

Registering your Business

Registering your business can increase credibility amongst users and can avoid your business falling into the informal sector. However, most home businesses are in the informal sector as the owners avoid scaling of business.

Local Business Registration - Step-by-Step Process:

Phase 1: Panchayat/Municipal Registration

1. Shop Act License Application:

- **Visit:** Local municipal corporation office
- **Documents Required:**
 - Application form (available at office/online)
 - Aadhaar card and PAN card
 - Address proof of business premises
 - Passport size photos (2 copies)

2. Application Process:

- **Day 1:** Submit application with ₹100-₹500 fee (varies by location)
- **Day 7-15:** Municipal inspector visits business premises
- **Day 15-30:** License issued after verification
- **Validity:** Usually 1-5 years, renewal required

Phase 2: FSSAI Registration (For Food Businesses)

3. Food License Process:

- **Online Application:** Visit foscos.fssai.gov.in
- **Categories:**
 - Basic Registration: Turnover up to ₹12 lakh/year (₹100 fee)
 - State License: Turnover ₹12 lakh - ₹20 crore (₹2,000-₹5,000 fee)

4. Required Documents:

- Form A (application form)
- Identity and address proof of applicant
- Partnership deed (if applicable)
- NOC from municipality/panchayat
- Layout plan of processing unit
- List of equipment and machinery

6. Registration Steps:

Step 1: Visit Udyam portal
Phase 3: Udyam (MSME) Registration [startupindia](https://startupindia.gov.in)

5. Online Udyam Registration Process:

- **Website:** udyamregistration.gov.in
- **Requirements:** Aadhaar number and PAN of business
- **Process Time:** 15-30 minutes online
- **Cost:** Free of charge
- **Benefits:** Access to government schemes, easier loan processing, tax benefits

Udyam portal

Step 2: Click "For New Entrepreneurs who are not Registered yet as MSME"

Step 3: Enter Aadhaar number and name (as per Aadhaar)

Step 4: Enter PAN details

Step 5: Fill business details (name, address, activity)

Step 6: Provide bank account details

Step 7: Submit and get Udyam Registration Number instantly

Phase 4: GST Registration (if applicable)

7. GST Registration Criteria:

- **Mandatory:** If annual turnover exceeds ₹20 lakh (₹10 lakh in NE states)
- **Voluntary:** Can register even below threshold for business credibility
- **Online Process:** gst.gov.in registration

Complete Registration Checklist:

- ❑ Shop Act License (Local Authority) - ₹100-500, 15-30 days
- ❑ FSSAI License (Food businesses only) - ₹100-5000, 30-60 days
- ❑ Udyam Registration (MSME) - Free, Same day
- ❑ GST Registration (if applicable) - Free, 7-15 days
- ❑ PAN Card (Business) - ₹107, 15-20 days
- ❑ Current Account Opening - ₹1000-5000, 3-7 days

Total Cost: ₹1,500-11,000 approximately

Total Time: 1-3 months for complete setup

Pro Tips for Smooth Registration:

- Keep all documents in digital format (PDF scans)
- Get multiple photocopies attested
- Visit government offices on weekdays morning hours
- Take help from local CSC (Common Service Centers) for online processes
- Join WhatsApp groups of local entrepreneurs for guidance and updates