

Checklist: GST registration: a step-by-step guide

DOCUMENTS REQUIRED

- ☐ PAN of the business
- ☐ Aadhaar of the proprietor, partners or directors (for authentication)
- ☐ Photographs of promoters and authorised signatory
- ☐ Proof of constitution (partnership deed, certificate of incorporation, etc.)
- ☐ Proof of principal place of business (electricity bill, rent agreement, consent letter, property tax receipt)
- ☐ Bank account details (cancelled cheque or statement)
- ☐ Authorisation letter or board resolution for the authorised signatory

STEPS

- ☐ Turnover/threshold checked
- ☐ Documents scanned (PDF/JPEG within size limits)
- ☐ Part A submitted and TRN received
- ☐ Part B completed
- ☐ Aadhaar authentication done
- ☐ ARN received
- ☐ Clarifications answered
- ☐ REG-06 downloaded and displayed

MANDATORY LEGAL REQUIREMENTS

- Registration within 30 days of liability
- Display of GSTIN and certificate at the place of business

RECOMMENDED PRACTICES

- Choose QRMP if eligible to reduce filing frequency
- Keep a consent letter from the property owner on file

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