Requirement of Documents for GST Registration for **Individuals and Sole Proprietor’s**

* Passport Size Photograph
* Copy of Owner’s PAN card
* Copy of Owner’s Aadhaar card
* Proof of business addresses (Copy of Electricity Bill / Rent /Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Rent receipt with NOC (In case of expired agreement)
* Letter of Authorisation in case of Appointment of Authorised Signatory
* Valid Email Address
* Valid Mobile Number

### Requirement of Documents for GST Registration for ****Partnerships and LLPs****

* Partnership deed
* PAN cards of All Partners
* Photographs of All Partners
* Address proof of All Partners ( Copy of Aaadhar Etc)
* Letter of Declaration for Authorised signatory (Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter)
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Rent receipt with NOC (In case of expired agreement)
* Valid Email Address of All Partner’s
* Valid Mobile Number of All partner’s

### Requirement of Documents for GST Registration for ****Companies****

* PAN card of Company
* Certificate of Incorporation
* PAN cards of All Director’s
* Photographs of All Director’s
* Address proof of All Director’s
* Letter of Declaration for Authorised signatory with valid resolution passed (Copy of Resolution passed by BoD / Managing Committee and Acceptance letter)
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Rent receipt with NOC (In case of expired agreement)

### Requirement of Documents for GST Registration for ****Hindu Undivided Families (HUFs)****

* HUF’s PAN card
* Karta’s PAN card
* Owner’s photograph
* Letter of Authorisation as a Proof of Appointment of Authorised Signatory with Copy of Resolution passed by BoD / Managing Committee and Acceptance letter
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Rent receipt with NOC (In case of expired agreement)
* Valid Email Address
* Valid Mobile Number

Requirement of Documents for GST Registration for **Foreign Company**

* Certificate for Establishment as a Proof of Constitution of Business
* Photo of the Promoter/ Partner
* Letter of Authorisation for Proof of Appointment of Authorised Signatory with Copy of Resolution passed by BoD / Managing Committee and Acceptance letter
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Valid Email Address
* Valid Mobile Number

Requirement of Documents for GST Registration for **Government Departments / Local Authorities / Public Sector Undertakings / Statutory Body**

* Any proof substantiating Constitution as a Proof of Constitution of Business
* Photo of the Promoter/ Partner as a Proof of Authorised Authority
* Photo of the Authorised Signatory
* Letter of Authorisation as a Proof of Appointment of Authorised Signatory with Copy of Resolution passed by BoD / Managing Committee and Acceptance letter
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Valid Email Address
* Valid Mobile Number

Requirement of Documents for GST Registration for **Society / Club / Trust / AOP**

* Registration Certificate as a Proof of Constitution of Business or proof substantiating Constitution
* Photo of the Promoter/ Partner as a Proof of Authorised Authority
* Photo of the Authorised Signatory
* Letter of Authorisation as a Proof of Appointment of Authorised Signatory with Copy of Resolution passed by BoD / Managing Committee and Acceptance letter
* Proof of business addresses (Copy of Electricity Bill / Rent / Lease Agreement / Municipal Khata Copy/ Property Tax Receipt/ Letter of Consent Etc.)
* Valid Email Address
* Valid Mobile Number