

CHECKLIST FOR REGISTRATION UNDER GST IN CASE OF SOLE PROPRIETORSHIP

Documents Required for GST Registration

- 1) Scan copy of the PAN card of the Proprietor
- 2) Scan copy of the Aadhar card duly linked with mobile number of the Proprietor
- 3) Scan copy of the Passports size photograph of the Proprietor
- 4) Scan copy of Ownership Documents / Latest Property Tax Receipts / Latest Electricity Bill in respect of all Business premises.
- 5) Scan copy of Rent Agreement / Lease Agreement, if any, in respect of all business premises
- 6) Scan copy of Consent Letter / NOC in respect of all business premises
- 7) Scan copy of cancelled cheque leaf / Latest Bank Statement with all details in respect of all Bank Accounts.

The following Details needs to be filled up

S. No.	Particulars	Details
1	Trade Name	
2	Legal Name	
3	PAN No.	
4	Aadhar Card No.	
5	Mobile Number	
6	E-mail ID	
7	Any other GSTIN, where interested	
8	Constitution	
9	States, wherein GSTIN	
10	Categories	
11	List of item (Raw Material)(HSN Code)	
12	List of item (Traded)(HSN Code)	
13	List of Item (For Packing)(HSN Code)	
14	Date of commencement	
15	Liability Date	
16	Reason to obtain Registration	
17	Indicate Existing GSTIN, if any	
18	Address of the principal Place of business	
19	Address of other places, if any	
20	Nature of Business Premises	
21	Nature of Activities	
22	Details of all Bank Accounts	
23	Details of Proprietor	
24	Details of Authorized Signatories, if any	
25	POA	
26	Fee	
27	Any Other, please specify	