

GST Registration Checklist

Every document REG-01 asks for, by type of business

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Print it, tick as you go

Applications get held up far more often for a missing document than for anything substantive. The two that stall approvals most: a rent agreement submitted without the owner's NOC, and a bank proof that does not show the name, account number and IFSC together on the same page.

Start with the common list, then add the section for your constitution. Aadhaar authentication by the primary authorised signatory usually avoids physical verification of the premises, so complete it during the application rather than after.

Before you apply, check whether you actually have to: the threshold is Rs 40 lakh for goods and Rs 20 lakh for services, lower in some states, and some categories must register regardless of turnover. gstextract.com/gst-registration-limit

Everyone, whatever the constitution

Document	Note
☐ PAN of the business or applicant	Registration is PAN-linked; one PAN, one GSTIN per state.
☐ Aadhaar of the primary authorised signatory	Aadhaar authentication avoids physical verification in most cases.
☐ Photograph of the proprietor / partners / directors	JPEG, usually under 100 KB.
☐ Proof of principal place of business	Latest electricity bill, municipal khata, or property tax receipt.
☐ Rent agreement + owner's NOC, if premises are rented	Both, not one. The NOC is the omission that delays approval most often.
☐ Bank account proof	Cancelled cheque, bank statement or passbook first page showing name, account number and IFSC.
☐ Digital signature (DSC) or EVC	DSC is mandatory for companies and LLPs; others may use EVC.

Proprietorship

Document	Note
☐ PAN and Aadhaar of the proprietor	The proprietor's own PAN — a proprietorship has no separate one.
☐ Proprietor's photograph	

Partnership firm

Document	Note
☐ Partnership deed	Signed and stamped.
☐ PAN of the firm	Separate from the partners' PANs.
☐ PAN, Aadhaar and photograph of every partner	
☐ Authorisation letter for the signatory partner	

LLP

Document	Note
☐ LLP agreement and certificate of incorporation	
☐ PAN of the LLP	
☐ PAN, Aadhaar and photograph of designated partners	
☐ Board resolution or authorisation letter	
☐ Class-2 or Class-3 DSC of a designated partner	Mandatory — EVC is not accepted for an LLP.

Private limited / public company

Document	Note
☐ Certificate of incorporation from the MCA	
☐ PAN of the company	
☐ Memorandum and articles of association	
☐ PAN, Aadhaar and photograph of every director	
☐ Board resolution appointing the authorised signatory	
☐ DSC of the authorised signatory	Mandatory — EVC is not accepted for a company.

Document	Note
HUF	
Document	Note
☐ PAN of the HUF	
☐ PAN, Aadhaar and photograph of the karta	
Trust / society / club	
Document	Note
☐ Registration certificate of the entity	
☐ PAN of the entity	
☐ PAN, Aadhaar and photograph of the managing trustee or authorised person	
☐ Resolution authorising the signatory	

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