

Documents required for GST Registration

The requirement of documents for fresh GST registration is depends upon the type of entity. Each type of entity has separate prerequisites of documents which have to be submitted online at the GST portal.

Following are the list of documents required for fresh GST registration entity wise.

❖ For Companies (Public / Private / One Person Company)

- PAN of the Company
- Proof of Registration / Incorporation Certificate
- Memorandum of Association / Article of Association
- Board Resolution
- Details of Directors (PAN, DIN, Photo & ID Proof)
- Proof of Authorized Signatory (PAN, ID Proof, Photo & Authorization Letter)
- Bank Statement (first page of recent bank statement or Copy of Cancelled Cheque)
- Address Proof for the place of business
 - If Rented / Leased – Rent Agreement / Lease Agreement
 - If owned – Electricity Bill, Water Bill, Telephone Bill, NOC from Owner
- Digital Signature of Authorized Signatory
- Mobile Number
- E-mail id

❖ For LLP (Limited Liability Partnership)

- PAN of the LLP
- Proof of Registration / Incorporation Certificate
- LLP Agreement
- Details of Partners (PAN, DIN, Photo & ID Proof)
- Proof of Authorized Signatory (PAN, ID Proof, Photo & Authorization Letter)
- Bank Statement (first page of recent bank statement or Copy of Cancelled Cheque)
- Address Proof for the place of business
 - If Rented / Leased – Rent Agreement / Lease Agreement
 - If owned – Electricity Bill, Water Bill, Telephone Bill, NOC from Owner
- Digital Signature of Authorized Signatory
- Mobile Number
- E-mail id

❖ For Partnership Firm

- PAN of Partnership Firm
- Proof of Registration / Incorporation Certificate
- LLP Agreement
- Details of Partners (PAN, Photo & ID Proof)
- Proof of Authorized Signatory (PAN, ID Proof, Photo & Authorization Letter)
- Bank Statement (first page of recent bank statement or Copy of Cancelled Cheque)
- Address Proof for the place of business
 - If Rented / Leased – Rent Agreement / Lease Agreement
 - If owned – Electricity Bill, Water Bill, Telephone Bill, NOC from Owner
- Digital Signature of Authorized Signatory
- Mobile Number
- E-mail id

❖ **For Proprietorship Firm / Individual**

- PAN of Proprietor
- Address & ID Proof of Individual (Proprietor)
- Photo
- Bank Statement (first page of recent bank statement / passbook or Copy of Cancelled Cheque)
- Address Proof of premises (Legal Ownership Document)
 - If Rented / Leased – Rent Agreement / Lease Agreement
 - If owned – Electricity Bill, Water Bill, Telephone Bill, NOC from Owner
 - Consent Letter
- Mobile Number
- E-mail id

❖ **For AOP (Association of Persons) / BOI (Body of Individual) / Trust / Society**

- PAN of AOP / BOI / Trust / Society
- Trust Deed / Registration Certificate / Any Proof of Constitution
- List of Trustees / Members (PAN, Photo & ID Proof)
- Proof of Authorized Signatory (PAN, ID Proof, Photo & Authorization Letter)
- Bank Statement (first page of recent bank statement / passbook or Copy of Cancelled Cheque)
- Address Proof of premises (Legal Ownership Document)
 - If Rented / Leased – Rent Agreement / Lease Agreement
 - If owned – Electricity Bill, Water Bill, Telephone Bill, NOC from Owner
 - Consent Letter
- Mobile Number
- E-mail id

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