

# **Documents Required for GST Registration**

## **Check List GST Regi. ( Company (Public and Private) (Indian and foreign) )**

Please Note:

Kindly Notarise and Register your Rent/ NOC Deed.

### **For Company (Public and Private) (Indian and foreign)**

- Ø Email ID
- Ø Mobile No
- Ø PAN card of Company
- Ø Certificate of incorporation given by Ministry of Corporate Affairs
- Ø Memorandum of Association / Articles of Association
- Ø PAN card and Aadhar card of authorized signatory. The authorised signatory must be an Indian even in case of foreign companies/branch registration
- Ø PAN card and address proof of all directors of the Company
- Ø Photograph of all directors and authorised signatory (in JPEG format, maximum size – 100 KB)
- Ø Board resolution appointing authorised signatory / Any other proof of appointment of authorised signatory (in JPEG format / PDF format, maximum size – 100 KB)
- Ø Bank account details
- Ø Address proof of principal place of business

**\*Electricity Bill:** Latest electricity bill for the premises where GST registration is applied for.

**\*Telephone Bill:** Latest telephone bill for the premises where GST registration is applied for in some states.

**\*Property Tax Receipt:** Latest property tax receipt for the premises where GST registration is applied for.

STCA