Private Limited Company Incorporation - Checklist

Typical steps and papers for registering a private limited company through the MCA portal.

Before you apply

- [ ] At least two directors and two shareholders; at least one director resident in India
- [ ] Decide 2-3 name options and check availability on MCA
- [ ] Define main objects of the company

Documents

- [ ] PAN and address proof of each director and shareholder (self-attested)
- [ ] Passport-size photographs and DSC for each director
- [ ] Proof of registered office plus utility bill and owner NOC

After incorporation

- [ ] Collect certificate of incorporation, PAN and TAN
- [ ] Open the bank account and deposit share capital
- [ ] File the first-auditor and commencement-related filings as applicable
- [ ] Register for GST, shops and establishment, Udyam if needed

General information only, prepared by SK Wealth Tax Advisor as of November 2026. Rules change - confirm on the official portal or with a qualified professional before acting. This is not legal or tax advice.