



Documents Checklist for GST Registration in the case of Company

We require following information in context to Registration of GST:

| Sr. No. | Particulars |
|---------|--|
| 1. | PAN Card of Company |
| 2. | Registration Certificate of the Company |
| 3. | MOA / AOA of the Company |
| 4. | Proof of Principal Place of Business (Anyone - Electricity Bill/Rent or Lease Agreement/Latest Bank Statement (Not older than 2Months)) |
| 5. | Rent Agreement and NOC from owner of Premises (in Case premises taken on Rent) |
| 6. | Proof of appointment of authorized signatory-letter of authorization/Copy of Board Resolution |
| 7. | DSC of Authorized Representative |
| 8. | Valid Mobile Number |
| 9. | Valid E-mail Id |
| 10. | Bank account Details - a copy of canceled cheque or bank statement |
| 11. | Details of Major goods and services (Any 5 can be Provided) |
| 12. | Additional Place of Business (If any) |
| 13. | PAN Card of Directors |
| 14. | Address Proof of Directors |
| 15. | Photograph of Directors |