

To register for **GST (Goods and Services Tax)** as a **sole proprietor** in India, you need to submit a specific set of documents. Here's a list of the most commonly required documents:

✓ 1. Identity and Address Proof of Proprietor

- **PAN card** of the proprietor (mandatory)
 - **Aadhaar card**
 - Passport (if applicable)
 - Voter ID / Driving License (any one as additional identity/address proof)
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✓ 2. Business Address Proof

Depending on the ownership of the business premises:

a) Owned Property

- Property tax receipt / Municipal khata copy / Electricity bill / Latest property document

b) Rented/Leased Property

- **Rent agreement** (mandatory)
- NOC (No Objection Certificate) from the owner
- Utility bill (electricity, water, etc.) or property tax receipt

c) Shared/Other Arrangements

- Consent letter
 - Utility bill with owner's name
 - NOC (if applicable)
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✓ 3. Bank Account Details (after GST registration required within 25 days)

- **Cancelled cheque** OR
- **Bank statement** OR
- First page of **passbook** showing:
 - Proprietor's name
 - IFSC code

Contact Add:

UP: 703, 7th Floor, Supernova West, Sector-94, NOIDA, UP-201301

Delhi: J-51, 2nd Floor, Paryavaran Complex, IGNOU Road, Delhi-110068

Jharkhand: 2nd Floor, Atithi Complex, Kadma Main Road, Jamshedpur-831005

Contact No/E-mails:

8585929782, 9999473828

Cadeepak0501@gmail.com,

professionalsteam0501@gmail.com

- Account number
 - Bank's name and branch
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☒ 4. Photograph

- Recent passport-size **photograph of the proprietor** (soft copy)
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☒ 5. Business Registration Proof (if available)

- Not mandatory for sole proprietors, but if any business registration certificate (e.g., Shop & Establishment Certificate or Udyam/Udyog Aadhaar) is available, it can be added.
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☒ 6. Digital Signature (Optional)

- Not mandatory for sole proprietors, but helpful if you prefer using a DSC for filing.
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☒ 7. Trade Name

- Please provide trade name on which you want to apply your business .
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☒ 8. Business Activities or Services to be provided

- Please provide details of business activities or profession or services provided (if HSN or SAC code known also mention)

Note:

1. Fee: Professional Fee INR 2,500 for GST Registration
2. Normal GST Registration process time period within 7 working days (more than 7 days depend on additional documents required/resubmission quarry raised by GST department).

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