

Private Limited Company Registration Checklist

MCA SPICE+ FILING — FOR STARTUPS, FOUNDERS & MSMES

Pre-incorporation decisions

- Number of directors (minimum 2, maximum 15; at least 1 must be Indian resident)
- Number of shareholders (minimum 2, maximum 200)
- Proposed authorised capital & paid-up capital
- Registered office address — commercial premises preferred
- Two proposed company names with objects (main object & ancillary)

Documents for each director / subscriber

- PAN card (self-attested)
- Aadhaar card (self-attested)
- Passport-size photograph
- Recent utility bill / bank statement / mobile bill as address proof (< 2 months)
- Voter ID / driving licence / passport as identity proof
- Digital Signature Certificate (Class 3) — DSC of every subscriber & director

Documents for registered office

- Latest utility bill (electricity / gas / municipal) < 2 months old
- Rent agreement + No-Objection Certificate (NOC) from owner if rented
- Sale deed / property ownership proof if self-owned

Step-by-step process on MCA V3

- Apply for DSC of all subscribers & proposed directors
- Reserve name via RUN (or file directly through SPICE+ Part A)
- Draft Memorandum of Association (MoA) and Articles of Association (AoA)
- File SPICE+ Part B along with linked forms AGILE-PRO, INC-9, INC-33/34
- Receive Certificate of Incorporation with CIN, PAN & TAN — usually 7-12 business days

Immediate post-incorporation tasks

- Open current account in the company's name & deposit paid-up capital

- Hold first board meeting within 30 days of incorporation
- File INC-20A (Commencement of Business) within 180 days
- Appoint statutory auditor within 30 days (ADT-1 filing)
- Apply for GST, MSME/Udyam, Professional Tax, Shops-&-Establishment as applicable

This checklist is provided for educational purposes by My First CA. For hand-holding, book a free 20-minute consultation with a qualified CA — call +91 9667512380 or visit www.myfirstca.in.