Version 25 September 2026

LIQUETAX preparation guide

Prepare for your business and compliance conversation

Use this guide to organise the facts that will help the LIQUETAX team understand your goal. Choose the section that fits your situation, note what you already have, and bring your questions to the first conversation.

How to use this guide

- Start with your goal and the legal owner or structure of the business. More than one section may apply.
- Write short descriptions. Keep identity numbers, passwords, OTPs and tax documents out of initial messages.
- Use the notes page to identify questions and gaps. Agree a secure document channel with the team before sharing records.

01 Start a business

Facts to prepare

- Who will own the business, and whether outside investment is planned.
- The activity, proposed name, business address and intended launch date.
- Compare liability, ownership and recurring obligations before choosing a structure.

Related service guides

Private limited company
Explore incorporation where share ownership and investment are part of your plan.

LLP
Compare a partnership-based structure and its continuing obligations.

This is a preparation aid. It does not decide eligibility, require registration, approve an application or authorise a filing. The relevant work and documents must be confirmed for your situation.

02 GST and tax support

Facts to prepare

- Your goods or services, turnover context and business locations.
- Inter-State, export and online-marketplace transactions, if any.
- Existing GSTIN, filing periods, notices and any dates that need attention. Do not put identifiers in an initial message.

Related service guides

GST registration guide
Review the questions that determine whether registration is relevant.

GST return support
For an already registered business with returns or records to organise.

A turnover figure alone does not settle the registration question. Explain the actual supply model and locations so the team can check the applicable position.

03 Protect a brand

Facts to prepare

- The proposed name or logo, the owner and the goods or services it represents.
- Whether the brand is proposed or already in use, and what evidence of use exists.
- Known similar marks or notices received; avoid assuming availability means approval.

Related service guides

Trademark registration
Discuss search, applicant details, classes and the application scope.

A name search and a registration application are different steps. Confirm the proposed owner, service scope and follow-up work before proceeding.

Service links open the current English website guides.

04 Import or export

Facts to prepare

- The products or services, destination countries and business structure.
- Existing registrations and whether sector-specific licences or council membership may be relevant.
- Your first planned shipment or transaction and any customer requirements.

Related service guides

Import Export Code (IEC)
Start by reviewing the IEC position and related trade requirements for your activity.

Do not assume every business needs the same export registrations. Start with the product or service, trading model and destination.

05 Manage ongoing compliance

Facts to prepare

- Your entity type, current registrations and the period that needs review.
- The last completed filings, any pending notices and upcoming deadlines.
- Recent changes in directors, ownership, address or business activity.

Related service guides

Annual filing
For company filing preparation; the team must confirm the obligations for your entity.

GST returns
Review ongoing returns where GST registration already applies.

The annual filing guide below concerns company filing preparation. For an LLP, partnership, individual or another organisation, ask the team to confirm the relevant obligations.

Records depend on the business structure

- Company: prepare incorporation records and the current director or signatory position for review.
- LLP: prepare the incorporation record, agreement and current partner details.
- Partnership: prepare the partnership deed and current partners' roles.
- Individual or proprietorship: keep personal identity records separate from business activity and premises evidence; share records only through the agreed secure channel.

Your preparation notes

Use plain descriptions here. Leave out identity numbers and confidential records.

My goal and the outcome I need

Business structure and state or Union Territory

What is already in place and what is missing

Any notice or deadline to discuss

Questions for the team

Confirm before work begins

- Which service is relevant, and which facts could change that answer?
- What is included, excluded and separately chargeable in the written scope?
- Who will handle the next step, and how will progress be communicated?
- Which records are needed, how will they be shared, and what needs your approval?
- What ongoing work may follow, and which timing depends on an authority?

Contact LIQUETAX

+91 80573 50345

info@liquetax.com

Request a conversation online

4th Floor, B WING, O-451, Greater Noida W Rd, Gaur City 1, Centre, Sector 4, Noida, Ghaziabad, Uttar Pradesh 201309

Office hours are 10:00 AM–6:00 PM IST. Confirm availability before visiting. A contact request records your preference; the team must confirm any appointment.

Liquetax Private Limited is a private company and is not a government authority. Scope, fees and timelines depend on the engagement and applicable requirements.