DOCUMENT CHECKLIST

GST Registration

Documents generally needed to apply for GST registration. Keep scanned copies ready; the application is filed online.

Client name: _____ Date: _____

Proprietor, partners or directors

- [ ] PAN card of each proprietor, partner or director
- [ ] Aadhaar card (for Aadhaar authentication) of each of them
- [ ] Recent passport-size photograph of each of them
- [ ] Mobile number and email for OTP verification

Business entity

- [ ] PAN of the firm, LLP or company (not needed for a proprietorship)
- [ ] Partnership deed, or LLP agreement, or certificate of incorporation with MOA and AOA
- [ ] Authorisation letter or board resolution for the authorised signatory
- [ ] Nature of business and main goods or services supplied

Principal place of business

- [ ] Rent or lease agreement, if the premises are rented
- [ ] Recent electricity bill, property tax receipt or municipal khata of the premises
- [ ] No-objection letter from the owner, if the premises are not owned by the applicant
- [ ] Photograph of the business premises, if requested

Bank details

- [ ] Cancelled cheque, or the first page of the passbook, or a recent bank statement in the business's name

Additional places of business (if any)

- [ ] Address proof and ownership or rent documents for each additional place or godown

We check eligibility and the right category for you before applying.