



Arthayan Bizfinmart private limited

Documents required for GST Registration

Sole proprietor / Individual

- PAN card of the owner
- Aadhar card of the owner
- Contact details & valid email id
- Photograph of the owner (in JPEG format, maximum size – 100 KB)
- Bank account details*
- Address proof*

Partnership firm (including LLP)

- PAN card of all partners (including managing partner and authorized signatory)
- Copy of partnership deed
- Photograph of all partners and authorized signatories (in JPEG format, maximum size – 100 KB)
- Address proof of partners (Passport, driving license, Voters identity card, Aadhar card etc.)
- Aadhar card of authorised signatory
- Contact details & valid email id of Authorized person
- Proof of appointment of authorized signatory(Letter of Authorization)
- In the case of LLP, registration certificate / Board resolution of LLP
- Bank account details*
- Address proof of principal place of business*

HUF

- PAN card of HUF
- PAN card and Aadhar card of Karta
- Contact details & valid email id of Authorized person
- Photograph of the owner (in JPEG format, maximum size – 100 KB)
- Bank account details*
- Address proof of principal place of business*



Arthayan Bizfinmart private limited

Company (Public and Private) (Indian and foreign)

- PAN card of Company
- Certificate of incorporation given by Ministry of Corporate Affairs
- Memorandum of Association / Articles of Association
- PAN card and Aadhar card of authorized signatory. The authorised signatory must be an Indian even in case of foreign companies/branch registration
- Contact details & valid email id of Authorized person
- PAN card and address proof of all directors of the Company
- Photograph of all directors and authorised signatory (in JPEG format, maximum size – 100 KB)
- Board resolution appointing authorised signatory / Any other proof of appointment of authorised signatory (in JPEG format / PDF format, maximum size – 100 KB)
- Bank account details*
- Address proof of principal place of business**

*Bank Account details:

For bank account details, a copy of cancelled cheque or extract of passbook / bank statement (containing the first and last page) must be uploaded. (in JPEG format / PDF format, maximum size - 100 KB)

*Address proof:

Upload any one of the following documents:

1. Property tax receipt
2. Municipal Khata copy
3. Electricity bill copy
4. Ownership deed / document (in the case of owned property)
5. Lease / rent agreement (in case of leased / rented property) – To be submitted along with (a), (b) or (c)
6. Consent letter / NOC from the owner (in case of consent arrangement or shared property) – To be submitted along with (a), (b), or (c)

BIZFINMART
ISO-9001:2015