

GST- Registration Documents and Checklist

Documents are required –

The following documents are required to obtain GST registration depending on the types of constitution.(Individual/Company etc.)

GST Registration Documents Checklist

Category of persons	Documents required for GST registration
Sole proprietor / Individual	<ul style="list-style-type: none">• PAN card of the owner• Aadhar card of the owner• Photograph of the owner (in JPEG format, maximum size – 100 KB)

	<ul style="list-style-type: none"> • Bank account details* • Address proof**
Partnership firm (including LLP)	<ul style="list-style-type: none"> • PAN card of all partners (including managing partner and authorized signatory) • Copy of partnership deed • Photograph of all partners and authorized signatories (in JPEG format, maximum size – 100 KB) • Address proof of partners (Passport, driving license, Voters identity card, Aadhar card etc.) • Aadhar card of authorised signatory • Proof of appointment of authorized signatory • In the case of LLP, registration certificate / Board resolution of LLP • Bank account details* • Address proof of principal place of business**
HUF	<ul style="list-style-type: none"> • PAN card of HUF • PAN card and Aadhar card of Karta • Photograph of the owner (in JPEG format, maximum size – 100 KB) • Bank account details*

	<ul style="list-style-type: none"> • Address proof of principal place of business**
<p>Company (Public and Private) (Indian and foreign)</p>	<ul style="list-style-type: none"> • PAN card of Company • Certificate of incorporation given by Ministry of Corporate Affairs • Memorandum of Association / Articles of Association • PAN card and Aadhar card of authorized signatory. The authorised signatory must be an Indian even in case of foreign companies/branch registration • PAN card and address proof of all directors of the Company • Photograph of all directors and authorised signatory (in JPEG format, maximum size – 100 KB) • Board resolution appointing authorised signatory / Any other proof of appointment of authorised signatory (in JPEG format / PDF format, maximum size – 100 KB) • Bank account details* • Address proof of principal place of business**

***Bank account details:**

For bank account details, a copy of cancelled cheque or extract of passbook/bank statement (containing the first and last page) must be uploaded. (in JPEG format / PDF format, maximum size – 100 KB)

****Address proof:**

Upload any one of the following documents:

1. Property tax receipt
2. Municipal Khata copy
3. Electricity bill copy
4. Ownership deed/document (in the case of owned property)
5. Lease / rent agreement (in case of leased / rented property) – To be submitted along with (a), (b) or (c)
6. Consent letter / NOC from the owner (in case of consent arrangement or shared property) – To be submitted along with (a), (b) or (c)

Category of GST Registration

Detailed list of documentation requirements for every type of GST registration is given below:

GST Registration Documents Checklist

Nature of GST Registration	Purpose of Registration	Documents to be Uploaded
Normal taxpayer registration (including composition dealer, Government departments and ISD registrations)	For undertaking a taxable supply of goods / or services	<ul style="list-style-type: none">• PAN card of Company (only in case of company)• Certificate of incorporation given by Ministry of Corporate Affairs / Proof of constitution of business• Memorandum of Association / Articles of Association (only in case of company)• PAN card and Aadhar card of authorized signatory. Authorised signatory must be an Indian even in case of foreign

		<p>companies / branch registration</p> <ul style="list-style-type: none"> • PAN card and address proof of all directors of the Company (partners in case of firm) • Photograph of all directors and authorised signatory (in JPG format, maximum size – 100 KB) • Board resolution appointing authorised signatory / Any other proof of appointment of authorised signatory (in JPEG format / PDF format, maximum size – 100 KB) • Bank account details* • Address proof of principal place of business** <p>Read our article on documents checklist depending on types of business structure</p>
GST practitioner	For enrolling	<ul style="list-style-type: none"> • Photo of the applicant (in JPG format,

	as GST practitioner	<p>maximum size – 100 KB)</p> <ul style="list-style-type: none"> • Address proof of professional address • Proof of qualifying degree (Degree certificate) • Pension certificate (only in case of retired Government officials)
TDS registration	For deducting tax at source	<ul style="list-style-type: none"> • Photo of drawing and disbursing officer (in JPG format, maximum size – 100 KB) • PAN and TAN number of the person being registered • Photo of authorised signatory (in JPG format, maximum size – 100 KB) • Proof of appointment of authorised signatory • Address proof of tax deductor**
TCS registration	For collecting tax at source (E-commerce operators)	<ul style="list-style-type: none"> • PAN number of the person being registered • Photo of authorised signatory (in JPG format, maximum size – 100 KB)

		<ul style="list-style-type: none"> • Proof of appointment of authorised signatory • Address proof of tax collector **
A non-resident OIDAR service provider	For online service providers not having any place of business in India	<ol style="list-style-type: none"> 1. Photo of authorised signatory (in JPG format, maximum size – 100 KB) 2. Proof of appointment of authorised signatory 3. Bank account in India* 4. Proof of non-resident online service provider (eg: Clearance certificate issued by Government of India, License issued by original country or certificate of incorporation issued by India or any other foreign company)
Non-resident taxable person (NRTP)	For non-residents occasionally undertaking taxable supply	<ul style="list-style-type: none"> • Photo and Proof for the appointment of an Indian authorised signatory • In case of individuals, scanned copy of the passport of NRTP with VISA details. In case of business entity incorporated

	of goods / or services in India	<p>outside India, unique number on the basis of which the Country is identified by the Government of that country</p> <ul style="list-style-type: none"> • Bank account in India* • Address proof**
Casual taxable person	For non-registered domestic persons occasionally undertaking taxable supply of goods / or services in India	<ul style="list-style-type: none"> • Photo and Proof for the appointment of an Indian authorised signatory • Proof of constitution of business • Bank account in India* • Address proof**
UN bodies/embassy	For obtaining Unique	<ul style="list-style-type: none"> • Photo of authorised signatory • Proof of appointment of authorised

	Identification Number to claim the refund of taxes paid on goods/services	signatory • Bank account in India*
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***Bank account details:**

For bank account details, a copy of cancelled cheque or extract of passbook/bank statement (containing the first and last page) must be uploaded. (in JPEG format / PDF format, maximum size – 100 KB)

****Address proof:**

Anyone of the following documents must be uploaded:

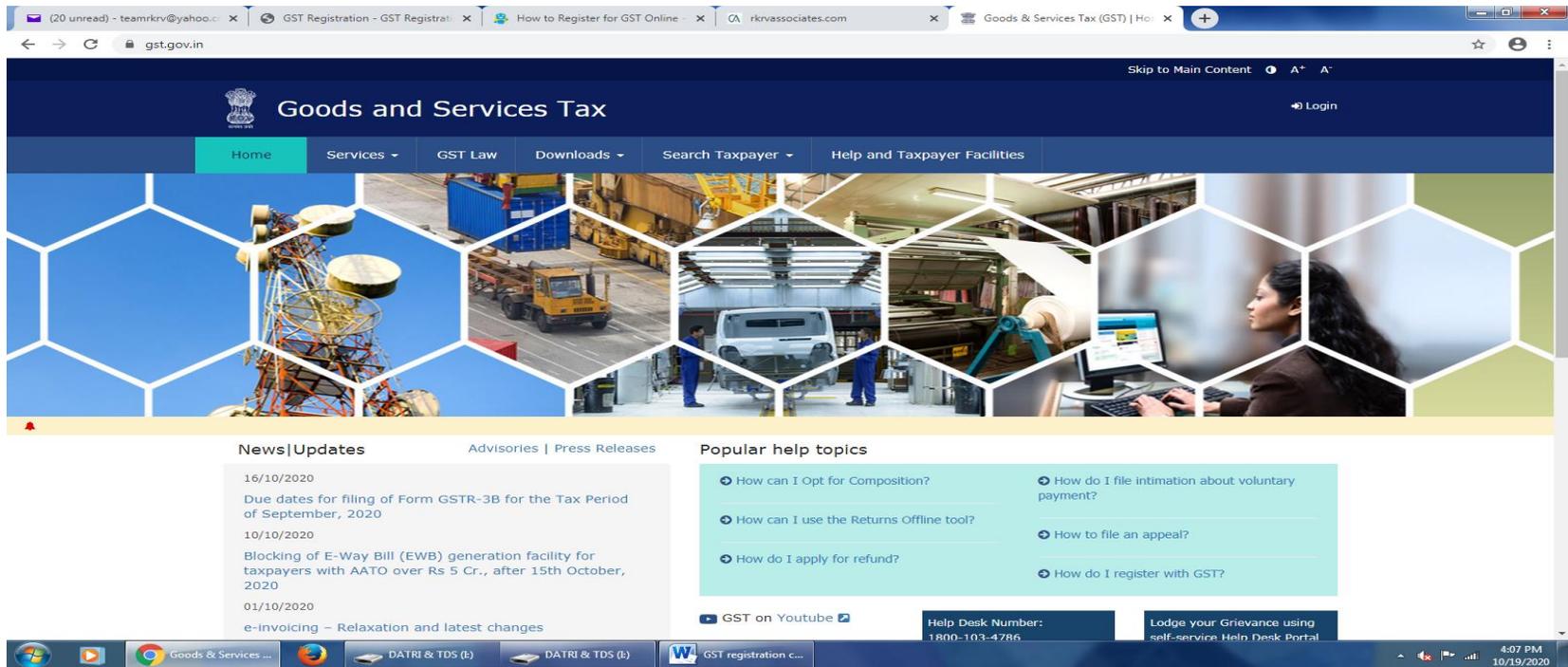
- Property tax receipt
- Municipal khata copy
- Electricity bill copy

Apart from the above, the following may apply on a case-to-case basis:

- Ownership deed/document (only in case of owned property)
- Lease / Rental Agreement (in case of leased / rented property) – To be submitted along with (a), (b) or (c)

- Consent letter/NOC from the owner (in case of consent arrangement or shared property) – To be submitted along with (a), (b) or (c)

REGISTRATION PROCESS ONLINE ON THE GST PORTAL



Step 1 – Go to GST portal. Click on Services. Then, click on ‘Registration’ tab and thereafter, select ‘New Registration’.



Step 2 – Enter the following details in Part A –

- **Select New Registration radio button**
- **In the drop-down under ‘I am a’ – select Taxpayer**
- **Select State and District from the drop down**
- **Enter the Name of Business and PAN of the business**
- **Key in the Email Address and Mobile Number. The registered email id and mobile number will receive the OTPs.**
- **Click on Proceed**



New Registration

• Indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a *

State / UT *

District *

Legal Name of the Business (As mentioned in PAN) *

Permanent Account Number (PAN) *

📌 If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Email Address *

📌 OTP will be sent to this Email Address

Mobile Number *

📌 Separate OTP will be sent to this mobile number

Type the characters you see in the image below *



PROCEED

Step 3 – Enter the two OTPs received on the email and mobile. Click on Continue. If you have not received the OTP click on Resend OTP.

The screenshot shows a web browser window with the URL clearax.in/s/how-to-register-for-gst. The page title is "Goods and Services Tax (GST) | Log...". The main content area displays a progress bar with four steps: 1. Provisional ID Verification (completed), 2. OTP Verification (current step), 3. New credentials (pending), and 4. Security questions (pending). Below the progress bar, the "OTP Verification" section contains the following text: "Please enter the OTPs sent to your Email Address. *Please check Spam Folder too) and Mobile". There are two input fields: "Email OTP*" and "Mobile OTP*", both with "Enter Email OTP" and "Enter Mobile OTP" placeholder text. At the bottom of the form are two buttons: "CONTINUE" and "RESEND OTP". The Windows taskbar at the bottom shows the time as 4:19 PM on 10/19/2020, and several open applications including "How to Register f...", "DATRI & TDS (I)", and "GST registration c...".

Step 4 – You will receive the 15-digit Temporary Reference Number (TRN) now. This will also be sent to your email and mobile. Note down the TRN. You need to complete filling the part-B details within the next 15 days.

The screenshot shows the GST portal interface. At the top, there is a dark blue header with the GST logo and the text 'Goods and Services Tax'. To the right of the header is a 'Login' button. Below the header is a navigation bar with several tabs: 'Home', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Grievance'. The 'Services' tab is currently selected. Below the navigation bar, there is a breadcrumb trail: 'Home > Registration > Verify'. On the right side of this breadcrumb trail, there is a language selector set to 'English'. The main content area is enclosed in a red border and contains a green message box with the following text: 'Your Temporary Reference Number is 291700001667TRN. Part B of the Application Form can be filed till ' 30/06/2017 ' using above TRN. You can retrieve the application and submit within 15 Days . You can access the Application from My Saved Applications and submit on GST Portal'. A blue button labeled 'PROCEED' is located at the bottom right of the message box.

Step 5 – Once again go to GST portal. Select the ‘New Registration’ tab.

Step 6 – Select Temporary Reference Number (TRN). Enter the TRN and the captcha code and click on Proceed.

 **Goods and Services Tax** Login

Home Services **Notifications & Circulars** Acts & Rules Downloads Search Taxpayer

Home > Registration English

1 — 2
User Credentials — OTP Verification

New Registration

• indicates mandatory fields

New Registration | Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

Type the characters you see in the image below *



PROCEED

Step 7 – You will receive an OTP on the registered mobile and email. Enter the OTP and click on Proceed

[Home](#)[Services](#)[Notifications & Circulars](#)[Acts & Rules](#)[Grievance](#)[Home](#) > [Registration](#) > [Verify](#)[English](#)

User Credentials



OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

[Click here to resend the OTP](#)

BACK

PROCEED



Step 8 -You will see that the status of the application is shown as drafts. Click on Edit Icon.



The screenshot shows the 'Goods and Services Tax' portal dashboard. The header includes the Indian government emblem and the text 'Goods and Services Tax' on the left, and a 'Logout' button on the right. Below the header is a navigation menu with 'Dashboard' (highlighted), 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Grievance'. The main content area is titled 'Dashboard' and 'English'. Under the heading 'My Saved Application', there is a table with one row of application data. Below the table, there is a section titled 'Track Application Status' with the message 'No Records Found'.

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
15/06/2017	GST REG-01	Application for Registration of Goods and Services Tax Act, 2017	30/06/2017	Draft	 

Track Application Status
No Records Found

Step 9 – Part B has 10 sections. Fill in all the details and submit appropriate documents. Recently, aadhaar authentication section was added and the bank account section was made non-mandatory.

Here is the list of documents you need to keep handy while applying for GST registration-

- Photographs
- Constitution of the taxpayer
- Proof for the place of business
- Bank account details*
- Verification and aadhaar authentication, if chosen

* Bank account details are non-mandatory at the time of GST registration since 27th December 2018.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	24%

 Business Details <input checked="" type="checkbox"/>	 Promoter / Partners	 Authorized Signatory	 Authorized Representative	 Principal Place of Business	 Additional Places of Business	 Goods and Services	 State Specific Information	 Aadhaar Authentication	 Verification
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Details of your Business

* indicates mandatory fields

Legal Name of the Business PALSIN SHIRA	Permanent Account Number (PAN) GDDPS5083K
Trade Name <input type="text" value="Enter Trade Name"/>	Constitution of Business (Select Appropriate)* <input type="text" value="Select"/>
Name of the State Delhi	District* <input type="text" value="Select"/>
	State Jurisdiction ward
Sector / Circle / Ward / Charge / Unit* <input type="text" value="Select"/>	

Center Jurisdiction ( Refer the link  for Center Jurisdiction)

Commissionerate Code* <input type="text" value="Select"/>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
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Are you applying for registration as a casual taxable person?  NoOption For Composition  No

Reason to obtain registration* <input type="text" value="Select"/>	Date of commencement of Business* From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises* <input type="text" value="DD/MM/YYYY"/>
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Indicate Existing Registrations

Type of Registration	Registration No.	Date of Registration	
<input type="text" value="Select"/>	<input type="text" value="Enter Registration Number"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="button" value="+ ADD"/> <input type="button" value="x CANCEL"/>

Fill up the following details :

Details of Your Business

Details of Person In charge

Authorized Signatory

Details of Authorized Representative

Details of Principal Place of Business

Details of Additional Places of your Business

Details of Goods / Commodities supplied by the business- HSNCode

Details of Services offered by the Business- Service code

Verification

Step 10 – Once all the details are filled in go to the Verification page. Tick on the declaration and submit the application using any of the following ways –

- **Companies and LLPs must submit application using DSC**
- **Using e-Sign – OTP will be sent to Aadhaar registered number**
- **Using EVC – OTP will be sent to the registered mobile**

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	Authorized Representative	Principal Place of Business ✓	Additional Places of Business	Goods and Services	State Specific Information	Aadhaar Authentication	Verification
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• indicates mandatory fields

👍 Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*

ANGAD JASBIRSINGH ARORA[GDDPS5083K]

Place*

Bangalore

Designation / Status*

chairman

Date*

24/06/2017

📌 DSC is compulsory for Companies & LLP

BACK

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT WITH EVC

Step 11 – A message is displayed on successful application and Application Reference Number(ARN) is sent to registered email and mobile. Note that if the authorised signatory chose to go for aadhaar authentication, then physical verification of premise or site will not be required to be done by the officer, except in specific cases. In such cases, the ARN will be generated right after that is complete.



You can check the ARN status for your registration by entering the ARN in GST Portal.

GST Portal Login: First Time User

When a business applies for registration under GST, the application is processed by a tax officer. Once the tax officer approves the application, a confirmation email is sent to the registered email of the applicant. This email is sent from email – donotreply@gst.gov.in. The Subject of the email is “Intimation of GSTIN generated on approval of the application for new registration.” It contains the GSTIN, provisional username, and password with which the applicant can login into the GST Portal.

GSTIN Login: Step-by-Step Procedure

1. Access the GST Portal.

Visit the **GST Home Page**. Navigate to the Login option which is on the top right corner of the page.

2. Below the Forgot Username title is the First Time Login section.

Click on the link highlighted in the image below.

Home > Login English

Login

• indicates mandatory fields

Username •

Password •

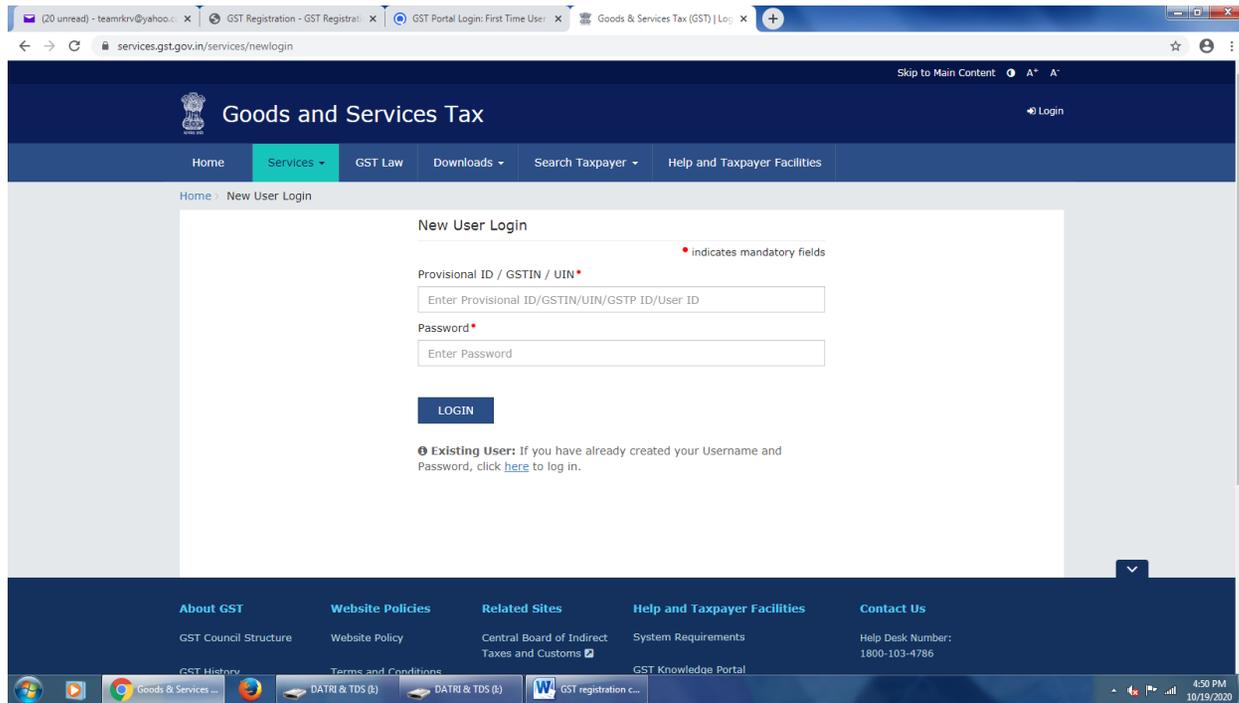
LOGIN

[Forgot Username](#) [Forgot Password](#)

First time login: If you are logging in for the first time, click [here](#) to log in.

3.The New User Login Page will be loaded.

Hence, enter in the details such as the provisional ID, password, and the characters from the given image.



4. Next Step is to click on the login button

Home > Login English

Login

• indicates mandatory fields

Username •

Password •

Type the characters you see in the image below •

🔊
🔄

[LOGIN](#)

[Forgot Username](#) [Forgot Password](#)

📌 First time login: If you are logging in for the first time, click [here](#) to log in.

5. On the new Credentials page, enter fields that comprise a new username, new password and confirm the new password GST portal requires the details filled in here when logging in to their portal.



Provisional ID Verification



New Credentials

Kindly provide the below information to proceed

• indicates mandatory fields

New Username •

i You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password •

i Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character

Re-confirm Password •

SUBMIT

1. Log in to the GST Portal.

Log in to the GST Portal using the new credentials.

First-time users have to file an amendment application to enter the bank account details

The portal prompts the users to do so after their first login. Click on the file amendment button.

This will take the user to the bank account section of the portal.

User can add the necessary bank details here.

Dashboard > Registration > Amendment of Registration Non-Core fields English

Application Type	GSTIN	Name of Business
Amendment (Non-Core Fields)	[REDACTED]	[REDACTED]
Type of Registration	Due Date to Complete	Last Modified
TP	31/01/2019	16/01/2019


 Business Details


 Promoter / Partners


 Authorized Signatory


 Authorized Representative


 Principal Place of Business


 Additional Places of Business


 Goods and Services


 Bank Accounts


 State Specific Information


 Verification

Total Number of Bank Accounts maintained

BACK ADD NEW CONTINUE

Submit Amendment of registration :

- Companies and LLPs must submit application using DSC
- Using e-Sign – OTP will be sent to Aadhaar registered number
- Using EVC – OTP will be sent to the registered mobile

Downloads –Registration certificate: GST REG-06

© 20 unread - teamkrv@yahoo.c... GST Registration - GST Registrat... GST Portal Login: First Time User... Goods & Services Tax (GST) | Use... +

services.gst.gov.in/services/auth/savedapp

Stop to Main Content

Goods and Services Tax

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Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Registration Ledgers Returns Payments User Services Refunds e-Way Bill System

- My Saved Applications
- View/Download Certificates
- View My Submissions
- Feedback
- View My Submitted LUTs
- Engage / Disengage GST Practitioner (GSTP)
- View Additional Notices/Orders
- My Applications
- View Notices and Orders
- Holiday List
- Furnish Letter of Undertaking (LUT)
- Locate GST Practitioner (GSTP)
- ITC02-Pending for action
- Cause List

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Goods & Services... DATRI & TDS (B) DATRI & TDS (B) GST registration c... 6:04 PM 10/19/2020

services.gst.gov.in/services/auth/certs

Skip to Main Content A+ A-

Goods and Services Tax

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Dashboard Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities

Dashboard Services User Services View/Download Certificates

View/Download Certificates

Form No.	Form Description	Date of Issue	Download
GST REG-06	Registration Certificate	15/09/2017	Download
GSTR7A	TDS Certificate		

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