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Business and compliance 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.

1. 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.

https://liquetax.com/services/business-setup/private-limited-company-registration

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

https://liquetax.com/services/business-setup/limited-liability-partnership

2. 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 initial messages.

Related service guides

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

https://liquetax.com/services/tax/gst-registration

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

https://liquetax.com/services/tax/gst-return

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.

Preparing for income-tax work

If your question concerns an income-tax return, identify the taxpayer or entity, the income sources, the financial or tax year, and whether a return has already been filed. Note whether salary, business accounts, investment transactions, tax-credit statements or a notice need review. Keep the records ready for the agreed document channel; do not put PAN, account numbers or tax statements in an initial message. Use the income-tax return guide to prepare the next discussion. GST records and income-tax records serve different purposes, so tell the team which work you need.

https://liquetax.com/services/tax/income-tax-return-filing

3. 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.

https://liquetax.com/services/trademark-ip/trademark-registration

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

4. 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.

https://liquetax.com/services/import-export/iec-import-export-code

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

5. 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.

https://liquetax.com/services/compliance/annual-filing

GST returns Review ongoing returns where GST registration already applies.

https://liquetax.com/services/tax/gst-return

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.

Your preparation notes

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

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

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https://liquetax.com/contact

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.

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