



GST Registration Checklist — TaxFilr

Basic Documents (All Entities):

- ✓ PAN Card of Applicant / Business
- ✓ Aadhaar Card of Authorized Signatory
- ✓ Photograph of Authorized Signatory (JPEG/PDF)
- ✓ Valid Mobile Number (Aadhaar registered) & Email for OTP verification
- ✓ Bank Account Details (Canceled cheque / statement)

Proof of Business Constitution:

Depending on your business type:

Sole Proprietorship

- PAN card of proprietor
- Aadhaar card of proprietor

Partnership Firm / LLP

- PAN card and Partnership Deed
- LLP Agreement / Certificate of Incorporation



Principal Place of Business Proof:

Provide **any one** of the following:

If owned:

- Property Tax Receipt
- Municipal Khata Copy
- Electricity Bill (in business name)
- Rent/Lease Agreement (with NOC/Consent if needed)

If rented:

- Registered Rent Agreement
- Owner's ID proof (if applicable)
- Consent Letter / NOC

Bank Account Documents:

- ✓ Canceled Cheque OR
- ✓ Bank Statement (showing account name & IFSC)



Company (Public/Private)

Proof of Business Constitution:

- Certificate of Incorporation
- Memorandum of Association (MOA)
- Articles of Association (AOA)

Address Proofs (Entity & Signatories):

- ✓ Address proof of principal place of business
- ✓ Address proof of authorized signatory

Photos & Identity:

- ✓ Authorized signatory photo (passport size)
- ✓ PAN & Aadhaar of signatory
- ✓ Board resolution / authorization letter (for companies)

Bank Account Documents:

- ✓ Canceled Cheque OR
- ✓ Bank Statement (showing account name & IFSC)

Additional Notes:



- All documents should be in **JPEG or PDF format** (as per GST portal size limits).
- Ensure scanned documents are **clear and legible**.
- Incorrect or mismatched documents cause registration delays.
- Authorized signatory OTP or DSC may be required for verification.

Tips for Faster GST Registration:

- ✓ Keep all documents *ready and named clearly*.
- ✓ Use **consistent business names and addresses** across all proofs.
- ✓ Upload **legible scans** (avoid blurry or cut-off edges).
- ✓ Verify PAN/Aadhaar pairing before submitting.

Entity-Specific GST Checklist:

Entity Type	Documents Required
Sole Proprietor	PAN, Aadhaar, Photo, Address Proof, Bank Details
Partnership / LLP	PAN & Aadhaar of partners, Partnership Deed, Bank Details
Company	PAN, Incorporation Certificate, MOA/AOA, Directors' IDs
Trust / Society	Registration Certificate, Constitution, PAN, Bank Statement



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