

REGISTRATION CHECKLIST

GST Registration Document Checklist

The exact document set the GST portal asks for. Getting these right the first time avoids the back-and-forth that delays your ARN and GSTIN.

Identity & business documents

- PAN card of the business or proprietor
- Aadhaar card of the proprietor / all partners / all directors
- Passport-size photograph of the proprietor / partners / directors
- Business constitution proof (partnership deed, LLP agreement or certificate of incorporation)

Address & banking documents

- Proof of principal place of business (rent agreement or ownership document)
- Latest utility bill or property tax receipt for the business address
- Bank account statement or a cancelled cheque

Authorization

- Letter of authorization or board resolution for the authorized signatory
- Digital Signature Certificate (mandatory for companies and LLPs)