

GST Registration Checklist

Documents and details needed to apply for a new GST registration in India.

Applicant details

- ☐ PAN of the business, or of the proprietor for a proprietorship
- ☐ Aadhaar of the proprietor, partners or directors for e-KYC
- ☐ Passport-size photograph of each authorised person
- ☐ Mobile number and email address for OTP verification

Constitution documents

- ☐ Certificate of incorporation for a company
- ☐ Partnership deed for a firm
- ☐ LLP agreement and incorporation certificate for an LLP
- ☐ Board resolution or authorisation letter for the authorised signatory

Place of business

- ☐ Electricity bill, property tax receipt or municipal khata copy
- ☐ Rent agreement, where the premises are rented
- ☐ No objection certificate from the owner, where applicable
- ☐ Photographs of the principal place of business

Bank details

- ☐ Cancelled cheque in the business name
- ☐ Or the first page of the bank statement showing name and IFSC
- ☐ Bank account details are mandatory at registration

Business information

- ☐ HSN or SAC codes for your main goods or services
- ☐ Nature of business activity at each location
- ☐ List of additional places of business, if any
- ☐ Details of any existing registrations under other laws

Before you apply

- ☐ Confirm whether registration is compulsory or voluntary in your case
- ☐ Decide between the regular and composition schemes
- ☐ Check whether registration is needed in more than one state
- ☐ Plan the invoice format and filing calendar from day one

Need help with this?

Not sure whether registration is compulsory for you? Use the applicability checker at mymoneynest.in/services/gst.