Branch, liaison and project offices

- ☐ Track permitted activities, funding, tax, books and any annual activity or establishment reporting.
- ☐ Record approval validity, extensions and conditions; do not let an office operate beyond its permission.
- ☐ Plan the legal closure and bank/remittance process before ceasing operations.

Calendar and responsibility

- ☐ Maintain a live calendar with task, trigger, due date, responsible person, reviewer and filing acknowledgement.
- ☐ Recheck current rules and any extensions. If there is no business, continue applicable compliance until the entity or office is legally closed.

Sources and next steps

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

MCA INC-20A instructions - https://www.mca.gov.in/content/dam/mca-aem-forms/instructionkits/Instruction%20Kit_INC-20A.pdf

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

RBI foreign investment guidance - https://rbi.org.in/scripts/BS_ViewMasDirections.aspx?id=11200

RBI branch, liaison and project office guidance - https://rbi.org.in/scripts/BS_ViewMasDirections.aspx?id=10404

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.