

Checklist of GST Registration under GST Laws :-

S. No.	Particular	Document in Simple Language
1	PAN of Proprietor/ Partnership Firm/ LLP/ Company/ Others	PAN Card Copy
2	PAN and Address Proof of Proprietor/ Partners / LLP/ Director / Trustees & Authorized Signatory	PAN Card & Aadhar Card Copy
3	Other Personal Details	2 Passport Size photos of all Director/ Partners/ Trustees/ Authorized Signatory with valid Phone No. & Mail IDs
4	Nature of Business Activity proposed to be start	Nature of Business to be confirm by client
5	List of Goods / Services to be produced or provided by them	HSN/ SAC Code shall be required for each Goods / Services to be produced or provided by them
6	Proof of Constitution of Business	• <u>Partnership Deed</u> in case of Partnership Firm or LLP • <u>Registration Certificate</u> in case of Companies • <u>Trust Deed</u> in case of Trust
7	Proof of Principal Place of Business	• <u>Owned Premises</u> – Electricity Bill, Municipal Tax Receipt • <u>Rented Premises</u> – 1. Rent Agreement or Lease Agreement and 2. Consent Letter and 3. Electricity Bill
8	Details of Bank Account	Front Page Copy of Passbook Or Cancelled Cheque Copy Or Bank Statement Copy
9	Authorization Form	<u>Authorized Letter</u> – in case of Individual, Partnership Firm, LLP, Trust etc <u>Board Resolution</u> – in case of Companies
10	Digital Signature of Proprietor/ Partner/ Director/ Trustees etc.	<u>Aadhar Card Copy, PAN Card Copy, 2 Photos, Valid Email IDs and Mobile Nos.</u> of All Partners/ Proprietor/ Director/ Trustees etc