

New Business Incorporation & Mandatory Compliances Checklist

Founder checklist — from name search to the annual compliance calendar

Use this checklist to move from idea to a compliant, funded-ready company. Tick each item as it is completed.

A. Before you incorporate

- ☐ Decide the structure: Private Limited Company / LLP / One Person Company / Partnership (equity funding and ESOPs generally point to a private company).
- ☐ Agree founder roles, shareholding split, vesting and exit terms in a written founders' agreement.
- ☐ Shortlist 2–3 names; check availability on the MCA portal and search trademark registry for conflicts.
- ☐ Fix the registered office address and collect proof (utility bill, rent / ownership document, NOC from owner).
- ☐ Define main objects / business activities and authorised and paid-up capital.

B. Incorporation documents

- ☐ Identity and address proof of every subscriber / director (PAN, Aadhaar / passport, photograph, email, mobile).
- ☐ Digital Signature Certificate (DSC) for each proposed director / subscriber.
- ☐ Director Identification Number (DIN) applications through the incorporation form, where new.
- ☐ Memorandum and Articles of Association (or LLP agreement) drafted and reviewed.
- ☐ Consent to act as director and declarations by subscribers / first directors.
- ☐ Incorporation application filed on MCA; Certificate of Incorporation with CIN, PAN and TAN received.
- ☐ Company seal / stamp, statutory registers and bank account opened.

C. First-year mandatory compliances

- ☐ First Board Meeting held (generally within 30 days of incorporation): appoint auditor, adopt common seal, disclose director interests, authorise bank account.
- ☐ Appointment of first statutory auditor (Board, within 30 days of incorporation) and intimation on ADT-1.
- ☐ Share certificates issued to subscribers (within 60 days of incorporation).
- ☐ Deposit of subscription money and filing of the Declaration for Commencement of Business (INC-20A) within 180 days of incorporation.
- ☐ Statutory registers set up: members, directors and KMP, charges, share transfers, minutes books.
- ☐ Registrations as applicable: GST, Udyam / MSME, Shops & Establishment, EPF / ESI, Professional Tax, IEC, FSSAI.
- ☐ Trademark search and application for brand name and logo.

D. Recurring annual compliance calendar (companies)

Compliance	Typical due date	Notes
Board meetings	Minimum 4 per year; gap not exceeding 120 days	Certain small / one-person companies have relaxations
Annual General Meeting	Within 6 months of financial year end (by 30 September)	First AGM: within 9 months of first year end

Compliance	Typical due date	Notes
AOC-4 (financial statements)	Within 30 days of AGM	Additional fee applies on delay
MGT-7 / 7A (annual return)	Within 60 days of AGM	Signed by Director / CS as applicable
DIR-3 KYC of directors	Annually as notified by MCA	Check current MCA rules
DPT-3 (return of deposits / outstanding loans)	30 June	Applicable to most companies
MSME Form 1	Half-yearly: 30 April and 31 October	If dues to MSME suppliers exceed 45 days
Income-tax return	31 July (non-audit) / 31 October (audit cases)	Check for extensions
TDS returns	Quarterly: 31 Jul, 31 Oct, 31 Jan, 31 May	Payments by the 7th of each month
GST returns	GSTR-1 by 11th, GSTR-3B by 20th (monthly)	QRMP scheme has quarterly dates

LLPs: Form 11 (annual return) by 30 May and Form 8 (statement of account and solvency) by 30 October.

E. Sign-off

Prepared by	Reviewed by	Date

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