

GST Registration Checklist (Normal Taxpayer)

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Use this checklist before applying for GST registration to avoid rejection or delays.

Category	Checklist Item	✓
Basic Requirements	Valid PAN of Business / Proprietor	
Basic Requirements	Active Mobile Number for OTP Verification	
Basic Requirements	Active Email ID for OTP Verification	
Identity Documents	Aadhaar Card of Promoter / Proprietor / Partners	
Identity Documents	Photograph of Promoter / Proprietor / Partners	
Business Details	Trade Name of Business (if any)	
Business Details	Date of Business Commencement	
Business Details	Nature of Business Activities (Trader / Manufacturer / Service Provider)	
Address Proof	Electricity Bill / Property Tax Receipt	
Address Proof	Rent Agreement + NOC (if rented property)	
Address Proof	Consent Letter (if shared premises)	
Bank Details	Cancelled Cheque / Bank Statement	
Authorized Signatory	PAN & Aadhaar of Authorized Signatory	
Authorized Signatory	Contact Details of Authorized Signatory	
Additional Locations	Address Proof for Additional Business Places (if any)	
Goods & Services	HSN Code for Goods	
Goods & Services	SAC Code for Services	
Verification	Digital Signature Certificate (For Company / LLP)	
Verification	Aadhaar E-Sign / EVC Ready	

Prepared for educational and compliance awareness purposes.