

Business Registration Checklist

The core registrations and filings most small businesses in India need

1. Business identity & registration

- Choose a business structure: sole proprietorship, partnership, LLP, or private limited company
- Register for a PAN (Permanent Account Number) if you don't already have one for the business
- Apply for Udyam Registration (MSME) — free, and unlocks priority-sector benefits and loans
- Register your trade name / shop under your state's Shops & Establishment Act

2. Tax registration

- GST registration — mandatory once turnover crosses the applicable threshold, optional (but often useful) below it
- Professional tax registration, where applicable in your state
- TAN (Tax Deduction Account Number) if you'll be deducting TDS on payments to vendors or staff

3. Sector-specific licenses

- FSSAI license — required for any food business (restaurants, sweet shops, grocery stores)
- Trade license from your local municipal corporation
- Fire & safety NOC, where applicable for your premises size
- Sector licenses (e.g. clinical establishment registration for clinics, AICTE/state approval for education)

4. Ongoing compliance calendar

- Monthly or quarterly GST returns, depending on your registration type
- Annual income tax filing for the business
- Renewal of trade license and sector-specific licenses (usually annual)
- Statutory audits, once applicable based on turnover

This checklist is a starting point, not legal advice — requirements vary by state and business type. BCMS's Business Registration & Compliance service handles this end-to-end, including the entity assessment, document filing, and an ongoing compliance calendar so nothing gets missed.