

# Sonali & Associates

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## GST Registration Requirements

Documents and information required to apply for new GST registration on the GST portal (gst.gov.in) for proprietors, partnerships, LLPs and companies.

### Applicable to All Applicants

- PAN of the business / applicant
- Aadhaar of the proprietor / authorised signatory (for Aadhaar authentication)
- Email ID and mobile number of authorised signatory
- Photograph of the proprietor / partners / directors (JPEG, max 100 KB)
- Proof of principal place of business (any one): electricity bill, property tax receipt, rent agreement + NOC, ownership deed
- Bank account details — cancelled cheque OR first page of passbook OR bank statement
- Digital Signature Certificate (DSC) — mandatory for companies and LLPs

### Proprietorship

- PAN and Aadhaar of the proprietor
- Photograph and address proof of the proprietor
- Business address proof as listed above

### Partnership Firm / LLP

- Partnership deed / LLP agreement
- PAN of the firm / LLP
- PAN, Aadhaar and photo of all partners / designated partners
- LLP incorporation certificate (for LLPs)
- Authorisation letter for the authorised signatory

### Private Limited / Public Limited Company

- Certificate of Incorporation issued by MCA
- PAN of the company
- Memorandum & Articles of Association (MOA / AOA)
- PAN, Aadhaar and photo of all directors
- Board resolution authorising signatory + DSC of authorised signatory

### Additional Information to Keep Ready

- Top 5 goods / services to be supplied along with HSN / SAC codes
- Date of commencement of business
- Details of additional places of business, if any
- Reason for registration (turnover threshold, voluntary, inter-state supply, e-commerce, etc.)

*Disclaimer: This checklist is for general guidance only. Please consult Sonali & Associates for advice specific to your case. © 2026 Sonali & Associates.*