



**M/s PRANJAL JOSHI & CO**  
**CHARTERED ACCOUNTANTS**

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud,  
Pune – 411 038. Tel – 020 – 25 43 02 76, Mob: 98500 35736, [pranjal@capranjaljoshi.com](mailto:pranjal@capranjaljoshi.com)

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**Details and Documents required for GST registration**

1	Name of Entity	
1a	Constitution	Proprietorship Firm/ Partnership Firm/ Company/ LLP/ etc
1b	Business/ Trade Name	Name as per Shop Act/ Regd certificate
2	Name of Business Promoter	Proprietor/Director/ Partner
2b	Date of Birth of Above Person DD-MM-YYYY	
	His/ Her PAN	
	residential address	
	Copy of latest electricity bill for above person	
	Copy of his Aadhar Card	
3	Date of Commencement of Business-DD-MM-YYYY	
4	PAN of Entity	Same as Proprietor for proprietorship firm
	Date of incorporation as per PAN	For proprietors- DoB of prop is same here
5	Complete Business Address (with locality name, nearest landmark, district & PINCODE)	
a	regd Office	
	For Owned premises	Light Bill/ property tax bill/ Index II



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	For rented premises		Copy of rent Agreement with Owner index II+ Latest Electricity Bill Reqd
			Landlord NOC (format attached)
6	Existing tax Registration Numbers under following laws- if applicable		
	Under MVAT	DD/MM/YYYY	Date of registration -as per Certificate
	Under CST	DD/MM/YYYY	Date of registration -as per Certificate
	Under Excise	DD/MM/YYYY	Date of registration -as per Certificate
	Under Service Tax	DD/MM/YYYY	Date of registration -as per Certificate
	Under Entry tax- if any	DD/MM/YYYY	Date of registration -as per Certificate
	Under Entertainment Tax - if any	DD/MM/YYYY	Date of registration -as per Certificate
	Under Hotel & Luxury tax- if any	DD/MM/YYYY	Date of registration -as per Certificate
	Under ROC- CIN	DD/MM/YYYY	Applicable only for Pvt/ public companies
	Under ROC- LLP registration No.	DD/MM/YYYY	Applicable only for Limited Liability Partnerships only
	IEC Number (Import Export Code)	DD/MM/YYYY	if any
	Under Excise on Medicinal & Toilet Preparatories	DD/MM/YYYY	if any
7	Proof of Constitution		SCAN COPY- PDF/ JPEG- must be less than 1 MB
	Proprietorship		registration Certificate/ shop Act/Factory License
	HUF		registration Certificate/ shop Act/Factory License
	Partnership		Partnership Deed



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	Company	Certificate of incorporation
	LLP	registration Certificate/ shop Act/Factory License
	Foreign Company (regd outside India)	Certificate of incorporation
8	Existing Operative bank account details- (Bank with RTGS/ NEFT facilities only with IFSC Code)	
	Name of Bank	
	Name of Branch	
	IFSC Code	
	MICR Code	
	Account No	
	Type of Account- Current/ CC/ OD	
9	Commodities/ Services Dealt with	
	Description of Services rendered	
	Description of Commodities traded	mention the commodities to be taken in registration certificate
	Description of Commodities Manufactured	pl consider maximum items dealt with generally
	Description of Commodities imported	also include scrap &
	Description of Commodities exported	also include -computer & machinery equipments purchased as Fixed Assets



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	Description of Works contracts etc	
10	Scan Documents needed for upload in PDF/ JPEG	
a	Photograph of Proprietor/ Partner/ Director/ Auth Signatory	
	Firm/ Co/ Proprietor PAN card	
	Latest Electricity Bills	
	Aadhar Card	
	His Bank Details- A/c No+ Branch+ IFSC Code+ Type of A/c	
	INDEX II of premise to be registered	
	If rented premises- Landlord NOC +His Index II & light Bill	
	Shop Act Copy/ Grampanchayat NOC	
11	Digital signature/ DSC	USB token mapped with your PAN & Aadhar for online authentication of documents



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