

# GST Registration Checklist

1

## Sole Proprietor / Individual



- PAN Card of Owner
- Aadhar Card of Owner
- Photograph of Owner (JPEG, max 100 KB)
- Bank Account Details\*
- Address Proof of Principal Place of Business\*\*

2

## HUF (Hindu Undivided Family)



- PAN Card of HUF
- PAN Card of Karta
- Aadhar Card of Karta
- Photograph of Karta (JPEG, max 100 KB)
- Bank Account Details\*
- Address Proof of Principal Place of Business\*\*

3

## Partnership Firm / LLP



- PAN Card of All Partners
- Copy of Partnership Deed
- Photograph of All Partners & Authorized Signatories (JPEG, max 100 KB)
- Address Proof of Partners (Aadhar / Passport / DL / Voter ID)
- Aadhar Card of Authorized Signatory
- Proof of Appointment of Authorized Signatory
- LLP Registration Certificate / Board Resolution (for LLP)
- Bank Account Details\*
- Address Proof of Principal Place of Business\*\*

4

## Company (Public / Private / Indian / Foreign)



- PAN Card of Company
- Certificate of Incorporation (MCA)
- Memorandum & Articles of Association
- PAN & Aadhar Card of Authorized Signatory (must be an Indian resident)
- PAN Card & Address Proof of All Directors
- Photographs of All Directors & Authorized Signatories
- Board Resolution or Proof of Appointment of Authorized Signatory
- Bank Account Details\*
- Address Proof of Principal Place of Business\*\*

### Bank Account Details:

- Upload Cancelled Cheque OR Passbook Extract / Bank Statement (first & last page)
- Format: JPEG / PDF | Max Size: 100 KB

### Address Proof (Any one):

- Property Tax Receipt, \*Municipal Khata Copy, \*Electricity Bill Copy, \*Ownership Deed (for owned property), \* Lease/Rent Agreement (with one of the above 3 documents), Consent Letter / NOC (with one of the above 3 documents for shared properties)

**Connect Now for More Details**

CA Jagdish Badlani  
+91-98101-27800

**Jagdish & Associates**  
**Chartered Accountants**

CA Jatin Badlani  
+91-99996-70767



# B-1, 1st Floor, Derawal Nagar, (Near Model Town Metro Station, P-12, Ring Road) Delhi 110009

✉ [jb.reception@cajagdishassociates.com](mailto:jb.reception@cajagdishassociates.com)

☎ 011-427-654-71 / 72 / 73    📞 +91-75030-22801



[cajagdishassociates.com](http://cajagdishassociates.com)