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GST Registration — Documents Checklist for Proprietors, Partnerships, LLPs and Companies

Registration is granted in three to seven working days when the papers match the portal's expectations; most rejections are for a mismatched address proof or an unclear photograph.

Everyone

- ☐ PAN of the business (proprietor's own PAN for a proprietorship)
- ☐ Aadhaar of the proprietor, partners or directors, with a mobile linked for OTP; Aadhaar authentication is mandatory
- ☐ Passport-size photograph of each proprietor, partner, director and authorised signatory (JPEG, under 100 KB)
- ☐ Mobile number and email for the primary authorised signatory
- ☐ Nature of business and the HSN/SAC codes of the top five goods or services
- ☐ Bank proof — cancelled cheque, first page of the passbook or a bank statement (can be added within 30 days)

Principal place of business

- ☐ Owned premises: latest electricity bill, property tax receipt or index II / sale deed
- ☐ Rented premises: rent agreement plus the owner's electricity bill or property tax receipt
- ☐ Shared or family premises: consent letter / NOC from the owner plus the owner's ownership proof
- ☐ Co-working or virtual office: agreement with the provider and the provider's ownership proof
- ☐ Photographs of the premises with the signboard, if the officer asks for verification

Partnership firm

- ☐ Partnership deed
- ☐ PAN and Aadhaar of all partners
- ☐ Authorisation letter for the partner who will sign, on the firm's letterhead

LLP and company

- ☐ Certificate of incorporation and the LLP agreement or MOA/AOA
- ☐ PAN of the entity; DIN/DPIN and Aadhaar of every director or designated partner
- ☐ Board resolution or authorisation letter appointing the authorised signatory
- ☐ Digital signature certificate (DSC) of the authorised signatory — mandatory for companies and LLPs

Foreign-owned or non-resident businesses

- ☐ Passport of foreign directors and the Indian address proof of the authorised signatory
- ☐ Tax identification number in the home country, where the applicant is a non-resident taxable person
- ☐ Bank account in India in the entity's name

Before you send

- Register when turnover approaches ₹40 lakh for goods or ₹20 lakh for services (₹10–20 lakh in special-category states), or earlier if you sell inter-state or through an e-commerce platform.
- Exporters and suppliers to SEZ should file a letter of undertaking immediately after registration.
- Choose the composition scheme at registration if turnover will stay under ₹1.5 crore and you sell within the state.

Prepared by I. H. Khan and Associates as a general guide; it is not legal or tax advice and your engagement may need documents not listed here. Offices in Mumbai and Thane, meetings by appointment. Send documents to info@ihkhan.in or on WhatsApp. Page version: FY 2026-27.