



2025

GST REGISTRATION CHECKLIST

Prepared by:

PRO ANALYSER



sales@proanalyser.in

www.proanalyser.in



Who Needs GST Registration?

Before you jump into paperwork, check if you fall under GST eligibility:

- Businesses with annual turnover above:
 - ₹40 lakhs (goods)
 - ₹20 lakhs (services)
- Interstate suppliers of goods/services
- E-commerce operators & sellers on e-marketplaces
- Casual taxable persons
- Non-resident taxable persons
- Input Service Distributors (ISD)
- Any business mandated by GST law

Special Category States under GST

Arunachal Pradesh, Assam, Jammu & Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh, and Uttarakhand. (Goods - 20 lakhs, Service- 10 lakhs)

Common Mistakes to Avoid in GST Registration

Even small errors can delay your approval. Watch out for these:

- ✗ Wrong PAN selection – using individual PAN instead of business PAN.
- ✗ Mismatch in details – name differences between PAN, Aadhaar, and business registration.
- ✗ Invalid address proof – expired electricity bill or incomplete rental agreement.
- ✗ Inactive phone/email – OTPs failing because contact details aren't updated.
- ✗ Skipping DSC (Digital Signature Certificate) – mandatory for companies/LLPs.
- ✗ Poor document scans – unclear images get rejected.
- ✗ Multiple applications – filing again while one is pending creates confusion.

Avoid these slip-ups to save weeks of back-and-forth with GST officials.

*THIS GUIDE IS BROUGHT TO YOU BY PRO ANALYSER, YOUR PARTNER IN
SMARTER GST ANALYSIS.*

Documents Required for GST Registration

Item	Purpose	Tip to Get It Right
 PAN Card (Business/Individual)	Unique identification for tax registration	Make sure you use the business PAN if you're registering a company/firm.
 Aadhaar Card (Promoter/Owner)	Identity verification of applicant	Details should match with PAN and phone/email should be active.
 Address Proof of Business (Electricity Bill / Rent Agreement / Property Tax Receipt)	Proof of principal place of business	Documents should be recent and clearly scanned.
 Bank Account Details (Passbook/Statement/Canceled Cheque)	To link GST with your bank	Account name should match business/legal entity name.
 Business Incorporation Certificate / Partnership Deed / LLP Agreement	Proof of business constitution	Upload latest, government-issued copy.
 Photograph of Owner/Authorized Signatory	Personal identification	Recent, clear passport-size photo.
 Digital Signature Certificate (DSC) (For Companies/LLPs)	Mandatory for online filing and verification	Ensure DSC is active and installed properly.
 Active Email & Mobile Number	To receive OTPs and GST notifications	Use official communication details, not personal ones.

Ready to make GST compliance effortless?

Tired of manual checks, missing data, or worrying about penalties?

With Pro Analyser's GST Analyser, you can:

- Instantly verify GST details using just a GSTIN
- Spot errors before they become costly mistakes
- Save hours of manual work every month

One click. Zero stress. 100% accurate.

Beyond Compliance: Power Your Decisions

Our tool goes beyond GST filing. It delivers deep data insights that help:

- Businesses – track supplier compliance, manage risks, and optimize cash flow
- Lenders – assess borrower credibility with real GST return insights
- Financial Institutions – streamline onboarding, detect fraud, and strengthen credit decisions

This isn't just a GST check— **it's a data advantage.**

TRY GST ANALYSER



Visit us at: www.proanalyser.in