

1. Choose a Business Structure

Decide on the type of company you want to register. Common types include:

- **Private Limited Company:** Ideal for businesses seeking investment or partners.
- **Limited Liability Partnership (LLP):** Best for smaller businesses with fewer owners.
- **Sole Proprietorship:** If you're the only owner and don't need partners.
- **Public Limited Company:** If you plan to list the company on the stock exchange.

2. Company Name

Since you're thinking of names like **Mohan's Mindspace**, **M.M**, or **Msquare**, make sure the name:

- Is unique and available.
- Doesn't infringe on any trademarks.
- Meets the guidelines set by the **Registrar of Companies (RoC)**.

3. Obtain a Digital Signature Certificate (DSC)

This is required for online filing. It's needed for the authorized signatories of the company.

4. Obtain a Director Identification Number (DIN)

This is required for all directors of the company. It can be obtained through an online application.

5. Register on the Ministry of Corporate Affairs (MCA) Portal

Visit the MCA website (www.mca.gov.in) and register. You'll need to fill out forms, upload documents, and pay the registration fee.

6. Submit the Required Documents

Typically, you'll need:

- **Proof of Identity** of the directors (Aadhar Card, PAN Card, Passport, etc.)
- **Proof of Address** of the directors (Utility Bill, Bank Statement, etc.)
- **Memorandum of Association (MoA)** and **Articles of Association (AoA)**: These define the company's structure and rules.
- **Registered Office Proof:** You need a place of business to register the company.

7. Certificate of Incorporation

Once the registration is approved, you'll receive the **Certificate of Incorporation** from the RoC, confirming that your company is officially registered.

8. PAN and TAN

Apply for a **PAN (Permanent Account Number)** and **TAN (Tax Deduction and Collection Account Number)** for your company.

9. Register for GST (if applicable)

If your annual turnover exceeds the GST threshold, you need to register for **Goods and Services Tax (GST)**.

10. Open a Company Bank Account

Once registered, open a company bank account using the incorporation documents.

Additional Steps (If needed):

- **Trademark Registration:** To protect your company name, logo, and brand.
- **Licenses and Permits:** Depending on your industry, you may need specific licenses (like a software-related business may need a software export license).