

Business Organization – Check list in India

Sl. No	Particulars	Remarks / Notes
1.	Constitution Deed – a) Individual b) Sole proprietor c) Partnership d) LLP e) Company	
2.	Profile of the organization a) Vision, b) Mission c) Values	
3.	Obtain Income Tax a) Permanent Account Number (PAN) and b) Tax Deduction Account Number (TAN)	
4.	Bank Current account a) Bank Mandate b) SOP – Standards of Operating Procedures	
5.	Registration under MSMED Act a) Obtain UAM registration- Display b) UAM in invoice and Letter heads	
6.	Registration under Profession Tax Act	
7.	Rent Agreement/ Lease deed a) Name and address of the Landlord/lessor b) Name and address of the Tenant/lessee c) Period of Lease d) Municipal Door Number e) Area of the premises. f) Address of the property. g) Rent amount and annual increments h) Rent deposit i) Payment of stamp duty j) Signatures k) Witness	
8.	Trade license under shop and establishment act a) Nature of Business b) Owner particulars c) Premises particulars d) Annual renewal	
9.	Legalize Name, Product and Rights a) Trade Marks b) Copy Rights c) Patent Rights	
10.	a) Business Name Board- In English and Vernacular Language b) Business timings c) Holiday list d) Weekly holiday board	
11.	Labour Law registration	

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	<ul style="list-style-type: none">a) Registration Certificateb) Attendance registerc) Wage registerd) Bonus registere) Wage slipf) Display of annual holiday listg) Payment of Minimum wagesh) Adjustment of advance wages	
12.	<p>GST Registration</p> <ul style="list-style-type: none">a) Registration Certificate- Displayb) Monthly returns- GSTR 3B, GSTR 1c) Approval for composition tax- if applicable.d) Input tax compliancee) Annual return compliancef) Billing Format as per GST Lawg) E Way bill enablement	
13.	<p>Registration under Provident fund act</p> <ul style="list-style-type: none">a) Registration certificateb) Employee KYCc) Employee UINd) Monthly/quarterly/annual returnse) Monthly PF Paymentsf) Applicable registers	
14.	<p>Registration under ESIC Act</p> <ul style="list-style-type: none">a) Registration certificateb) Employee KYCc) Employee UINd) Monthly/quarterly/annual returnse) Monthly ESI Paymentsf) Applicable registers	
15.	<p>Human resource/ employee management</p> <ul style="list-style-type: none">a) Organization Chartb) Work Allocationc) Work Scheduled) Prohibition of Conflict of Intereste) Staff timings / Shiftf) Salary grade / Position Gradeg) Employee grade / Person Gradeh) Appointment policyi) Approved appointment letter formj) Promotion policyk) Termination policyl) Casual/Annual/sick leave policym) Employee Code of Conductn) Training & Retention Policyo) CTC- Deduction – allowances- perquisitesp) Monthly TDS deduction and paymentsq) Monthly PF/ESI deduction and paymentsr) Other deduction and remittances	

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	<ul style="list-style-type: none"> s) Annual bonus and Ex Gratia t) Perquisites in lieu of salary- Car, two-wheeler- computer, laptop etc. u) Festival advance and recovery v) Staff advance and recovery w) Staff welfare x) Refreshment during office hours y) Meal coupons 	
16.	<p>Prevention of Sexual Harassment of Women at Workplace</p> <ul style="list-style-type: none"> a) Designated person/committee b) Complaint form c) Grievance redressal mechanism d) Arbitration and reconciliation 	
17.	<p>Pollution control and regulation</p> <ul style="list-style-type: none"> a) Registration under water air noise pollution b) Waste disposal policy c) Segregation of waste- Reduce / Reuse / Recycle and Dispose 	
18.	<p>Obtain Power sanctions</p>	
19.	<p>Email Website and communication</p> <ul style="list-style-type: none"> a) Official email b) Password policy c) User account and Access policy d) Website registration and renewal e) Online transaction- e commerce facility-enablement f) Online payment enablement g) Contacts and customer care h) Encryption policy 	
20.	<p>Information system policy</p> <ul style="list-style-type: none"> a) Approved vendor hardware b) Licensed software c) Compulsory anti-virus software, d) Periodic registration and renewal e) Server/cloud policy f) Storage policy g) Document Controls h) Labeling of Information (Sensible / Confidential / Internal / Public i) Backup and recovery policy j) Disaster management policy k) External backup, cold site storage l) Disablement of pen drives and external storage devices m) AMC and renewal n) Printer- cartridge/ ink o) Internet access policy p) CCTV- recording, storage, backup time 	

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	<p>q) Modem, LAN, WAN, VPN, Leased line, Wi-Fi, VSAT- registration, renewal, AMC</p> <p>r) Annual system audit</p>	
21.	<p>Office layout</p> <p>a) Display of office layout plan</p> <p>b) Display of fire exit</p> <p>c) Smoke detection</p> <p>d) Power supply control/ circuit breaker</p> <p>e) Alternate power supply- generator/ central UPS/ individual UPS</p> <p>f) Annual inspection/ renewal</p> <p>g) AMC – renewal</p> <p>h) Separate toilets for men and women</p> <p>i) Separate pantry</p> <p>j) Proper ventilation and lighting</p> <p>k) Baby feeding area</p> <p>l) Ramp for Special abled persons</p> <p>m) Watchman and security</p>	
22.	<p>Managerial Remuneration</p> <p>a) Directors remuneration / AOA</p> <p>b) Partners remuneration</p>	
23.	<p>Disaster Management / force majeure</p>	
24.	<p>Office stationery-</p> <p>a) Visiting cards, correspondence, letter heads, invoice books</p> <p>b) Envelops, Rubber stamps and seals</p> <p>c) Document storage policy</p>	
25.	<p>External consultants/ advisors</p> <p>a) Tax consultant</p> <p>b) PF and ESI Consultant</p> <p>c) Technical Consultant</p> <p>d) Chartered Accountant</p> <p>e) Legal advisor</p> <p>f) Business advisor</p>	
26.	<p>Annual compliance-/ Statutory Compliances</p> <p>a) GST Compliance</p> <p>b) Income tax Compliance</p> <p>c) PF/ ESI and employee compliance</p> <p>d) ROC Compliance</p>	
27.	<p>Property Plant and Equipment</p> <p>a) Fixed asset register</p> <p>b) Asset purchase policy</p> <p>c) Asset disposal policy</p> <p>d) Identification and marking policy</p> <p>e) Life of asset and depreciation</p> <p>f) AMC renewal</p> <p>g) Impairment testing</p> <p>h) Security of document titles</p> <p>i) Insurance- renewal and value</p>	

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28.	Other Registrations a) Registration under Factories Act b) Trade union Act c) Bureau of Indian Standards d) International Standards Organization (ISO) e) ISI (Certification Mark) Act f) Export (Quality Control and Inspection) Act g) The Drugs Act h) Essential Commodities Act i) Prevention of Food Adulteration Act	
29.	Finance and funding a) Finance Policies & Procedures b) Internal Control c) Investment Guidelines d) Cash credit/ Overdraft limits e) Loan terms and conditions f) Monthly repayments g) Annual renewals h) Minimum bank balance/ MAB/QAB i) Online Transaction rights j) Password secrecy k) Monthly/ Quarterly statement l) Bank reconciliation statement	
30.	Identification of a) Business growth b) Competition c) Annual growth appraisal d) Budget and forecasting e) Diversification and integration f) Cost Optimization g) Opportunities and Challenges	

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