



G D LAVALE & ASSOCIATES

Chartered Accountants

CHECK LIST FOR GST REGISTRATION

1) **Documents required for registration:-**

a) Partnership documents:-

- PAN card of the Partnership firm
- Partnership Deed
- Copy of Bank Statement
- Declaration to comply with the provisions

Partner related documents:-

- PAN, ID proof and 2 Photos of designated partners

Registered Office documents:-

- Copy of electricity bill/landline bill, water Bill
- No objection certificate of the owner
- Rent agreement (in case premises are rented)

b) Individual documents:-

- PAN, ID proof and 2 Photos of the individual.
- Copy of Cancelled cheque or bank statement.
- Declaration to comply with the provisions.

Registered Office documents:-

- Copy of electricity bill/landline bill, water Bill
- No objection certificate of the owner



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- Rent agreement (in case premises are rented)

c) Company documents:-

- PAN card of the company
- Registration Certificate of the company
- Memorandum of Association (MOA)/Articles of Association (AOA)
- Copy of Bank Statement
- Declaration to comply with the provisions
- Copy of Board resolution

Director related documents

- PAN, ID proof and 2 Photos of directors

Registered Office documents

- Copy of electricity bill/landline bill,water Bill
- No objection certificate of the owner
- Rent agreement (in case premises are rented)

d) LLP documents:-

- PAN card of the LLP
- Registration Certificate of the LLP
- LLP Partnership agreement
- Copy of Bank Statement of the LLP
- Declaration to comply with the provisions



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- Copy of Board resolution

Designated Partner related documents

- PAN, ID proof and 2 Photos of designated partners

Registered Office documents

- Copy of electricity bill/landline bill, water Bill
- No objection certificate of the owner
- Rent agreement (in case premises are rented)

For All Constitutions Email ID and Product Details are required.