

Scientific & Technological Services business

End-to-end Roadmap For Starting Your Scientific & Technological Services Business



Company Formation

Options:

- **Private Limited Company (Pvt Ltd)** – Suitable for scalable business, liability limited.
- **Limited Liability Partnership (LLP)** – Flexible, fewer compliance requirements.
- **Proprietorship / Partnership** – Simple, but personal liability exists.

Required Steps:

- **Obtain Digital Signature Certificate (DSC)**
- **Obtain Director Identification Number (DIN)**
- **Reserve Company Name (RUN)**
- **File SPICe+ / Incorporation Form**
- **Obtain PAN & TAN for the company**

Documents Required:

- Identity Proof (Aadhaar, Passport)
- Address Proof
- Passport size photograph
- Proof of office address (rent agreement/electricity bill)
- Memorandum & Articles of Association (MOA & AOA)

System Certifications

Optional but Recommended for Credibility:

- **ISO 9001 – Quality Management System**
- **ISO 27001 – Information Security (if handling sensitive data)**
- **ISO 14001 – Environmental Management (if applicable)**
- **ISO 45001 – Occupational Health & Safety**
- Process:
- **Gap analysis → Implement system → Internal audit → External audit → Certification**



QR Code / Digital Presence

01

QR Code

For quick business card or payment links

02

Google Business Profile

For credibility

03

Social Media Accounts

LinkedIn, Twitter, YouTube (optional for knowledge sharing)

Financials / Banking

Open **current account** in company name

Maintain **books of accounts** (manual or ERP)

Apply for **GST & TDS compliance** setup

Documents Checklist for Service Business

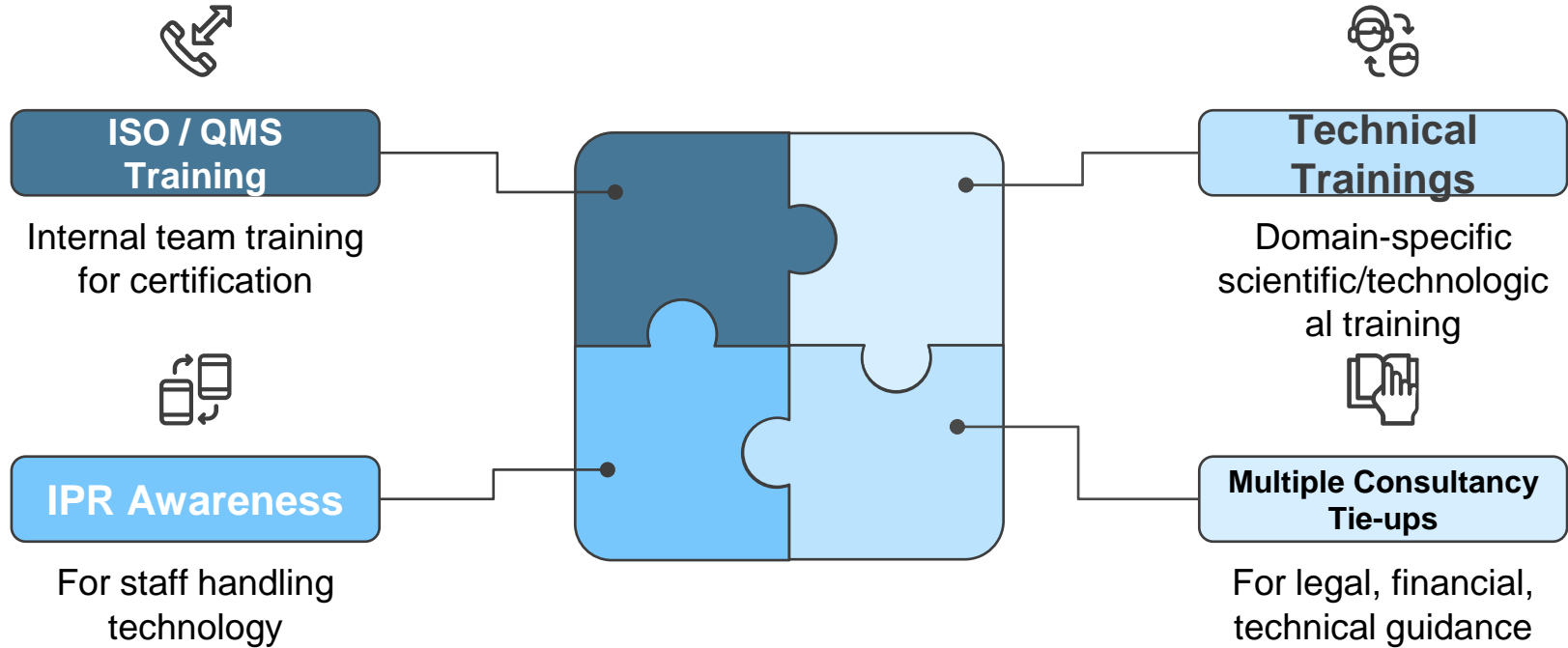
Category

- Identity & Address
- Company
- Office Proof
- Employee
- Tax
- IPR
- Financial
- Website/Software
- Compliance

Documents

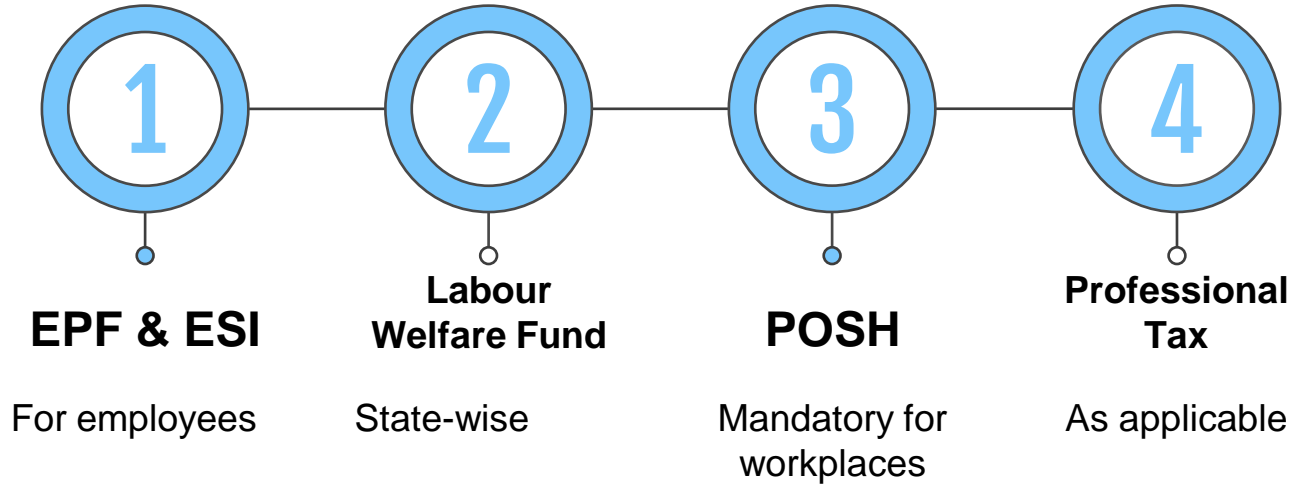
- PAN, Aadhaar, Passport, Voter ID
- MOA, AOA, Certificate of Incorporation, PAN, TAN
- Rent Agreement, Utility Bills
- Aadhaar, PAN, Bank Account, EPF & ESI Registration
- GST Certificate, Udyam Certificate, PT Registration
- Trademark Registration, Patent Filing Docs
- Bank Statement, Auditor details, ERP reports
- Domain, Hosting, ERP License
- POSH Policy, Safety & HR manuals

Trainings & Consultancy





Social Compliance



Website & ERP Software



Website Development:

- Professional website with service details, contact, portfolio.
- Optional blog/knowledge base to showcase expertise.
- Features: Contact form, quotation request, chat support.

ERP / Software:

- Modules: CRM, HR, Finance, Project Management, Inventory (if applicable)
- Options: Tally, Zoho, SAP Business One, Oracle NetSuite
- Cloud-based ERP preferred for scalability

Licenses & Registrations

Registration/License

- GST Registration
- Udyam Registration
- Professional Tax (PT)
- Shops & Establishment Act License
- Import Export Code (IEC)
- EPF & ESIC Registration

Requirement Details

Mandatory if turnover > ₹20 lakh (₹10 lakh for NE states). Required for

invoicing and compliance.

MSME registration for benefits, schemes, and loans.

Depending on state laws.

Mandatory for office premises.

If dealing with international clients.

Mandatory if employees > 20 (EPF), > 10 (ESIC).



Intellectual Property Rights (IPR)

Depending on your service offerings:

- **Trademark Registration** – Company name, logo.
- **Patent Filing** – For proprietary technology, products, or methods.
- **Copyright** – Software, reports, training material.
- **Design Registration** – Any unique designs in your tech.

Documents Required:

- Application forms
- Logo, technical specifications, technical drawings
- Proof of originality



Thank !

Do you have any questions?

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