

GST Registration Checklist

Documents required to apply for a new GST registration

Business/Constitution Documents

- PAN card of the business / proprietor / firm / company
- Certificate of incorporation (for companies/LLPs) or Partnership Deed (for firms)
- MOA and AOA (for companies)
- Aadhaar card of proprietor / all partners / all directors
- Photographs of proprietor / partners / directors

Address Proof of Business Premises

- Latest electricity bill / property tax receipt / municipal khata copy of the premises
- Rent agreement, if the premises is rented, along with owner's NOC
- Consent letter from owner, if premises is shared or owned by a relative

Bank Details

- Cancelled cheque / bank statement / passbook first page showing account number, IFSC and branch

Authorization

- Board resolution / letter of authorization for the authorized signatory (companies/LLPs)
- Digital Signature Certificate (DSC) for companies and LLPs

Additional (if applicable)

- Details of additional places of business, if any
- HSN/SAC codes of the goods or services to be supplied
- Details of existing GST registrations, if migrating or adding a new business vertical