

REGISTRATION AND COMPLIANCE TRAINING MATERIAL

Private Limited Company	Partnership Company	Limited Liability Partnership
Authorization capital is 1,00,000 and min 2 directors and maximum 50 directors	Authorization capital is 1,00,000 and min 2 directors and maximum 20 directors	No particular Authorization capital and min 2 directors and maximum 50 directors
<p style="text-align: center;">DSC</p> <p style="text-align: center;">DIN</p> <p style="text-align: center;">Memorandum Of Association</p> <p style="text-align: center;">Article Of Association</p> <p style="text-align: center;">Company PAN, Tan number, INC Certificate</p>	<p style="text-align: center;">DSC</p> <p style="text-align: center;">DIN</p> <p style="text-align: center;">Partnership deed</p> <p style="text-align: center;">Partnership certificate</p> <p style="text-align: center;">Company PAN, INC certificate</p>	<p style="text-align: center;">DSC</p> <p style="text-align: center;">DIN</p> <p style="text-align: center;">Limited Liability Partnership DEED</p> <p style="text-align: center;">Company PAN</p> <p style="text-align: center;">INC Certificate</p>
<p style="text-align: center;">Documents:</p> <p style="text-align: center;">PAN Card and Aadhaar Cards are mandatory (Driving License, Voter Id Card, Passport)-> Anyone</p> <p style="text-align: center;">Phone Number</p> <p style="text-align: center;">Email Id</p> <p style="text-align: center;">Bank statement updated one (Electricity, Gas, Mobile)</p> <p style="text-align: center;">Minimum of 4 Photos</p> <p style="text-align: center;">Office details:</p> <p style="text-align: center;">Electricity bill updated one</p> <p style="text-align: center;">Rental Agreement</p> <p style="text-align: center;">Time taken will be on average of the 1 week</p>		

Nidhi Company	Section 8 Company	Producer Company	Public Limited Company
<p style="text-align: center;">Documents:</p> <p style="text-align: center;">PAN Card and Aadhaar Cards are mandatory</p> <p style="text-align: center;">(Driving License, Voter Id Card, Passport)-> Anyone</p> <p style="text-align: center;">Phone Number</p> <p style="text-align: center;">Email Id</p> <p style="text-align: center;">Bank statement updated one (Electricity, Gas, Mobile)</p> <p style="text-align: center;">Minimum of 4 photos</p> <p style="text-align: center;">Office details:</p> <p style="text-align: center;">Electricity bill updated one</p> <p style="text-align: center;">Rental Agreement</p>			

<p>Proprietorship</p> <p>No separate Company registration only activity based registration is required</p>
<p style="text-align: center;">Document required for this is</p> <p style="text-align: center;">PAN Card</p> <p style="text-align: center;">Aadhaar Card</p> <p style="text-align: center;">Driving License, Voter Id, Passport</p> <p style="text-align: center;">Phone Number</p> <p style="text-align: center;">Mail Id</p> <p style="text-align: center;">Photos Minimum of 4</p> <p style="text-align: center;">Bank statement business one or individual one</p> <p style="text-align: center;">Passbook 1st page and updated statement</p> <p style="text-align: center;">Time period will be 1 week</p>

ESI Registration (Minimum 10 Employee's)

Incorporation Company's	Proprietorship
<p data-bbox="430 501 586 533">Company Inc</p> <p data-bbox="444 569 571 600">AOA, MOA</p> <p data-bbox="430 636 586 667">Electricity Bill</p> <p data-bbox="388 703 628 735">Employee's ID Proof</p> <p data-bbox="430 770 586 802">PAN, Aadhaar</p> <p data-bbox="410 837 605 869">Nominee Details</p> <p data-bbox="383 905 633 936">Bank Account Details</p> <p data-bbox="420 972 596 1003">Date of Joining</p> <p data-bbox="355 1039 660 1071">Time taken will be 1 week</p>	<p data-bbox="1068 501 1279 533">Proprietor Details</p> <p data-bbox="1053 569 1294 600">Employee's ID Proof</p> <p data-bbox="1089 636 1255 667">PAN, Aadhaar</p> <p data-bbox="1073 703 1271 735">Nominee Details</p> <p data-bbox="1045 770 1299 802">Bank Account Details</p> <p data-bbox="1084 837 1260 869">Date of Joining</p> <p data-bbox="1019 905 1325 936">Time taken will be 1 week</p>

Labor Registration

Private Limited Company	One Person Company	Limited Liability Partnership	Partnership Company	Proprietorship
<p>Company INC</p> <p>Company PAN</p> <p>Memorandum Of Association</p> <p>Article Of Association</p> <p>Bank Statement</p> <p>Every Director's</p> <p>Photos</p> <p>PAN</p> <p>Address Proof</p> <p>Phone Number</p> <p>Mail Ids</p> <p>List of Employee's</p> <p>Time period 1 week</p> <p>Office address</p> <p>Latest Electricity Bill</p>	<p>Company INC</p> <p>Company PAN</p> <p>LLP Deed</p> <p>Bank Statement</p> <p>Every Director's</p> <p>Photos</p> <p>PAN</p> <p>Address Proof</p> <p>Phone Number</p> <p>Mail Ids</p> <p>List of Employee's</p> <p>Time period 1 week</p> <p>Office address</p> <p>Latest Electricity Bill</p>	<p>Company INC</p> <p>Company PAN</p> <p>Partnership Deed</p> <p>Partnership Certificate</p> <p>Bank Statement</p> <p>Every Director's</p> <p>Photos</p> <p>PAN</p> <p>Address Proof</p> <p>Phone Number</p> <p>Mail Ids</p> <p>List of Employee's</p> <p>Time period 1 week</p> <p>Office address</p> <p>Latest Electricity Bill</p>	<p>Company INC</p> <p>Company PAN</p> <p>Partnership Deed</p> <p>Partnership Certificate</p> <p>Bank Statement</p> <p>Every Director's</p> <p>Photos</p> <p>PAN</p> <p>Address Proof</p> <p>Phone number</p> <p>Mail ids</p> <p>List of employee's</p> <p>Time period 1 week</p> <p>Office address</p> <p>Latest Electricity Bill</p>	<p>Proprietorship Documents and</p> <p>List of Employees</p> <p>Time period 1 week</p> <p>Office address</p> <p>Latest Electricity Bill</p>

MSME Registrations

Proprietorship	Limited liability partnership	Private limited Company	One person Company
<p>Aadhaar based verification will be done with linked mobile number</p> <p>PAN card</p> <p>Caste details</p> <p>IFSC code</p> <p>Account Number</p> <p>Company Address Details</p> <p>Manufactory Address Details</p> <p>Activity Details</p> <p>Phone Number</p> <p>Mail Id</p> <p>Manufacture unit amount volume invoice details</p> <p>Time taken 1 day</p>	<p>Company Bank Details</p> <p>Any one director PAN Card</p> <p>Aadhaar Card</p> <p>Phone Number</p> <p>Mail Id</p> <p>Time taken 1 day</p>		

ROC Filings, Income Tax Filings

Financial year was from April 1st –march 31st

Every year due date will be September 30th

Bank statements of the Company

Assets Details

Bill Details

Purchase details, Spending Related to the Company invoice details

GST Registration

Proprietorship

PAN Card, Aadhaar

Office Electricity Bill

Activity Details

Phone Number

Photos

Mail ID

Incorporation companies

PAN Card, Aadhaar

Phone Number

Photos

Mail ID

Provident Fund (P F)

Minimum of 20 Employee's

Employer Photos

Employee's ID Proof

PAN, Aadhaar

Nominee Details

Bank Account Details

Date of Joining, 12% contribution from both employee and employer

Time taken will be 1 week

<p align="center">Name Changes</p>	<p align="center">Office Change Details</p>
<p align="center">INC Certificate (Memorandum of Association, Article of Association , Limited Liability Partnership Deed) PAN Card Director Details</p>	<p align="center">Company Old Address Details Company New Address updated Electricity Bill</p>
<p align="center">ADD Director</p>	<p align="center">Removal Of Director</p>
<p align="center">DSC DIN PAN Aadhaar Photos Phone Number Mail Id</p>	<p align="center">Director Details Board Resolution Meeting</p>
<p align="center">Change In Authorization</p>	<p align="center">Winding Up Of An Company</p>
<p align="center">Annual Return Statements ROC Returns Income Tax Returns Board Resolution</p>	<p align="center">ROC Returns Income Tax Returns Bank Statements Director Details Company PAN Asserts Details</p>
<p align="center">TDS Returns</p>	<p align="center">ANNUAL FILINGS</p>
<p align="center">Personal Details Bank Statements Pay Slips This should be done by every month 7th</p>	<p align="center">Bank Statement Asserts and Liability Details Expenses and Invoice Details Company PAN Audit Report</p>