

Compiled by- ABHISHEK GOEL (B. Com, CA Inter, ATC)
INFORMATION \ DETAILS REQUIRED FROM CLIENTS

Sr No	Details required			Provide HERE
1	Contact details OFFICE - - PERSONAL (Proprietor OR Authorised Person) - -	Email ID Mobile No. Email ID Mobile No.		
2	Date of Birth	Individual or Proprietor DOB Firm / Company (Provide Incorporation date) Authorised Person DOB in case of Firm / Company etc		
3	Mother Full Name	(For Proprietorship Business- Mother name of Proprietor) (In case of others - Mother name of primary authorised person)		
4	Father Full Name	(For Proprietorship Business- Mother name of Proprietor) (In case of others - Mother name of primary authorised person)		
5	Top 5 Goods / Commodities supplied by Assessee (If possible provide name with HSN Code)			
6	Name of First Employee (Give any name you remember)			
7	Personal Mobile number of Proprietor \ Authorised Person			
8	Existing VAT \ Service Tax\Excise etc details	VAT Registration Number Date of Registration SERVICE TAX Registration Number Date of Registration		

9	PASSPORT Number (Proprietor or Authorised person) - OPTIONAL			
10	Aadhar Number of ALL	- - -	Proprietor All Partners \ Directors Authorised Person	
11	Complete Residential Address with pincode	- - -	Proprietor All Partners \ Directors Authorised Person	
12	PAN of ALL	- - -	Proprietor Firm \ Company (as the case may be) All Partners \ Directors Authorised Person	
13	Address of principal place of business with pincode			
14	Address of Additional place of business with pincode			
15	ALL Bank details	- - - - -	Bank Name Branch Address Account Number Nature of Account IFSC Code MICR Code	

GST Enrolment Process
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DOCUMENTS \ SCAN COPIES REQUIRED FROM CLIENTS

Sr No	Details required	Format	Max Size
1	Proof of Constitution of Business: i. In case of LLP\Firm\HUF :- Deed of Partnership Firm \ LLP \ HUF ii. In case of Others: Registration Certificate of the Business Entity	PDF or JPEG	1 MB
2	Photograph of ALL Promoters/ Partners/Karta of HUF	JPEG	100 KB
3	Proof of appointment of Authorized Signatory	PDF or JPEG	1 MB
4	Proof of Principal Place of Business	PDF or JPEG	1 MB
5	Bank Statement \ Passbook first page including latest entry page	PDF or JPEG	1 MB
6	Digital Signature (DSC) of Proprietor Or Authorised Person For Companies \ LLP - DSC is compulsory For Others - Aadhar card can be provided instead of DSC		