Private Limited Company / OPC — Registration Checklist

Separate legal entity under the Companies Act, 2013 — incorporated via SPICe+ on MCA. OPC needs one shareholder plus a nominee.

Registration checklist

- [ ] DSC for all directors and subscribers
- [ ] SPICe+ Part A — name reservation (two choices; check trademarks)
- [ ] SPICe+ Part B + e-MoA (INC-33) + e-AoA (INC-34)
  DIN for up to 3 directors allotted in the form
- [ ] AGILE-PRO-S — EPFO, ESIC, PT, bank account & optional GST in one form
- [ ] Registered office proof, utility bill, owner NOC
- [ ] OPC only: nominee consent in Form INC-3
- [ ] Deposit subscription money; file INC-20A within 180 days
  Mandatory before commencing business or borrowing
- [ ] Share certificates within 60 days; stamp duty paid
- [ ] First auditor appointed by the Board within 30 days
- [ ] Statutory registers, minutes books, letterhead with CIN

First-year compliance snapshot

- [ ] Statutory audit — applies to every company from year one
- [ ] AOC-4 within 30 days and MGT-7/7A within 60 days of AGM
  AGM (not OPC) within 6 months of year-end
- [ ] Board meetings — minimum 4/year (2 for OPC & small companies)
- [ ] Company ITR by 31 October; corporate tax rates
- [ ] DIR-3 KYC (30 Sep), DPT-3 (30 Jun), MSME-1 (half-yearly)
- [ ] TDS, GST, payroll (PF/ESI/PT) as applicable

Disclaimer

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