

# **GST Registration Checklist (2025)**

## **1. Proof of Principal Place of Business**

- Owned Property: Latest electricity bill, property tax receipt, or municipal khata copy
- Rented Property: Registered rent agreement and utility bill in owner's name
- Unregistered Rent Agreement: Affidavit with utility bill
- Shared Property: Consent letter + ID proof + ownership document (e.g., electricity bill)

## **2. Constitution of the Business**

- Partnership Firm: Partnership deed
- Trust: Trust registration certificate
- Note: MSME/Udyam certificates are not mandatory and cannot be demanded

## **3. Common Mistakes to Avoid**

- Uploading unclear or illegible documents
- Missing or insufficient address proof
- Submitting unregistered rent agreements without affidavits
- Exceeding file size limits during uploads

## **4. Tips for Smooth Processing**

- Ensure Aadhaar is authenticated for quicker approval (within 7 working days)
- Risky applications may take up to 30 days due to physical verification
- Double-check documents before uploading
- Only submit documents listed in the GST form - nothing extra