

Business Registration Checklist

Every document and approval you need before you open your doors.

Use this as a working list. Tick each item as you complete it. Exact requirements depend on your business structure and activity, so confirm details with the relevant authority or a professional before filing.

1. Decide your business structure

	Structure	Good to know
☐	Sole proprietorship	Simplest to start; no separate legal identity. Owner is personally liable.
☐	Partnership firm	Two or more partners under a partnership deed; registration with the Registrar of Firms is optional but advisable.
☐	LLP	Limited liability for partners; registered with the MCA. Needs at least two designated partners.
☐	Private Limited Company	Separate legal entity; registered with the MCA. Suits businesses planning to raise investment.

2. Identity and core registrations

	Item	Notes
☐	PAN of the owner / entity	Required for almost everything below. Companies and LLPs get a PAN as part of incorporation.
☐	Aadhaar linked to mobile number	Needed for e-verification on most government portals.
☐	Business name check and selection	Check availability and avoid conflicts with existing names and trademarks.
☐	Incorporation / partnership deed	Certificate of Incorporation (Company/LLP) or a signed, stamped partnership deed.
☐	Business address proof	Rent agreement or ownership document, plus a recent utility bill, and a no-objection letter from the owner if rented.
☐	Udyam (MSME) registration	Free, online at udyamregistration.gov.in . Useful for MSME benefits and bank credit.

3. Tax registrations

	Item	Notes
☐	GST registration	Mandatory once turnover crosses the applicable threshold, or for certain activities regardless of turnover. See our GST walkthrough.
☐	TAN (if you deduct TDS)	Needed if you will deduct tax at source, for example on salaries or contractor payments.
☐	Professional Tax registration	State-level; applies if you employ people in a state that levies it.

	Item	Notes
[]	PF / ESI registration	Applies once you cross the employee-count thresholds under the respective laws.

4. Local licences and permissions

	Item	Notes
[]	Shops and Establishments registration	Required for most commercial premises; filed with the state labour department.
[]	Trade licence from the local municipal body	Needed for many business types. Check with your municipal corporation.
[]	Activity-specific licences	Food (FSSAI), drug licence, import-export code and similar, depending on what you do.
[]	Signage / fire / pollution clearances	Only where applicable to your premises and activity.

5. Banking and set-up

	Item	Notes
[]	Current account in the business name	Keep business and personal money separate from day one.
[]	Accounting / bookkeeping set-up	Choose software or a provider and agree a monthly routine.
[]	Invoice format and numbering	Include GSTIN, sequential invoice numbers and required GST details once registered.
[]	Record-keeping folder (digital + paper)	Store registrations, agreements, invoices and returns in one organised place.

Need a hand? Welto can help you work through this list and set up your books and compliance calendar. Reach us at contact@welto.in or visit welto.in/contact.

This checklist is general guidance, not legal or tax advice. Rules and thresholds change, so please verify current requirements with official sources.