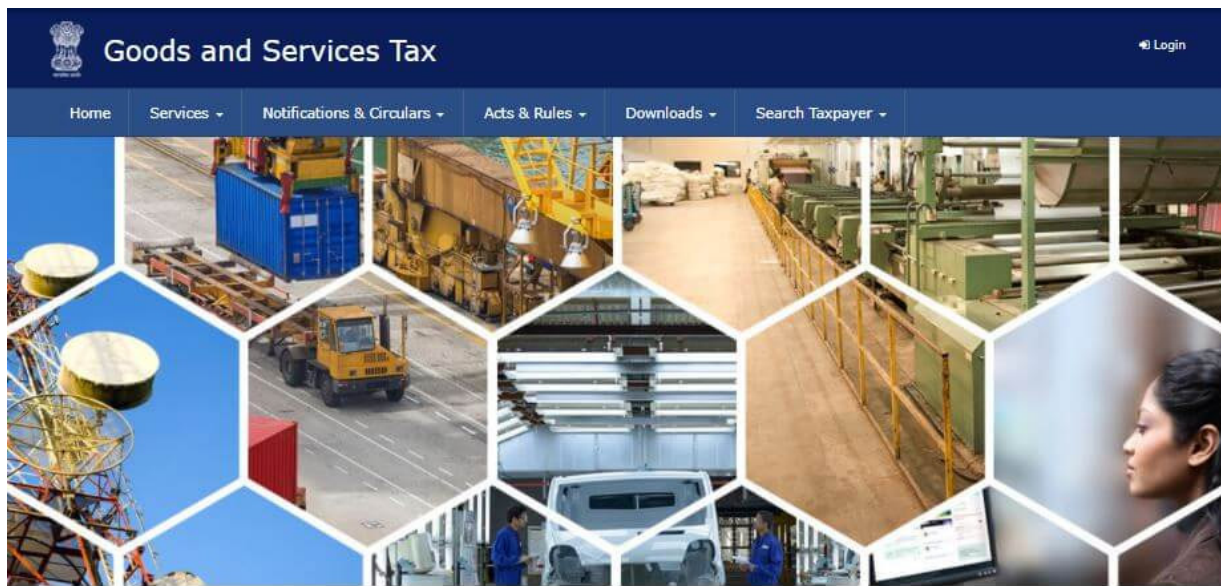# LIST OF DOCUMENTS FOR GST REGISTRATION (**PROPRIETOR)**

1. Self attested scanned copy of PAN card, Aadhaar Card of the Sole Proprietor.
2. Photograph of the Sole Proprietor.
3. For Bank account details- a copy of cancelled cheque/Copy of Bank Statement/Copy of Passbook.
4. Copy of electricity bill/landline bill/water bill / property tax receipt.
5. Copy of Rent agreement and No objection certificate (NOC) from the owner (if rented)
6. Details of Business activity including name of top products/services.(For HSN Purpose)

Step 1 – Go to GST portal (www.gst.gov.in).  Click on Register Now under Taxpayers (Normal)



Step 2 – Enter the following details in Part A –

- Select New Registration
- In the drop-down under I am a – select Taxpayer
- Select State and District from the drop down
- Enter the Name of Business and PAN of the business
- Enter the Email Address and Mobile Number. The registered email id and mobile number will receive the OTPs.
- Click on Proceed



Step 3 – Enter the OTP received on the email and mobile. Click on Continue. If you have not received the OTP click on Resend OTP.
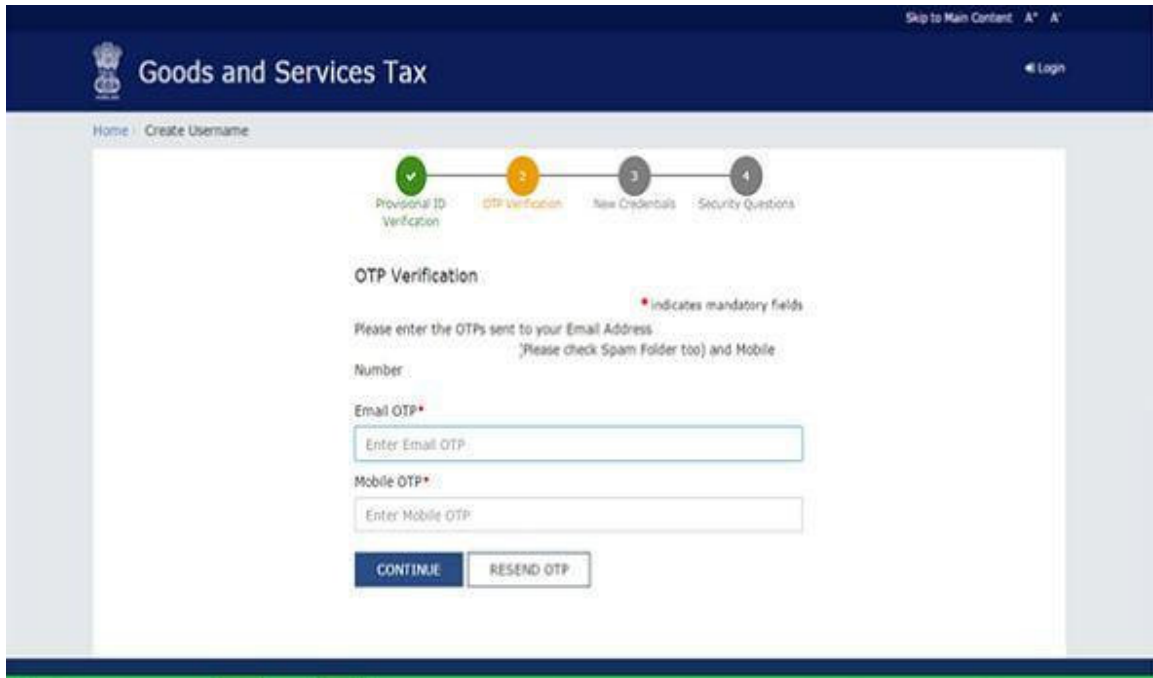
Step 4 – You will receive the Temporary Reference Number (TRN) now. This will also be sent to your email and mobile. Note down the TRN.
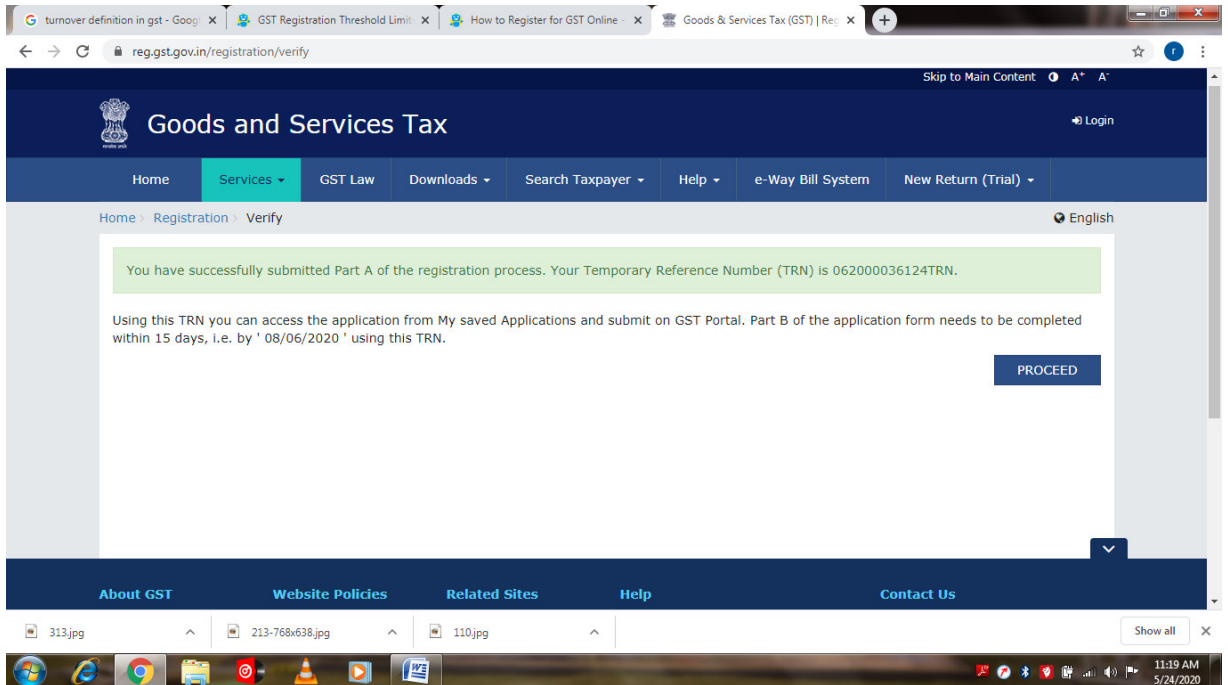


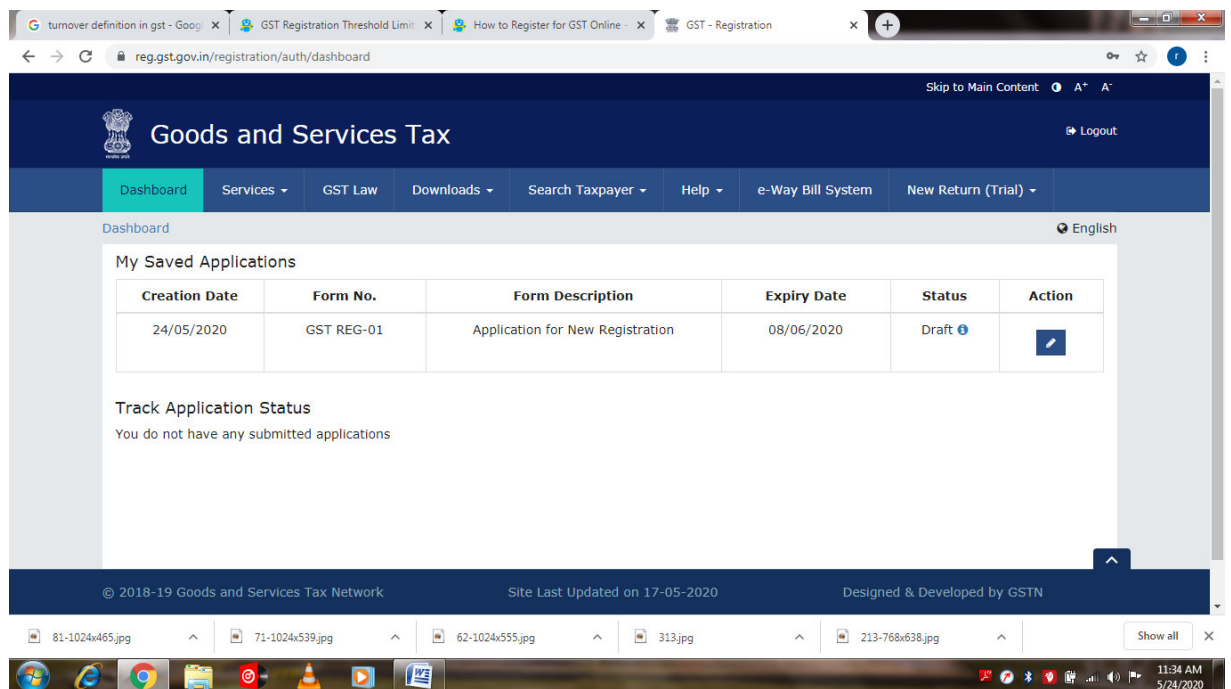Step 5 – Once again go to GST portal. Click on Register Now.

Step 6 – Select Temporary Reference Number (TRN). Enter the TRN and the captcha code and click on Proceed.



Step 7 – You will receive an OTP on the registered mobile and email. Enter the OTP and click on Proceed

Step 8 -You will see that the status of the application is shown as drafts. Click  on Edit Icon.



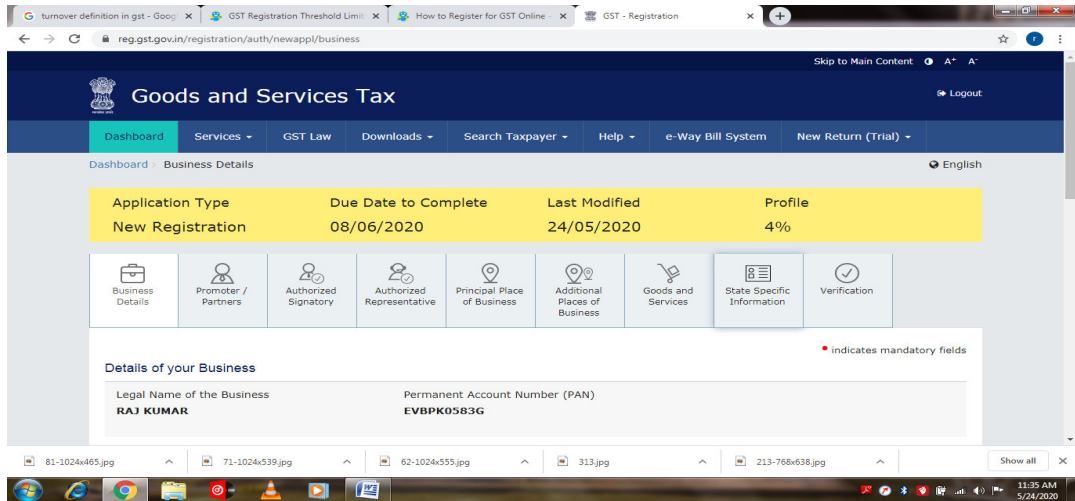**Step 9** – Part B has 9 sections. Fill in all the details and submit appropriate documents.
Here is the list of documents you need to keep handy while applying for GST registration-

- Photographs
- Constitution of the taxpayer
- Proof for the place of business
- Bank account details
- Authorization form

Step 10 – Once all the details are filled in go to the Verification page. Tick on the declaration and submit the application using any of the following ways –

- Using e-Sign – OTP will be sent to Aadhaar registered number
- Using EVC – OTP will be sent to the registered mobile



Step 11 – A success message is displayed and Application Reference Number(ARN) is sent to registered email and mobile.

You can check the ARN status for your registration by entering the ARN in GST Portal.