

## **Check-list of Documents Required For GST Registration**

| Purpose                           | Document Details                      | Document Type | Document Size | Multiple Documents can be Uploaded (Y/N) |
|-----------------------------------|---------------------------------------|---------------|---------------|--|
| Proof of Constitution of Business | Partnership Deed                      | JPG, PDF      | 1 MB          | <b>NO</b>                                |
|                                   | Trust Deed                            | JPG, PDF      | 1 MB          |  |
|                                   | Certificate of Incorporation          | JPG, PDF      | 1 MB          |  |
|                                   | Any proof substantiating Constitution | JPG, PDF      | 1 MB          |  |
|                                   | Certificate for Establishment         | JPG, PDF      | 1 MB          |  |
|                                   | Registration Certificate              | JPG, PDF      | 1 MB          |  |
| Photo of <Stakeholder>            | Photo                                 | JPG           | 100 KB        | <b>NO</b>                                |
| Photo of Authorised Signatory     | Photo                                 | JPG           | 100 KB        | <b>NO</b>                                |

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|--|--|---------------|---------------|--|
| Proof of Appointment of Authorised Signatory   | Letter of Authorisation  | JPG, PDF      | 100 KB        | YES                                      |
|  | Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter | JPG, PDF      | 100 KB        |  |
| Proof of Principal Place of business           | Property Tax Receipt   | JPG, PDF      | 100 KB        | YES                                      |
|  | Municipal Khata copy   | JPG, PDF      | 100 KB        |  |
|  | Electricity Bill   | JPG, PDF      | 100 KB        |  |
|  | Rent / Lease Agreement   | JPG, PDF      | 1 MB          |  |
|  | Consent Letter   | JPG, PDF      | 100 KB        |  |
|  | Documents / Certificate issued by Government                               | JPG, PDF      | 100 KB        |  |
| Proof of Additional Place of Business          | Property Tax Receipt   | JPG, PDF      | 100 KB        | YES                                      |
|  | Municipal Khata copy   | JPG, PDF      | 100 KB        |  |
|  | Electricity Bill   | JPG, PDF      | 100 KB        |  |
|  | Rent / Lease Agreement   | JPG, PDF      | 1 MB          |  |
|  | Consent Letter   | JPG, PDF      | 100 KB        |  |
|  | Documents / Certificate issued by Government                               | JPG, PDF      | 100 KB        |  |
| Supporting document while filing clarification | Any supporting documents   | JPG, PDF      | 1 MB          | YES                                      |