

Start-Up Checklist

S.No.	Task	Status
1.	Business Idea	<input type="checkbox"/>
2.	Deciding the Partners/Directors/Shareholders	<input type="checkbox"/>
3.	Preparing Share Capital (minimum 1 lakh)	<input type="checkbox"/>
4.	Name of the Business: In accordance with the provision of Emblem and name Act (Prevention of improper use Act 1950) and should be checked with ROC.	<input type="checkbox"/>
5.	Logo of the Business: Check for Trademark violations	<input type="checkbox"/>
6.	Register for E-filing in the Ministry of Corporate Affairs (MCA) portal	<input type="checkbox"/>
7.	Prepare documents needed for form DIR3 (DIN): <ul style="list-style-type: none"> a) Identity proof – PAN mandatory b) Address proof – Passport/Voter ID/DL/AADHAR Card c) Passport Size Photograph d) Current Occupation e) Email ID f) Mobile Number g) Educational Qualification h) Signature 	<input type="checkbox"/>

8.	Apply for DIN (Director Identification Number) with form DIR3 with the MCA	<input type="checkbox"/>
9.	Create Digital Signature Certificate (DSC) with application form and the same documents required for form DIR3	<input type="checkbox"/>
10.	Register DSC at the MCA portal	<input type="checkbox"/>
11.	Apply for approval of the name – The applicant can apply for registration of the new company by filing the required documents within 60 days of approval of name	<input type="checkbox"/>
12.	Draft the Memorandum of Association	<input type="checkbox"/>
13.	Draft the Articles of Association	<input type="checkbox"/>
14.	Verify, stamp and sign the MoA and AoA	<input type="checkbox"/>
15.	<p>Complete the process for incorporation of the company – Submit the following documents to MCA and ROC for initiating incorporation process:</p> <ul style="list-style-type: none"> a) Form-1: Declaration of Compliance b) Form-18: Notice of situation of registered office of the company c) Form-32: Particulars of the Directors <p>Corporate Identity Number (CIN) will be generated and Certification of Incorporation is issued after final verification and approval of forms/documents.</p>	<input type="checkbox"/>