



GST Registration – Document Checklist

Proprietor, partnership, LLP & company sets

GST registration fails most often on a wrong or mismatched upload. Use the list for your business type only - the name, address and PAN must read identically across every document.

BUSINESS TYPE 1

Sole proprietorship

- ☐ PAN of the proprietor.
- ☐ Aadhaar of the proprietor - used for Aadhaar authentication.
- ☐ Recent passport-size photograph of the proprietor.
- ☐ Proof of principal place of business - electricity bill / property-tax receipt if owned; rent agreement plus owner NOC and bill if rented.
- ☐ Bank proof - cancelled cheque, bank statement or passbook first page.

BUSINESS TYPE 2

Partnership firm

- ☐ Firm's PAN and the partnership deed.
- ☐ PAN, Aadhaar and photograph of every partner.
- ☐ Authorised-signatory letter naming who acts for the firm.
- ☐ Proof of principal place of business and bank proof, as above.

BUSINESS TYPE 3

LLP

- ☐ LLP's PAN and Certificate of Incorporation.
- ☐ LLP agreement.
- ☐ PAN, Aadhaar and DPIN of the designated partners.
- ☐ Partner authorisation for the signatory, and the signatory's DSC.
- ☐ Proof of principal place of business and bank proof.



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BUSINESS TYPE 4

Private limited / other companies

- ☐ Company PAN and Certificate of Incorporation.
- ☐ MOA and AOA.
- ☐ PAN, Aadhaar and photographs of the directors.
- ☐ Board resolution appointing the authorised signatory, and that signatory's DSC (mandatory for companies).
- ☐ Proof of principal place of business and bank proof.

GST registration at Rs 499 professional fee - the government portal itself charges nothing. Full guide:
www.harsiddhiservices.in/gst/ - Checklist reviewed July 2026.