



JYOTI BANSAL & ASSOCIATES

Company Secretaries
(A Peer Reviewed Firm)

POST INCORPORATION COMPLIANCE FOR A PRIVATE LIMITED COMPANY

A Company being creation of law is required to comply with the provisions of the Companies Act, 2013, which prescribes certain specific activities to be performed immediately after incorporation of the Company. These activities are warranted because of specific provisions under the Companies Act, 2013 or under other state level laws like that of Shops and Establishment Act, State Stamp Act or professional Tax. A suggestive list is as under:

S.NO.	TYPE OF COMPLIANCE	REMARKS
1.	Convening & Preparation of Minutes for the First Board meeting within 30 days of the incorporation .	Mandatory
2.	Disclosure of Interest by Directors (DIR-8 and MBP-1) within 30 days of the incorporation.	Mandatory
3.	Provisioning of Maintenance of Statutory Registers and Minutes Book and Preparation of Rubber Stamps of the Company	Mandatory
4.	Developing of Accounting System for the Company	Mandatory
5.	Opening of Bank Account for the Company	Mandatory
6.	Demand and Collection of Paid-up Capital from the Shareholder	Mandatory
7.	Appointment of Auditor within 30 Days of Incorporation	Mandatory, if not done punishable
8.	Deposit of Share Application Money and Issue of Share Certificate within 60 Days	Mandatory, if not done punishable
9.	Payment of Stamp Duty on Issuance of Share Certificate	Mandatory, if not done punishable



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10.	Filing Declaration of commencing of business with the Registrar in Form INC-20A(Obtaining of Commencement of Business Certificate) within 180 days from incorporation	Mandatory, if not done punishable
11.	Provisioning of Maintenance of Registered Office and also ; As per Section 12 (3) Every company shall — (a) paint or affix its name, and the address of its registered office, and keep the same painted or affixed, on the outside of every office or place in which its business is carried on. (b) have its name engraved in legible characters on its seal; (c) get its name, address of its registered office and the Corporate Identity Number along with telephone number, fax number, if any, email and website addresses, if any, printed in all its business letters, billheads, letter papers and in all its notices and other official publications;	Mandatory, if not done punishable
12.	Professional Tax Registration of Company and its Directors	Mandatory
13.	Need-Based Registration and licences (like Drug License, Shops and Establishment Act, GST Registration, ESI-PF, Trade License, MSME Registration, etc.)	Need based

For Filing Form INC-20A –

Form INC-20A is a declaration that a company's directors must file with the Registrar of Companies (RoC) to confirm that the company can begin business operations. It's also known as the Declaration for Commencement of Business.

Mandatory attachments :

1. Photograph of Registered Office showing external building and inside office also showing therein at least one Director/ KMP.
2. Bank statement of company showing both subscribers has deposited their share application money in company bank account