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Checklist: Company Registration in India

Documents and decisions needed before registering a company or LLP in India.

DECISIONS

- [ ] Business structure: proprietorship, partnership, LLP or private limited company
- [ ] Proposed company names (2–3 options)
- [ ] Main business activities
- [ ] Directors and shareholders, and their shareholding
- [ ] Authorised and paid-up capital

DOCUMENTS FOR EACH DIRECTOR

- [ ] PAN card of Indian directors and shareholders
- [ ] Passport of foreign or NRI directors (notarised and apostilled or consularised)
- [ ] Address proof of each director (recent bank statement or utility bill)
- [ ] Passport-size photographs
- [ ] Email address and mobile number

REGISTERED OFFICE

- [ ] Rent agreement or ownership document
- [ ] Recent utility bill
- [ ] No Objection Certificate from the owner

AFTER REGISTRATION

- [ ] Open a bank account
- [ ] GST registration (if required)
- [ ] Report foreign investment to the RBI through your bank (if any)
- [ ] Statutory registers and first board meeting
- [ ] Annual ROC and income tax filings

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