

HOW TO APPLY?

To apply for a private limited company in India, you need to follow a structured registration process to ensure compliance with legal requirements. Here's a step-by-step guide on how to apply and set up your private limited company:

Steps to Apply for a Private Limited Company:

- 1. Choose a Unique Business Name:**
 - Pick a name that reflects your business and ensure it's not already registered or in conflict with trademarks.
- 2. Obtain Digital Signature Certificate (DSC):**
 - Required for all directors for signing electronic documents.
- 3. Obtain Director Identification Number (DIN):**
 - Each director must apply for a DIN through the Ministry of Corporate Affairs (MCA) website.
- 4. Draft Memorandum of Association (MOA) and Articles of Association (AOA):**
 - MOA outlines the company's objectives, while AOA governs the internal management.
- 5. Fill Out Registration Forms:**
 - Complete Form SPICe (Simplified Proforma for Incorporating Company Electronically) online.
- 6. Prepare Required Documents:**
 - Identity proof (Aadhaar, Passport, Voter ID).
 - Address proof (Utility bills, Rent Agreement).
 - PAN card of all directors.
 - Business address proof.
- 7. File with the Registrar of Companies (RoC):**
 - Submit the completed forms along with the MOA, AOA, and other documents to the RoC.
- 8. Pay the Registration Fees:**
 - Fees vary based on the company's authorized capital.

9. Obtain the Certificate of Incorporation:

- Once approved, you will receive a Certificate of Incorporation confirming your company's legal status.

10. Apply for PAN and TAN:

- After incorporation, apply for a Permanent Account Number (PAN) and Tax Deduction and Collection Account Number (TAN).

11. Open a Bank Account:

- Open a current account in the company's name using the Certificate of Incorporation, PAN, and other documents.

12. Register for Goods and Services Tax (GST) (if applicable):

- If your company's turnover exceeds the GST registration threshold, you must register under GST.

How to Apply for GST:

1. Visit the GST portal.
2. Complete the online application with the required documents, including PAN, identity proof, business address proof, and bank details.

Optional Registrations:

- **MSME Registration:** Useful for availing benefits like easy loan approvals and subsidies. Visit the Udyam Registration portal to apply.
- **Trademark Registration:** Consider registering a trademark for your business name or logo to protect your brand identity.

Required Documents:

1. PAN card of all directors
2. Aadhaar card of the directors
3. Identity proof (Passport, Voter ID, Driving License)
4. Address proof (Utility bills, Rent Agreement)
5. Business address proof
6. Bank account details (for current account opening)
7. Digital Signature Certificate (DSC) for online registrations and filings

Compliance Requirements After Setting Up:

- **File Income Tax Returns** for the company annually.
- **File GST Returns** if registered.
- **Comply with Labor Laws** if you have employees (PF, ESI, etc.).