Intellitax Solutions

GST registration checklist

New registration preparation · Applicant KYC, premises and business details

APPLICANT / BUSINESS NAME

PAN

PLACE OF BUSINESS

Use this list to gather the documents and details needed before a GST registration application. Tick what you have and note what is missing. Requirements vary by applicant type, constitution, state and business activity — this is a general checklist, not a registration guarantee.

01 Applicant KYC

- [ ] **Aadhaar card**
  A clear copy of the applicant's Aadhaar card.
- [ ] **PAN card**
  A clear copy of the PAN card for the applicant or entity.
- [ ] **Photograph**
  A recent passport-size photograph of the applicant or authorised signatory.
- [ ] **Mobile number**
  An active mobile number for OTPs and portal communication.
- [ ] **Email ID**
  An active email address for registration and future notices.

02 Business and premises

- [ ] **EB bill receipt**
  A recent electricity bill for the proposed place of business, showing the address clearly.
- [ ] **Rental agreement or NOC**
  The rent or lease agreement, or a no-objection certificate from the owner.
- [ ] **Business name**
  The proposed trade name and legal name of the business.
- [ ] **Nature of business details**
  A clear description of the goods or services, business activity and applicable category.

Need help with a document or a notice?
Call +91 94453 21824 or email intellitaxsolutionsofficial@gmail.com. Office hours: Mon–Sat, 10:00–18:00.