

Documents Required for GST Registration in India – Complete Guide

Goods and Services Tax (GST) has simplified India's indirect taxation system by consolidating various state and central taxes into one unified tax. If you are starting a business or expanding an existing one, GST registration becomes an essential compliance requirement. But before you proceed, it's important to know what paperwork you'll need.



Why is GST Registration Necessary?

GST registration is mandatory for:

- Businesses exceeding the prescribed turnover limits (₹40 lakhs for goods, ₹20 lakhs for services; ₹10 lakhs in special states)
- Businesses involved in inter-state supply
- E-commerce sellers
- Casual taxable and non-resident taxable persons

- Input service distributors and agents

Registering under GST ensures that your business is tax compliant and allows you to legally collect tax from customers and avail input tax credit.

Basic Documents Required for GST Registration

Irrespective of the type of business entity, some basic documents are required for every GST applicant:

1. Photograph

- A passport-size photo of the owner/authorized person (Proprietor, Partner, or Director).

2. PAN Card

- PAN card of the business entity or individual (in case of proprietorship).

3. Proof of Identity and Address

- Aadhaar card, Voter ID, Passport, or Driving License.

4. Business Address Proof

- Latest electricity bill, property tax receipt, or rent agreement with NOC from the property owner.

5. Bank Account Proof

- Cancelled cheque, first page of the passbook, or recent bank statement.

These are the core [documents required for GST registration](#), no matter the business type.

Business Entity-wise List of Documents

1. Sole Proprietorship

For proprietors running small businesses or offering services:

- PAN and Aadhaar card of the proprietor
- Photograph of the proprietor
- Bank account details (passbook or statement)
- Business address proof and ownership proof (or rent agreement + NOC)

2. Partnership Firm/LLP

For partnerships and [limited liability partnerships](#):

- PAN card of the firm or LLP
- Partnership deed or LLP incorporation certificate
- PAN and Aadhaar cards of all partners
- Photographs of partners
- Proof of business address
- Bank details
- Authorization letter or consent form from partners

3. [Private Limited](#)/[Public Limited Company](#)

For registered companies under the Companies Act:

- Certificate of Incorporation
- PAN of the company
- MOA and AOA
- PAN and Aadhaar of directors
- Photos of directors

- Board resolution appointing an authorized signatory
- Digital Signature Certificate (DSC)
- Business address proof
- Bank account proof of the company

4. Hindu Undivided Family (HUF)

For HUFs operating a business:

- PAN card of HUF
- PAN and Aadhaar of the Karta
- Photograph of the Karta
- Proof of business premises and bank account
- Declaration by Karta for authorization

5. Trusts, Societies, and NGOs

For charitable or non-profit organizations:

- PAN of the organization
- Registration certificate
- PAN and Aadhaar of authorized trustee or signatory
- Resolution or authorization letter
- Address and bank proof of organization

Special Cases in GST Registration

Casual Taxable Persons

Businesses without a fixed place of operation in India, like exhibitors or temporary stall operators:

- PAN, ID proof
- Address proof of temporary business location
- Estimated tax liability and advance payment

Non-Resident Taxable Persons

Foreign entities supplying goods/services in India:

- Passport (for foreign individuals)
- Tax identification from the country of origin
- Indian business address proof
- Authorized signatory proof in India
- Advance tax based on projected liability

Documents Based on Property Ownership

Owned Property

- Electricity bill or property tax receipt in the business name

Rented Premises

- Rent/lease agreement
- Utility bill of the premises (not older than 2 months)
- No Objection Certificate (NOC) from the landlord

Shared or Co-working Space

- Agreement from space provider
- NOC and utility bill of the property

Important Tips for Uploading Documents

- All files must be clearly scanned in JPEG or PDF format.
- Ensure that PAN, Aadhaar, and bank details match across all documents.
- For companies and LLPs, a valid **Digital Signature Certificate (DSC)** is required.
- Business address documents should not be outdated.
- The authorized signatory must be verified and backed by board resolutions or partnership letters.

How to Submit These Documents?

1. **Visit the GST Portal** – www.gst.gov.in
2. **Fill in the Online GST Registration Application (Form GST REG-01)**
3. **Upload the required documents**
4. **Complete Aadhaar-based verification**
5. **Receive your ARN (Application Reference Number)** and wait for approval.

If all documents are correctly uploaded, you should receive your GSTIN (GST Identification Number) within 7 working days.

Conclusion

Having the correct set of documents ensures a seamless GST registration process. Whether you're an individual, a startup, or an established business, proper documentation helps avoid delays and rejections.

To summarize, the **Documents Required for GST Registration** depend on your business type, but some core documents like PAN, Aadhaar, business address proof, and bank details remain

consistent across the board. Make sure to verify all details, ensure proper scanning of files, and get professional assistance if necessary.

Frequently Asked Questions (FAQs)

Q1. What if my Aadhaar is not linked with my mobile number?

You won't be able to complete Aadhaar-based e-verification. In such cases, physical verification by GST officers may be conducted.

Q2. Can I register a home address for GST?

Yes, for service providers or home-based businesses, residential addresses are allowed.

Q3. Is DSC mandatory for all applicants?

No, it's only mandatory for companies and LLPs. Proprietors and partnerships can use Aadhaar-based e-verification.

Q4. Can one business entity have multiple GST numbers?

Yes, if the business operates in more than one state or offers different verticals of business.

Q5. How often do I need to renew GST registration?

GST registration does not need periodic renewal unless it's a temporary or casual taxable person registration.