



## **GST Registration Documents Checklist**

<b>S.No.</b>	<b>Category of persons</b>	<b>Documents required for GST registration</b>
<b>1.</b>	Sole proprietor/Individual	<ol style="list-style-type: none"><li>1. Owner's <b>PAN</b> card,</li><li>2. Owner's <b>Aadhaar</b> card,</li><li>3. <b>Photograph</b> of the owner</li><li>4. <b>Address Proof*</b> of Principal place of the business</li><li>5. Mobile No. and Email ID</li><li>6. List of Goods and Services</li><li>7. Firm Name</li></ol>
<b>2.</b>	Partnership firm (including LLP)	<ol style="list-style-type: none"><li>1. <b>Partnership Deed</b></li><li>2. <b>PAN</b> card of the firm,</li><li>3. <b>PAN</b> card, and <b>Aadhar</b> card of all partners</li><li>4. <b>Photograph</b> of all partners</li><li>5. <b>Address proof</b> of partners (Passport, Driving License, Voters ID Card, Aadhar Card etc.)</li><li>6. <b>Letter of Authorization</b> for appointment</li><li>7. <b>Address Proof*</b> of Principal place of the business</li><li>8. <b>Digital Signature</b> (DSC) of Authorized Signatory (In case of LLP only)</li><li>9. Mobile No. and Email ID of all partners</li><li>10. List of Goods and Services</li></ol>
<b>3.</b>	Company (Public and Private) (Indian and foreign)	<ol style="list-style-type: none"><li>1. <b>Incorporation Certificate</b> of the company</li><li>2. <b>PAN</b> card of the company</li><li>3. Memorandum of Association (<b>MOA</b>) &amp; Articles of Association (<b>AOA</b>)</li><li>4. <b>PAN</b> card, <b>Aadhar</b> card of all Directors</li><li>5. <b>Photograph</b> of all directors</li><li>6. <b>Address Proof</b> of all directors</li><li>7. <b>Address Proof*</b> of Principal place of the business</li><li>8. <b>Board Resolution</b> for appointment</li><li>9. <b>Digital Signature</b> (DSC) of Authorized Signatory</li><li>10. Mobile No. and Email ID of all Directors</li><li>11. List of Goods and Services</li></ol>



# **ANKIT DINESH AGARWAL & CO.**

## **CHARTERED ACCOUNTANTS**

<b>4.</b>	Hindu Undivided Family (HUF)	<ol style="list-style-type: none"><li>1. <b>PAN</b> card of HUF</li><li>2. <b>Photograph</b> of the Karta</li><li>3. <b>PAN</b> Card and <b>Aadhar</b> card of Karta</li><li>4. <b>Address Proof*</b> of Principal place of the business</li><li>5. Mobile No. and Email ID</li><li>6. List of Goods and Services</li><li>7. Firm Name</li></ol>
<b>5.</b>	Society/Trust/Club	<ol style="list-style-type: none"><li>1. <b>PAN</b> Card of Society/Trust/Club</li><li>2. <b>Registration Certificate</b> of the Society/Trust/Club</li><li>3. <b>Photograph</b> of Promoters/ Members</li><li>4. <b>PAN</b> Card &amp; <b>Aadhar</b> Card of Promoters/ Members</li><li>5. <b>Address Proof*</b> of Registered Office</li><li>6. <b>Letter of Authorization</b> for appointment</li><li>7. Mobile No. &amp; Email ID</li><li>8. List of Goods &amp; Services</li></ol>
<b>6.</b>	TDS registration under GST (For deducting tax at source)	<ol style="list-style-type: none"><li>1. <b>Photograph</b> of drawing and disbursing officer</li><li>2. <b>PAN</b> Card &amp; <b>TAN</b> No. of the person being registered</li><li>3. <b>Photograph</b> of Authorized signatory</li><li>4. <b>Proof of appointment</b> of Authorized signatory</li><li>5. <b>Address Proof*</b> of Tax Deductor</li><li>6. Mobile no &amp; Email ID</li></ol>
<b>7.</b>	TCS registration under GST (For collecting tax at source (E-commerce operators))	<ol style="list-style-type: none"><li>1. <b>PAN</b> Card of the person being registered</li><li>2. <b>Photograph</b> of Authorized signatory</li><li>3. <b>Proof of appointment</b> of Authorized signatory</li><li>4. <b>Address Proof*</b> of Tax Collector</li><li>5. Mobile No. &amp; Email ID</li></ol>
<b>8.</b>	Casual taxable person (For non-registered domestic persons occasionally undertaking taxable supply of goods/ services in India)	<ol style="list-style-type: none"><li>1. <b>Photo and Proof for the appointment</b> of an Indian Authorized signatory</li><li>2. <b>Proof of constitution</b> of business</li><li>3. <b>Bank account</b> in India</li><li>4. <b>Address Proof*</b></li></ol>



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**\*Address proof:** Upload any one of the following documents:

1. Property Tax Receipt
2. Municipal Khata Copy
3. Electricity Bill Copy
4. Water Bill Copy
5. Lease/Rent Agreement & Consent letter/NOC (in case of leased/rented property)

For more details, you may read the article through following link:

<https://www.adagarwal.com/documents-required-for-gst-registration-in-india/>

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### **About the Author:**

Ankit is a Chartered Accountant based in Delhi and the founder of ADA & Co. He has over 7 years of work experience, specializing in the field of taxation (Direct & Indirect) practice. He also has knowledge in the full range of financial services including Business, Taxation, Audit and Account. Further, he has managed assignments in respect of GST Audits, Bank Audits, Stock Audits, PSUs Audits, AR & AP Reconciliation etc and represented clients in tax litigative matters before Indian tax authorities.

The aim of this article is to enable the professionals in the industry and students & businessmen to be aware with current developments in the Direct and Indirect tax laws and Accounting Practices.