



## Registration under The Central Goods and Services Tax, Act, 2017

### Details Required

#### **In respect of Company / Partnership Firm / Proprietorship firm**

1. Name of the company / Partnership Firm / Proprietorship Firm
2. Proof of Business Premises - Rent Agreement / Allotment / Possession Letter / Registry papers along with Electricity bill of Landlord / owner
3. PAN Card of company / Partnership Firm
4. COI (Certificate of Incorporation) in case of Company / Partnership Deed in case of Partnership Firm
5. First Purchase and Sales Invoice (if Available)
6. List of Traded / Manufactured Goods – Raw Material / Packing / Consumables and Finished Goods and also give list of Plant & Machinery.
7. Bank statement in respect of Company / Partnership firm / Proprietor Business
8. Board Resolution (in case of company) or Authority Letter (in case of Partnership firm) for authorising authorised signatory for dealing with GST.

#### **In respect of Directors / Partners / Proprietor**

1. PAN Card of Proprietor / Partners / Directors
2. email ID and Mobile number in respect of proprietor / all Partners / all directors
3. DIN Number of all Directors
4. Residential Address Proof of Proprietor / all Partners / all Directors – Electricity Bill / Telephone Bill / Rent Agreement / Allotment / Possession Letter / Registry papers / Certificate issued by Tehsildaar / House Tax receipt / Certificate of Gram Pradhan
5. Photograph of Proprietor / Partners / Directors / Authorized Signatory.
6. In case of one person company ID and address proof in respect of Nominee



### **In respect of Authorised Signatory (if it is different from Directors / Partners)**

1. PAN Card
2. email ID and Mobile number
3. Residential Address – Electricity Bill / Telephone Bill / Rent Agreement / Allotment / Possession Letter / Registry papers / Certificate issued by Tehsildaar / House Tax receipt / Certificate of Gram Pradhan
4. Photograph
5. In case of one person company ID and address proof in respect of Nominee
6. DSC (Digital Signature Certificate)

### **In respect of Principal Place of Business in a particular State**

1. Address Proof
2. Rent Agreement as well as Utility Bill
3. Address and Nature of business in case more place of business in the same state

### **In respect of Bank Account**

1. Account Number
2. IFSC Code
3. Branch Name and Address
4. Bank Statement / Passbook First page / Cancelled Cheque

### **In respect of Goods / Services**

1. HSN Code of Goods / Services
2. Brief Description of Goods / Services



**No Objection Certificate**

I, ..... son of ....., resident of .....

....., owner of the ....., situated at

....., have no objection in case  
..... runs its business operations and obtains any statutory  
registrations at this address out of the above stated shop which is owned by  
.....

We further confirm that there is no rent charged from ..... for such usage of  
property.

Thanking you

Your Sincerely

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