



Here's a **step-by-step guide to register a company in India** under the **Companies Act, 2013**, through the **Ministry of Corporate Affairs (MCA)** portal.

Step-by-Step Process for Company Registration in India (2024-25)

Step 1: Choose Company Type

Decide what kind of company you want to register:

- A. Private Limited Company**
 - B. Public Limited Company**
 - C. One Person Company (OPC)**
 - D. Section 8 Company (NGO)**
 - E. Producer Company**
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Step 2: Get Digital Signature Certificate (DSC)

All directors must have a **DSC** (used to sign e-forms).

- A. Apply through certifying authorities (e.g., eMudhra, Sify, NSDL).**

- B. Documents needed: Aadhaar, PAN, photo, email ID, and phone number.
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Step 3: Get Director Identification Number (DIN)

DIN is a unique number for every director.

- A. Apply online through **SPICe+ (Part B)** if new.
 - B. If already allotted, no need to apply again.
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Step 4: Name Reservation (RUN or SPICe+)

Propose 1–2 names for your company:

- A. Apply through **SPICe+ Part A** on MCA portal.
 - B. Ensure name follows **Companies (Incorporation) Rules, 2014**.
 - C. Add suffix:
 - a) Pvt. Ltd. (Private Company)
 - b) Ltd. (Public Company)
 - c) OPC Pvt. Ltd. (One Person Company)
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Step 5: Prepare Incorporation Documents (Documents Required as per Section 7)

- A. **MOA** (Memorandum of Association)

- B. **AOA** (Articles of Association)
 - C. ID & address proof of directors/shareholders
 - D. Registered office address proof (e.g., rent agreement + electricity bill)
 - E. NOC from the property owner (if applicable)
 - F. Declaration by directors and professionals (Form INC-9)
 - G. Affidavits (no conviction, no default)
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Step 6: – As per Section 7 Procedure: Fill & Submit SPICe+ Form (Parts A & B)

Go to: <https://www.mca.gov.in>

Fill integrated web form **SPICe+**, which includes:

- A. Company name
- B. Directors/shareholders details
- C. PAN, TAN, GST, ESIC, EPFO registration
- D. Bank account opening (optional)

Attach:

1. MOA, AOA
 2. AGILE-PRO-S form (for GST, EPFO, ESIC, etc.)
 3. INC-9 declaration (auto-generated)
 4. DIR-2 (consent of directors)
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Step 7: Get Incorporation Certificate (CIN)

If all documents are correct, **Registrar of Companies (ROC)** will issue:

- A. **Certificate of Incorporation (COI)**
- B. **Corporate Identification Number (CIN)**
- C. PAN & TAN (auto-generated)

Timeline:

- **7 to 15 working days** (approx.)

Cost (approximate):

Entity Type	Govt. Fees (Excl. DSC)
OPC	₹2,000–₹4,000
Pvt. Ltd. Company	₹4,000–₹6,000
Section 8 Company	Minimal (Govt. waives some fees)

(Professional/CA charges may be extra.)

Optional Registrations (Post-Incorporation):

- GST Registration
- MSME (Udyam)

- Import Export Code (IEC)
 - Trademark for company name/logo
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Sections of the Companies Act, 2013 for Company Registration:

Section	Purpose
Section 3	Defines formation/incorporation of a company (private, public, or OPC).
Section 7	Lays down the procedure for incorporation of a company.
Section 12	Deals with registered office of the company and related compliances.
Section 33	About filing of MOA & AOA during incorporation.
