

List of GST registration documents for sole proprietorship firm

1.Consent Premises

Purpose	Acceptable Documents For Registration	Type of Document	(Max Size for Upload)
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Consent Letter	JPG,PDF	100 KB
	Electricity Bill	JPG,PDF	100 KB
	Legal ownership document	JPG,PDF	1 MB
	Municipal Khata Copy	JPG,PDF	100 KB
	Property Tax Receipt	JPG,PDF	100 KB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB

2. Leased Premises

Purpose	Acceptable Documents	Document Type	Max Size for Upload
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Electricity Bill	JPG,PDF	100 KB
	Legal ownership document	JPG,PDF	1 MB
	Municipal Khata Copy	JPG,PDF	100 KB
	Property Tax Receipt	JPG,PDF	100 KB
	Rent / Lease agreement	JPG,PDF	2 MB
	Rent receipt with NOC (In case of no/expired agreement)	JPG,PDF	1 MB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB

3.Other types

Purpose	Acceptable Documents	Document Type	Max Size for Upload
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Legal ownership document	JPG,PDF	1 MB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB

4. Proprietors own Premises

Purpose	Acceptable Documents	Document Type	Max Size for Upload
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Electricity Bill	JPG,PDF	100 KB
	Legal ownership document	JPG,PDF	1 MB
	Municipal Khata Copy	JPG,PDF	100 KB
	Property Tax Receipt	JPG,PDF	100 KB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB

5.Rented premises

Purpose	Acceptable Documents	Document Type	Max Size for Upload
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Electricity Bill	JPG,PDF	100 KB
	Legal ownership document	JPG,PDF	1 MB
	Municipal Khata Copy	JPG,PDF	100 KB
	Property Tax Receipt	JPG,PDF	100 KB
	Rent / Lease agreement	JPG,PDF	2 MB
	Rent receipt with NOC (In case of no/expired agreement)	JPG,PDF	1 MB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB

6.Shared premises

Purpose	Acceptable Documents	Document Type	Max Size for Upload
Proof of Constitution of Business (Any One)	NA		
Photo of Stakeholder (Promoter / Partner)	Photo of the Promoter/ Partner	JPG	100 KB
Photo of the Authorised Signatory	Photo	JPG	100 KB
Proof of Appointment of Authorised Signatory (Any One)	Letter of Authorisation	JPG,PDF	100 KB
	Copy of Resolution passed by BoD/ Managing Committee and Acceptance letter	JPG,PDF	100 KB
Proof of Principal Place of business (Any One)	Consent Letter	JPG,PDF	100 KB
	Electricity Bill	JPG,PDF	100 KB
	Legal ownership document	JPG,PDF	1 MB
	Municipal Khata Copy	JPG,PDF	100 KB
	Property Tax Receipt	JPG,PDF	100 KB
Proof of Details of Bank Accounts (Any One)	First page of Pass Book	JPG,PDF	100 KB
	Bank Statement	JPG,PDF	100 KB
	Cancelled Cheque	JPG,PDF	100 KB