



**RSR SHAH & CO**  
CHARTERED ACCOUNTANT

## DOCUMENT CHECKLIST FOR GST REGISTRATION

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### Offices:

**BHARUCH**

**AHMEDABAD**

#### **RSR SHAH & CO**

3<sup>rd</sup> Floor, ADITYA COMPLEX,

Nr Kasak Circle,

Opp Old Age Home

Bharuch-392001

Phone : +91 9722874401,

#### **RSR SHAH & CO**

111-112, PANORAMA **COMPLEX**,

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# DOCUMENT CHECKLIST FOR GST REGISTRATION

## GST Registration Documents Checklist

Category of Registration	Documents required for GST registration
Sole proprietor / Individual	<ul style="list-style-type: none"><li>• PAN card of the owner</li><li>• Aadhar card of the owner</li><li>• Photograph of the owner (in JPEG format, maximum size – 100 KB)</li><li>• Bank account details*( <b>please check the last page</b> )</li><li>• Address proof**( <b>please check the last page</b> )</li></ul>
Partnership firm (including LLP)	<ul style="list-style-type: none"><li>• PAN card of all partners (including managing partner and authorized signatory)</li><li>• Copy of partnership deed</li><li>• Photograph of all partners and authorized signatories (in JPEG format, maximum size – 100 KB)</li><li>• Address proof of partners (Passport, driving license, Voters identity card, Aadhar card etc.)</li><li>• Aadhar card of authorised signatory</li><li>• Proof of appointment of authorized signatory</li><li>• In the case of LLP, registration certificate / Board resolution of LLP</li><li>• Bank account details*</li><li>• Address proof of principal place of business**</li></ul>
HUF	<ul style="list-style-type: none"><li>• PAN card of HUF</li><li>• PAN card and Aadhar card of Karta</li><li>• Photograph of the owner (in JPEG format, maximum size – 100 KB)</li><li>• Bank account details*</li><li>• Address proof of principal place of business**</li></ul>
Company (Public and Private) (Indian and foreign)	<ul style="list-style-type: none"><li>• PAN card of Company</li><li>• Certificate of incorporation given by Ministry of Corporate Affairs</li><li>• Memorandum of Association / Articles of Association</li><li>• PAN card and Aadhar card of authorized signatory. The authorised signatory must be an Indian even in case of foreign companies/branch registration</li><li>• PAN card and address proof of all directors of the Company</li></ul>

## DOCUMENT CHECKLIST FOR GST REGISTRATION

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|  | <ul style="list-style-type: none"><li>• Photograph of all directors and authorised signatory (in JPEG format, maximum size – 100 KB)</li><li>• Board resolution appointing authorised signatory / Any other proof of appointment of authorised signatory (in JPEG format / PDF format, maximum size – 100 KB)</li><li>• Bank account details*</li><li>• Address proof of principal place of business**</li></ul> |
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### **\*Bank account details:**

For bank account details, a copy of cancelled cheque or extract of passbook/bank statement (containing the first and last page) must be uploaded. (in JPEG format / PDF format, maximum size – 100 KB)

### **\*\*Address proof:**

Upload any one of the following documents:

1. Property tax receipt
2. Municipal Khata copy
3. Electricity bill copy
4. Ownership deed/document (in the case of owned property)
5. Lease / rent agreement (in case of leased / rented property) – To be submitted along with (a), (b) or (c)
6. Consent letter / NOC from the owner (in case of consent arrangement or shared property) – To be submitted along with (a), (b) or (c)