

## **Documents required for GST registration**

Please email following documents at [info@patronaccounting.com](mailto:info@patronaccounting.com)

1. PAN card of company
2. MOA & AOA of the company
3. Mention primary activity of the company in order to select HSN code under GST registration.
4. Certificate of Incorporation
5. Director details (all below are required)
  - a. Photographs of all directors
  - b. Aadhaar cards of all directors
  - c. Pan cards of all directors
6. Proof of Principal Place of business/registered office
  - a. Electricity Bill, water bill, landline bill or other legal ownership document (any one in case own premises)
  - b. Rent agreement and NOC from landlord (in case of rented premises)
7. Proof of Details of Bank Accounts (Any one in PDF format)
  - a. First page of Pass Book
  - b. Bank Statement
  - c. Cancelled Cheque
8. Complete name of the director who will act as authorised signatory.
9. Digital signature of the authorised signatory.
10. Copy of Board resolution on company's letter head. (refer next page for the format)