

GST REGISTRATION CHECKLIST

1	Mobile No	
2	E-mail ID	
3	Pan No of Business(Company/partnership/Individual)	
4	Trade License Copy	Copy of License
5	Permanent Account Number of the Business	
6	Jurisdiction State Centre	
7	Date of commencement	
8	Date on which liability to register arises	
9	Reason for taking Registration	Refer Annexure A
10	Registrations Details	Refer Annexure B
11	Address of Principal Place of Business	Refer Annexure C
12	Address Of Additional Place Of Business	Refer Annexure C
13	Details of the Goods supplied by the Business	Refer Annexure D
14	Details of Services supplied by the Business.	Refer Annexure E
15	Details of Bank Account	Refer Annexure F
16	Owners Address	Refer Annexure G
17	Authorised Signatory	Refer Annexure H

GST REGISTRATION CHECKLIST

Annexure A	
Reason for taking Registration	
(i) Crossing the threshold	
(ii) Inter-State supply	
(iii) Liability to pay tax as recipient of goods or services u/s 9(3) or 9(4)	
(iv) Transfer of business which includes change in the ownership of business (if transferee is not a registered entity)	
(v) Death of the proprietor (if the successor is not a registered entity)	
(vi) De-merger	
(vii) Change in constitution of business	
(viii) Merger /amalgamation of two or more registered persons	
(ix) Input Service Distributor	
(x) Person liable to pay tax u/s 9(5)	
(xi) Taxable person supplying through e-Commerce portal	
(xii) Voluntary Basis	
(xiii) Persons supplying goods and/or services on behalf of other taxable person(s)	
(xiv) Others (Not covered above) – Specify	
Annexure B	
Existing Registrations Details	Provide Soft Copies
Partnership Deed	
Certificate of Incorporation	

GST REGISTRATION CHECKLIST

Annexure C				
Address of Principal Place of Business & other place of business				
Building No/Flat No				
Floor No				
City/Town/Locality/Village				
Road/Street				
Block/Taluka				
District				
State				
PIN Code				
Latitude				
Longitude				
Office Email Address				
Mobile Number				
Office Telephone number				
Office Fax Number				
Nature of premises/ Applicable for item 15				
Leased	Rented	Consent	Shared	Own
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nature of business activity / Applicable for item 15				
Factory / Manufacturing				
Warehouse/Depot				
Office/Sale Office				
EOU/ STP/ EHTP				
Import				
Wholesale Business				
Leasing Business				
Works Contract				
Others (Specify)				
Retail Business				
Supplier of services				
Recipient of goods or services				
Export				
Provide copies of latest Building Tax Receipt/ Rent agreement.				

GST REGISTRI		Annexure D
Details of the Goods supplied by the Business		
Please specify top 5 Goods		
SI No	Description of Goods	HSN Code (Four digit)
1		
2		
3		
4		
5		

Annexure E		
Details of the Services supplied by the Business		
Please specify top 5 services		
SI No	Description of Services	HSN Code (Four digit)
1		
2		
3		
4		
5		

GST REGISTRATION CHECKLIST

Details of Bank Accounts

Sr. No.	Account Number	Type of Account	IFSC	Bank Name

Scaned Copy of First Page of Passbook & Bank Statement&Cancelled Cheque Leaf

Director/Partners/ Proprietor

1 Name of Directors/Partners/ Proprietor

First Name	Middle Name	Last Name

2 Date of Birth

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3 Name of Father/ Husband

First Name	Middle Name	Last Name

4 Mobile Number

5 Email Address

6 Gender

7 Designation

8 PAN

9 DIN no.

10 Aadhar Number

Building Number/ Flat

11 Number

12 Name of Premises

13 Road/Street

14 Locality/ Village

15 District

16 State

17 PIN code

5 AND PROOFS OF ADDRESS PROOF ALONG WITH PAN/ ADDHAR CARD RE

GST REGISTRATION CHECKLIST

Annexure H			
Name And Address Of Authorised Signatory			
1	Name of Directors/Partners/ Proprietor		
	First Name	Middle Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Date of Birth		<input type="text"/>
3	Name of Father/ Husband		
	First Name	Middle Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Mobile Number	<input type="text"/>	
5	Email Address	<input type="text"/>	
6	Gender	<input type="text"/>	
7	Designation	<input type="text"/>	
8	PAN	<input type="text"/>	
9	DIN no.	<input type="text"/>	
10	Aadhar Number	<input type="text"/>	
	Building Number/	<input type="text"/>	
11	Flat Number	<input type="text"/>	
12	Name of Premises	<input type="text"/>	
13	Road/Street	<input type="text"/>	
14	Locality/ Village	<input type="text"/>	
15	District	<input type="text"/>	
16	State	<input type="text"/>	
17	PIN code	<input type="text"/>	
Scaned Copy Of Authorisation Letter			