

DOCUMENT CHECKLIST FOR GST REGISTRATION

1. For Proprietorship firm

To ensure a swift and error-free registration process, the following documents are required:

- Proprietor's PAN Card: Permanent Account Number of the proprietor.
- Proprietor's Aadhaar Card: Aadhaar number is required for identity verification.
- Proprietor's Photograph: A recent passport-size photograph.
- Valid Mobile Number and Email ID: For OTP verification and communication.
- Business Address Proof (Principal Place of Business):
 - Owned Property: Latest electricity bill, property tax receipt, or municipal khata copy.
 - Rented/Leased Property: Rent/lease agreement along with a copy of the owner's property documents (e.g., electricity bill).
 - Shared Property: Consent letter or No-Objection Certificate (NOC) from the owner, along with their ownership documents.
- Nature of Business: A clear description of the goods or services your business supplies.

2. For Partnership firm/LLP

To ensure a swift and error-free registration process, the following documents are required:

- PAN card of all partners (including managing partner and authorized signatory)
- Copy of partnership deed
- Photograph of all partners and authorised signatories (in JPEG format, maximum size - 100 KB)
- Aadhar card of authorized signatory
- Proof of appointment of authorized signatory
- In the case of LLP, registration certificate / Board resolution of LLP
- Address proof of partners (Passport, driving license, Voter's identity card, Aadhar card etc.)
- Valid Mobile Number and Email ID: For OTP verification and communication.
- Business Address Proof (Principal Place of Business):
 - Owned Property: Latest electricity bill, property tax receipt, or municipal khata copy.
 - Rented/Leased Property: Rent/lease agreement along with a copy of the owner's property documents (e.g., electricity bill).
 - Shared Property: Consent letter or No-Objection Certificate (NOC) from the owner, along with their ownership documents.

- Nature of Business: A clear description of the goods or services your business supplies.

3. For HUF

To ensure a swift and error-free registration process, the following documents are required:

- PAN Card of HUF
- PAN card and Aadhar card of Karta
- Photograph of all partners and authorized signatories (in JPEG format, maximum size - 100 KB)
- Valid Mobile Number and Email ID: For OTP verification and communication.
- Business Address Proof (Principal Place of Business):
 - Owned Property: Latest electricity bill, property tax receipt, or municipal khata copy.
 - Rented/Leased Property: Rent/lease agreement along with a copy of the owner's property documents (e.g., electricity bill).
 - Shared Property: Consent letter or No-Objection Certificate (NOC) from the owner, along with their ownership documents.
- Nature of Business: A clear description of the goods or services your business supplies.

4. For Company (Public/Private/ Indian/ foreign)

To ensure a swift and error-free registration process, the following documents are required:

- PAN Card of Company
- Certificate of incorporation given by Ministry of Corporate Affairs
- Memorandum of Association / Articles of Association
- PAN card and Aadhar card of authorized signatory. The authorised signatory must be an Indian even in case of foreign companies/branch registration
- PAN card and address proof of all directors of the Company
- Photograph of all partners and authorized signatories (in JPEG format, maximum size - 100 KB)
- Board resolution appointing authorized signatory / Any other proof of appointment of authorized signatory (in JPEG format / PDF format, maximum size - 100 KB)
- Valid Mobile Number and Email ID: For OTP verification and communication.
- Business Address Proof (Principal Place of Business):
 - Owned Property: Latest electricity bill, property tax receipt, or municipal khata copy.
 - Rented/Leased Property: Rent/lease agreement along with a copy of the owner's property documents (e.g., electricity bill).
 - Shared Property: Consent letter or No-Objection Certificate (NOC) from the owner, along with their ownership documents.



TRS & ASSOCIATES

Chartered Accountants

- Nature of Business: A clear description of the goods or services your business supplies.

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