

Personal & Social Services Business

End-to-End Process for Starting a Personal & Social Services Business



Business Registration / Incorporation

- Choose the business structure: Proprietorship, Partnership, LLP, or Private Limited Company.
- Register with MCA (if Pvt Ltd/LLP) or MSME (if small service unit).

List of Basic Documents Required

01

PAN/ Aadhar

PAN & Aadhaar of Promoter(s).

02

Address Proof

Business Address Proof (Rent Agreement/Ownership Proof).

03

MOA/AOA

MOA & AOA (if Pvt Ltd/LLP).

04

Bill

Utility Bill (Electricity/Water).

05

Employee Details

Employee Details (for ESIC/EPF).

06

Trademark

Logo, Brand Name Proof (for Trademark).

Training & Consultancy Support

- Hire multiple consultants for ISO, Labour Law, GST, Website/IT, IPR, HR Training.
- Staff Skill Development & Orientation programs.



Social & Ethical Compliances

- POSH Compliance (Prevention of Sexual Harassment).
- CSR (if applicable after company grows).
- Data Protection / Privacy Policies.



Website, ERP & Technology



Website

Professional Website with service details, booking/contact option.



ERP

ERP or CRM software for client & employee management.



QR Code

QR Code linked to website/visiting card.

IPR (Intellectual Property Rights)



Trademark

Trademark your business name & logo.



Copyright

Copyright for training materials, content, website text.

System / Management Certifications



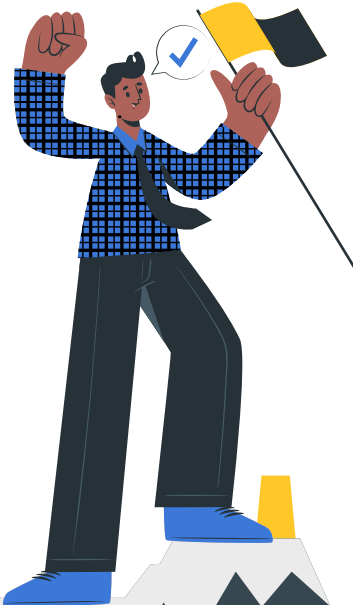
ISO 9001:2015

ISO 9001:2015 (Quality Management).



ISO 14001:2015

ISO 14001 (Environment, if required).



ISO 45001

ISO 45001 (Occupational Health & Safety).



SA 8000

SA 8000 / Social Accountability Standards (for social compliance).

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- ESIC Registration (if ≥ 10 employees).
- EPF Registration (if ≥ 20 employees).

Labour Law Compliances

Mandatory Registrations



GST

GST Registration (if turnover > 20/40 lakh).



TAX

Professional Tax (in applicable states).



Shops & Establishment

Shops & Establishment Registration (State-wise).

Thanks

Do you have any questions?

Contact: +91 88022 91347

Email: priya.reg@gmail.com

Website: www.priyareg.com

