



THINGS TO KEEP IN MIND WHILE RUNNING ANY BUSINESS SET-UP

DO'S



- Always update yourself and follow current applicable Acts and Rules issued by the Government
- Timely submit the disclosure required to the competent authority
- Provide same piece of information to every respective authority if it's under the supervision of multiple authorities
- Provide correct and timely disclosure or any document if sought by any authority
- Prepare a checklist of compliances that are required to be ensured by your organisations
- Maintain necessary records in good conditions in prescribed format
- Share true and fair picture of the affairs the company with its stakeholders

DON'TS



- Never provide any false information at the time of incorporation or after incorporation of company.
- Never conceal or mis-represent any information to the reporting authority
- Avoid artificial compliance of law
- Suo-moto report non-compliances done, if any
- Never file any document in unreadable or unsupported format
- Never indulged into any act or take any business decision which is violating any act or rule under any law applicable on companies
- Avoid delay in filing