

Sonali & Associates

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Company Incorporation Checklist

Step-by-step checklist for incorporating a Private Limited Company in India through the MCA SPICe+ (INC-32) form.

Pre-Incorporation Decisions

- Proposed company name (2 options) — check availability on MCA & trademark portal
- Main object / business activity of the company
- Authorised & paid-up share capital
- Registered office address (state and city)
- Number of directors (minimum 2) and shareholders (minimum 2)

Documents from Each Director / Shareholder

- PAN card (mandatory for Indian nationals)
- Aadhaar card
- Passport (mandatory for foreign nationals; otherwise optional)
- Recent passport-size photograph
- Identity proof — Voter ID / Driving Licence / Passport
- Address proof (not older than 2 months) — bank statement / electricity bill / mobile bill
- Email ID and mobile number
- Digital Signature Certificate (DSC) — Class 3 for all directors / subscribers
- DIN, if already allotted

Registered Office Documents

- Latest utility bill (electricity / gas / phone) — not older than 2 months
- NOC from the property owner
- Rent agreement (if premises are rented)
- Sale deed / property tax receipt (if owned)

Forms & Filings via SPICe+ (INC-32)

- Part A — Name reservation (RUN integrated)
- Part B — Incorporation, DIN allotment, PAN, TAN, EPFO, ESIC, GSTIN (optional), bank account
- eMOA (INC-33) and eAOA (INC-34)
- AGILE-PRO-S (INC-35) for GST / EPFO / ESIC / Profession Tax / Bank A/c
- INC-9 declaration by subscribers and first directors

Post-Incorporation Compliances

- Open current bank account in the company's name
- Subscribers to deposit subscription money within 60 days
- File Form INC-20A (Commencement of Business) within 180 days
- Issue share certificates within 60 days of incorporation
- Appoint first statutory auditor within 30 days

■ **Maintain statutory registers, minutes and books of accounts**

Disclaimer: This checklist is for general guidance only. Please consult Sonali & Associates for advice specific to your case. © 2026 Sonali & Associates.