EVENT REPORT

The Round Table on "How to Register Your Startup: Formation Steps to DPIIT Registration"

1. Event Details

Name of Event	The Round Table on "How to Register Your Startup: Formation Steps to DPIIT Registration"
Type of Event	Round Table / Expert Talk
Date	7th October, 2026
Time	2:00 PM to 4:00 PM
Venue	Birla Vishvakarma Mahavidyalaya (BVM), Vallabh Vidyanagar
Organised by	SSIP Cell, BVM, in association with GTU Ventures – Anand Hub and the Institution's Innovation Council (IIC)
Resource Person	Miss Bhakti H. Patel, Founder, Rebloc Innovations Pvt Ltd
Target Audience	Students, faculty members and aspiring student entrepreneurs
Number of Participants	45

2. Objective

Many student innovators have a working idea or prototype but are unsure how to turn it into a legally registered company and obtain DPIIT recognition, which unlocks government startup benefits. The round table aimed to give participants a clear, practical, step-by-step understanding of the complete journey, from incorporating a Private Limited company to getting DPIIT recognition and applying for Startup Gujarat schemes.

3. About the Resource Person

Miss Bhakti H. Patel is the Founder of Rebloc Innovations Pvt Ltd, a startup working with the idea of "Collect. Shred. Build." Having recently taken her own company through incorporation and DPIIT recognition, she shared first-hand experience of the process, the documents involved and the practical issues a first-time founder faces.

4. Summary of the Session

The session began with an overview of the four main stages of the journey: getting the company registered (Steps 1–5), setting up the bank account and share capital (Steps 6–7), obtaining DPIIT recognition (Steps 8–11) and registering on Startup Gujarat (Step 12). The speaker then explained each of the twelve steps in detail, as summarised below.

Step	Stage	What was explained
1	Hire a Company Secretary (CS)	The CS checks whether the proposed company name is available on the MCA portal; if not, the name must be changed.
2	Decide two directors	A Private Limited company needs two directors. Each director provides self-attested PAN, Aadhaar, driving licence, passport, photograph, latest electricity bill and bank statement.
3	Online KYC and personal DSC	Each director completes one online KYC, after which a personal Digital Signature Certificate is issued on a USB token.
4	Proof of company address	Index-2 copy of the property, NOC signed by the owner and a photograph of the premises with the company poster.
5	Company registration	The CS registers the company and provides the Certificate of Incorporation, DIN letters, MoA, AoA, company PAN and TAN.
6	Stamps, bank account and capital	Two stamps (company seal and director stamp) are made, a current account is opened and ₹1 lakh share capital is deposited, divided between the directors as per their shareholding.
7	Company DSC	Using the bank statement showing the capital, the CS applies for the company DSC — the key document for DPIIT.
8	Startup India profile	A profile with basic information is created on the Startup India portal.
9	Apply for DPIIT recognition	Applying for the DPIIT recognition certificate from the profile redirects to the NSWS portal.
10	NSWS account and uploads	Company PAN, CIN, company email, mobile number, MSME (Udyam) certificate and DSC with emBridge software.
11	DPIIT application	The DPIIT form is filled, signed with the DSC and submitted; the certificate is downloaded from the dashboard once approved. There is no fee.
12	Startup Gujarat	After DPIIT recognition, the startup registers on Startup Gujarat and applies for state schemes such as Sustenance Allowance and Seed Support.

To make the process concrete, the speaker showed screenshots from her own company's Startup India profile, NSWS dashboard and Startup Gujarat dashboard. She explained how her DPIIT application was approved without any fee, and how her company has since applied for state schemes such as Sustenance Allowance and Seed Support. She stressed that the company DSC token must be kept safe, as it is needed to sign the DPIIT application on NSWS.

5. Useful Portals Shared

- **Startup India:** https://www.startupindia.gov.in/ (profile and DPIIT application)
- **National Single Window System (NSWS):** https://www.nsws.gov.in/ (account, documents and DPIIT form)
- **Startup Gujarat:** https://startup.gujarat.gov.in/home (state registration and schemes)
- **Udyam Registration:** https://udyamregistration.gov.in (free MSME certificate)

6. Outcomes

- Participants understood the complete process from company incorporation to DPIIT recognition and Startup Gujarat registration.
- Participants received a ready document checklist and the links to all relevant government portals.
- Student innovators learnt how DPIIT recognition opens the way to state support such as Sustenance Allowance and Seed Support.
- The interaction with a young founder encouraged students to take their own ideas towards formal registration.

7. Glimpses of the Event

Event poster

Miss Bhakti H. Patel giving an overview of the registration stages

Participants during the session

Explaining NSWS account and document upload

Coordinator, SSIP Cell
BVM, Vallabh Vidyanagar

Dean, III
BVM, Vallabh Vidyanagar