

There are four steps for registering a Company



STEP 1: Create an account on the MCA portal – New User Registration

To begin the process, you must create an account on the MCA Portal. This can be done at absolutely no cost. To register yourself on the MCA portal, click on this registration link: [MCA New User Registration](#)

STEP 2: Acquire Director Identification Number (DIN)

Every director is required to have a DIN as per the Amendment Act 2006. To get a DIN, one needs to file an eForm DIN-1.

The DIN-1 form is available on the official site of the ministry of corporate affairs. The link is [here](#) (DIN-1 is an interactive pdf form with submit option). After filling DIN-1 Form, one should upload the filled form by clicking to eForm upload button on MCA website and should pay the applicable fees.

After getting the DIN, the director needs to intimate his/her company by using [DIN-2 Form](#). The company should intimate the Registrar of Companies (ROC) about all directors' DINs through [DIN-3 Form](#).

If there is any change in DIN or need for any updating address, personal details etc, the director should intimate this change by submitting the eForm [DIN-4 Form](#).

STEP 3: Acquire Digital Signature Certificate (DSC)

One can acquire his/her Digital Signature certificates from government-listed agencies such as MTNL CA, TCS, IDBRT, SAFESCRIPT, NIC, nCODE Solutions etc. To check out their prices, [go here](#).

Apply for Class II DSC or above, as per MCA requirements listed [here](#).

STEP 4: Apply for Company Registration

This is the final step in company registration. It includes naming of your company, registering the office address, notice of situation of office and notice for appointment of company directors, manager and secretary. It also addresses the take and pay for their qualification shares.

Startup India scheme recognizes three types of registered companies as eligible for the benefits under the scheme a) Private Limited b) One Person Company c) LLP

A) For Pvt. Ltd. or OPC

- Apply for the name of a company to be registered by filing Form INC-1. [INC-1](#)
- Form [INC-7](#) for application for incorporation of a company other than OPC or Form [INC-2](#) for application for Incorporation of OPC
- Notice of situation or change of situation of registered office based on the option chosen in Form INC-7, via [INC-22](#).
- Particulars of appointment of directors and the key managerial personnel and the changes among them, via [DIR-12](#)

B) For Pvt. Ltd. or OPC using SPICe

In case your company has fewer than three directors and seven shareholders, you may apply for registration through the SPICe form, which integrates several steps into one form.

- Apply for the name of company, application for incorporation and particulars of appointment via [INC-32](#)
- Apply for eMoA and AoA via [INC-33](#) and [INC-34](#).

After submitting these forms, once the application has been approved by MCA, you will receive a confirmation email regarding the application for incorporation of a new company, and the status of the form will get changed to Approved.

C) For Limited Liability Partnership (LLP)

- Apply for the name of a company to be registered by filing [Form 1](#).
- Application for incorporation of a company (LLP) via [Form 2](#).
- Filing of LLP agreement within 30 days through [Form 3](#).

After submitting these forms, and the application has been approved by the MCA, you will receive a confirmation email regarding the application for incorporation of a new company, and the status of the form will be changed to Approved.

Detailed procedure for approval of the proposed company name:

For obtaining the name for your new company, an application in Form-1A needs to be filed with the Registrar of Companies (ROC) of the state in which the Registered Office of the proposed company is to be situated to ascertain the availability of a name along with an official service fee of Rs.500.

You have to provide four alternative names for the proposed company. Your company name shall not resemble the name of any other company already registered or violate the provisions according to Act, 1950.

In this form you have to fill name and addresses of directors (minimum 2 for a private company and 7 for a public company). You have to mention main objects of the company and authorized capital.

In about 10 days, the ROC will inform you about approval or objections. If there are any objections, then ROC will suggest you with some available names and let you choose among them. If your company name is approved, then you will receive a formal letter regarding the confirmation of the same. Keep the same which will be required during registration process of the proposed company.

If you find any difficulty or encounter any problem while obtaining the company name then do contact us, we will help you to sort out your problem.

Post-Incorporation Formalities:

1. Obtain a TAN card
2. Obtain a Permanent Account Number (PAN)
3. Obtain Shops and Establishment Act Registration, if required.
4. If required, apply for Import Export Code from Director General of Foreign Trade.
5. If required, apply for Software Technologies Parks of India (STPI) registration.
6. If required: RBI approval for foreign companies investing in India and FIPB approval.

STEP 5: Register your company in India