

# GST Registration Document Checklist (India)

Documents required to obtain GSTIN — by business type. Updated for current CBIC portal.

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## Proprietorship

- PAN & Aadhaar of proprietor
- Passport-size photograph (JPEG, <100 KB)
- Proof of principal place of business — electricity bill / rent agreement + NOC / property tax receipt
- Bank details — cancelled cheque / first page of passbook / bank statement
- Mobile number & email (linked with Aadhaar for OTP)

## Partnership Firm / LLP

- PAN of firm / LLP
- Partnership deed (or LLP agreement + Certificate of Incorporation)
- PAN, Aadhaar, photo of every partner / designated partner
- Authorisation letter / board resolution for authorised signatory
- Proof of principal place of business + NOC if rented
- Bank account proof (cancelled cheque / statement)

## Private Limited / OPC / Public Company

- PAN of company
- Certificate of Incorporation (MCA)
- MOA & AOA
- PAN, Aadhaar, photo, DIN of every director
- Board resolution appointing authorised signatory + their PAN, Aadhaar, photo
- Proof of principal place of business + NOC / rent agreement
- Bank account proof

## Additional Documents (as applicable)

- Digital Signature Certificate (DSC) — mandatory for companies & LLPs
- Letter of Authorisation for authorised signatory (for prop / partnership)
- Proof of additional places of business (for each location)
- Details of top 5 goods / services with HSN / SAC codes

## Before You Submit — Quick Check

- PAN name matches Income Tax database exactly
- Mobile & email have received & verified OTPs
- All uploaded documents are clear, in JPEG/PDF, and within size limits
- Business address on proof matches the address entered in application
- Bank account name matches the legal name of the business

## After GSTIN is Issued

- Display GSTIN & registration certificate at place of business
  - Update GSTIN with vendors, customers, marketplaces
  - Set up invoicing software with GSTIN & correct HSN/SAC
  - Start filing GSTR-1 & GSTR-3B monthly / quarterly (QRMP) from month of registration
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