

## DOCUMENTS FOR GST REGISTRATION (Proprietorship firm /Partnership firm /company)

### ✅ Basic Information Required

- Legal Name of the Business
- PAN (Permanent Account Number) of the business
- Email ID and Mobile Number
- Nature of Business (e.g., Proprietorship, Partnership, Private Ltd., LLP)

### ✅ Documents Required Based on Business Type

#### 1. Proprietorship

- PAN, Aadhar Card & Photograph of Proprietor
- Address proof of principle business place & additional business place **along with google location**
- Bank account details (cancelled cheque or bank statement not older than 3 months)

#### 2. Partnership / LLP

- PAN Card of Firm
- Partnership Deed / LLP Agreement
- PAN & Aadhaar of all partners/designated partners
- Photograph of all partners
- Address proof of principle business place & additional business place **along with google location**
- Authorization letter
- Bank account details

#### 3. Private Limited / OPC / Public Ltd.

- Certificate of Incorporation
- PAN of Company
- MOA & AOA of the company
- PAN, Aadhaar & Photograph of Directors
- Board Resolution / Authorization letter
- Address proof of principle business place & additional business place **along with google location**
- Bank account details (cancelled cheque or bank statement not older than 3 months)

### ✅ Proof of Principal Place of Business

Provide one of the following:

- Electricity bill / Property tax receipt / Rent agreement
- NOC (if rented/shared space)
- Legal ownership document (for owned property)

✅ **Additional Information**

- Business activity details (products/services)
- HSN / SAC codes (Major 5 goods/ services)
- Authorized Signatory details
- DSC (Digital Signature Certificate) – for LLPs, companies

**Note: Goods & Services tax officer may ask for additional documents case to case basis**

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