

Here's a comprehensive **list of documents and information required for GST registration of a Partnership Firm** in India:

Basic Information Required

- 1. Legal Name of the Partnership Firm
- 2. Trade Name (if different from legal name)
- 3. Date of Commencement of Business
- 4. Constitution of Business Partnership
- 5. Nature of Business Activities:
 - Manufacturing
 - Trading
 - Services
 - Others (specify)

Documents of the Partnership Firm

- 1. PAN Card of the Partnership Firm
- 2. Partnership Deed (registered or unregistered)
- 3. Certificate of Registration (if registered with Registrar of Firms)
- 4. Address Proof of Business Place (any one of the following):
 - Electricity bill
 - Property tax receipt
 - Rent agreement (if rented) + NOC from the owner
 - Legal ownership document (if owned)

Details & Documents of Partners

For each Partner:

- 1. Full Name
- 2. Address
- 3. Mobile Number and Email ID
- 4. PAN Card
- 5. Aadhaar Card
- 6. Photograph (passport size JPEG format)
- 7. Designation (Managing Partner, etc.)

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:

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${iglaredelta}$ Details & Documents of Authorized Signatory

(One of the partners or any other person authorized to act on behalf)

- 1. PAN Card
- 2. Aadhaar Card (linked with mobile number for OTP)
- 3. Photograph
- 4. Authorization Letter / Board Resolution
- 5. Mobile Number and Email ID

Bank Account Details (Within 25 days after Registration)

1. Bank Statement / First Page of Passbook / Cancelled Cheque (Must contain: firm's name, account number, IFSC code)

Optional but Recommended

- **Digital Signature Certificate (DSC)** Required for companies and LLPs, optional for partnerships (though can speed up verification).
- Letter of Authorization or Consent Letter (if property is not in firm's name).

Note:

1. 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).