

**SAHI SAMJHO**

CS & Tax Practice



**FREE eBOOK**

# Naya Business Shuru Kiya?

**Ye 10 Compliance Galtiyan**

**Bilkul Mat Karna!**

10 Compliance Mistakes Every New

Business Owner Must Avoid

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Company Secretary | GST | Income Tax | Labour Laws

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# Andar Kya Hai?

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### **IMPORTANT DISCLAIMER:**

Yeh guide general awareness ke liye hai. Specific advice ke liye apne CA/CS se milein.

## GALTI #01

# GST Registration Nahi Karwaya

Not Registering for GST on Time

01

Bahut saare naye business owners yeh sochte hain ki GST registration baad mein karwa lenge. Lekin yeh ek badi galti hai.

Agar aapka turnover Rs. 20 lakh (service) ya Rs. 40 lakh (goods) se zyada ho jaata hai, toh GST registration aapke liye MANDATORY hai.

Bina registration ke business karna penalty ka kaaran ban sakta hai — aur aap Input Tax Credit (ITC) bhi nahi le paayenge.

E-commerce sellers ke liye limit ZERO hai — pehle din se registration zaroori hai.

**SAHI SAMJHO TIP:**

Turnover Rs. 15 lakh cross hote hi CA/CS se milkar GST registration karwa lo. Late penalty + interest dono bachenge.

GALTI #02

# Monthly GST Returns File Nahi Karna

Missing Monthly GST Return Deadlines

02

GSTR-1, GSTR-3B — yeh dono returns har mahine ya quarter mein file karni padti hain.

Aksar naye business owners deadline miss kar dete hain aur late fees bhar dete hain.

GSTR-3B late fees: Rs. 50/day (nil return ke liye Rs. 20/day) per return.

Agar aap quarterly filer hain, toh bhi GSTR-3B monthly bharna padta hai (QRMP scheme).

Returns file nahi karne par department notice bhi bhej sakta hai.

**SAHI SAMJHO TIP:**

Ek calendar banaao — 11 tarikh (GSTR-1) aur 20 tarikh (GSTR-3B) ko phone mein reminder set karo. Har mahine.

GALTI #03

# ITR File Nahi Karna Ya Galat ITR Form Bharna

Not Filing ITR or Filing Wrong ITR Form

# 03

Many new business owners skip Income Tax Return filing, especially in the first year.

Yeh aage jaake loan lene mein, visa apply karne mein, aur tender bhar ne mein problem create karta hai.

Galat ITR form bhi ek common mistake hai:

- ITR-1: Salaried individuals only
- ITR-3: Proprietorship / business income
- ITR-4: Presumptive taxation (44AD/44ADA)

Galat form bharne se notice aa sakta hai ya return invalid ho sakta hai.

**SAHI SAMJHO TIP:**

Business income hai toh ITR-1 kabhi mat bharo. ITR-3 ya ITR-4 check karo. CA se ek baar confirm zaroor karo.

GALTI #04

## Company / LLP Register Nahi Karna

Running Business Without Proper Registration

04

Kai log proprietorship mein business start karte hain — yeh theek hai shuru mein.

Lekin agar aap:

- Investors laana chahte ho
- Apni personal liability limit karna chahte ho
- Brand ko protect karna chahte ho

... toh Private Limited Company ya LLP register karna zaroori ho jaata hai.

Bina registration ke aap contracts sign karne mein, bank loans mein aur tenders mein disadvantage mein rehte ho.

**SAHI SAMJHO TIP:**

Shuru mein sole proprietorship chhalao, lekin jaise hi business grow kare — Pvt Ltd ya LLP ka sochna shuru karo.

## GALTI #05

## PF / ESI Register Nahi Karna

Not Registering for PF & ESI

05

Agar aapke business mein 10 ya zyada employees hain, toh ESI registration mandatory hai.

Agar 20 ya zyada employees hain, toh PF registration mandatory hai.

Bahut saare small business owners yeh ignore karte hain — aur baad mein heavy penalty aur employee disputes face karte hain.

PF contribution: Employer 12% + Employee 12% of basic salary.

ESI contribution: Employer 3.25% + Employee 0.75% of gross salary.

Non-compliance par inspector raid aur court case bhi ho sakta hai.

**SAHI SAMJHO TIP:**

10 employees ho jaayein toh turant ESI aur 20 hote hi PF registration karwa lo. Ek CS/HR consultant se help lo.

GALTI #06

# Shop & Establishment Act Ka License Nahi Lena

Skipping Shop & Establishment Registration

06

Har state mein Shops and Establishments Act lagu hota hai.

Dukaan ya office khulne ke 30 din ke andar registration karwana compulsory hai.

Yeh license aapko:

- Opening & closing hours define karta hai
- Employee rights protect karta hai
- Business ka basic legal proof deta hai

Bina is license ke bank account kholne mein, GST lene mein aur municipal objections mein problems aa sakti hain.

**SAHI SAMJHO TIP:**

Office ya dukaan khulte hi apne state ke labour department mein Shop Act registration karwa lo. Usually online hota hai.

## GALTI #07

# Sahi Accounting Records Nahi Rakhna

Not Maintaining Proper Books of Accounts

07

Naye business owners aksar sochte hain: "Pehle kama lo, accounting baad mein dekhenge."

Yeh galat soch hai. Sahi records na hone se:

- GST audit mein problem hogi
- Income Tax scrutiny mein dikkat hogi
- Bank loan nahi milega
- Business ki actual financial health pata nahi chalegi

Income Tax Act ke anunder certain turnover pe books rakhna mandatory bhi hai.

**SAHI SAMJHO TIP:**

Day 1 se Tally, Busy ya koi bhi accounting software use karo. Ya ek accountant hire karo. Yeh investment hai, kharcha nahi.

GALTI #08

# TDS Deduct Nahi Karna Ya Deposit Nahi Karna

Ignoring TDS Deduction & Deposit Obligations

# 08

Agar aap kisi ko payment karte ho (contractor, rent, professional), aur amount limit cross kare, toh TDS deduct karna aapki zimmedaari hai.

Common TDS payments:

- Section 194C: Contractor payments (1-2%)
- Section 194J: Professional fees (10%)
- Section 194I: Rent (10%)

TDS deduct na karne par: Aapka kharcha disallow ho sakta hai aur penalty + interest lagega.

TDS 7 tarikh tak deposit karna hota hai (March ke liye 30 April).

### SAHI SAMJHO TIP:

Accountant se ek TDS compliance checklist banaao. Quarterly TDS returns (Form 26Q) file karna mat bhoolo.

GALTI #09

# Trademark Register Nahi Karna

Not Protecting Your Brand with Trademark

09

Aapne brand name soch liya, logo bana liya, Instagram page bhi bana liya —  
lekin trademark register nahi karwaya?

Koi bhi kal uthke aapka brand name use kar sakta hai — aur aap kuch nahi kar paoge.

Trademark registration:

- Brand name, logo dono ko protect karta hai
- Legal action ka right deta hai
- Business ki value badhata hai

Application fee sirf Rs. 4,500 (individual/startup) hai. IPO website par apply kar sakte ho.

**SAHI SAMJHO TIP:**

Business start karte hi trademark application file karo. Date se protection milti hai, approval se nahi. CS se help lo.

GALTI #10

# Annual ROC Filings Ignore Karna

Missing Annual ROC Compliance Filings

# 10

Private Limited Company ya LLP register karwa li — bahut accha!

Ab aapki zimmedaari hai har saal ROC filings karna.

Key annual filings:

- Form AOC-4: Financial statements (30 Oct)
- Form MGT-7A: Annual return (29 Nov)
- Director KYC (DIR-3 KYC) — Sept 30

Non-compliance par:

- Rs. 100/day penalty per form
- Company / Director disqualification
- Company may be struck off by ROC

**SAHI SAMJHO TIP:**

Company register hote hi ek CS retain karo for annual compliance. Rs. 10,000-15,000/year mein sab handle ho jaata hai.

**BADHAI HO!**

## Aap Ne Poora Guide Padh Liya!

Ab in galtiyan se bachne ke liye ek CS ya Tax

Professional se zaroor milein.

### Humse Sampark Karein

Instagram: @sabkuchsamjho | @sahisamjho.in

Free Consultation ke liye DM karein

**GST | Income Tax | Company Law | Labour Laws**

● GST Filing

● ITR Filing

● Company Registration

● Labour Law

● Trademark

● ROC Compliance

**"Sahi Samjho, Sahi Chalo"**

Clarity in Compliance. Confidence in Every Decision.