

## **GST REGISTRATION FORMAT (SAMPLE)- Proviconn**

### **SECTION A: BUSINESS DETAILS**

1. Legal Name of the Business: [Business Name]
2. Trade Name (if any): [Trade Name]
3. Constitution of Business:  
☐ Proprietorship ☐ Partnership ☐ Pvt Ltd Company  
☐ LLP ☐ Others: \_\_\_\_\_
4. PAN of the Business: [ABCDE1234F]
5. Date of Commencement of Business: [DD/MM/YYYY]
6. Principal Place of Business Address:  
[Complete Address]

### **SECTION B: PROMOTER / PARTNER / DIRECTOR DETAILS**

1. Full Name: [Full Name]
2. Designation: [Proprietor / Partner / Director]
3. Date of Birth: [DD/MM/YYYY]
4. PAN: [ABCDE1234F]
5. Aadhaar Number: [XXXX-XXXX-XXXX]
6. Contact Number: [Phone Number]
7. Email ID: [Email Address]
8. Residential Address: [Full Address]

### **SECTION C: AUTHORIZED SIGNATORY DETAILS**

1. Name: [Full Name]
2. Designation: [Designation]

3. Mobile Number: [Phone Number]
4. Email ID: [Email Address]
5. Identity Proof: [PAN / Aadhaar / Passport]

#### SECTION D: GOODS/SERVICES DETAILS

1. Nature of Goods or Services Supplied:
  - Primary Goods/Services: [List Main Items]
  - HSN/SAC Code: [HSN/SAC Code]

#### SECTION E: BANK ACCOUNT DETAILS

1. Account Number: [Account Number]
2. Type of Account: [Current/Savings]
3. Bank Name: [Bank Name]
4. IFSC Code: [IFSC Code]
5. Branch: [Branch Name]

#### SECTION F: DOCUMENTS REQUIRED

1. PAN Card of Business
2. Aadhaar Card of Proprietor/Partners/Directors
3. Passport-size Photograph
4. Address Proof (Rent Agreement / Electricity Bill)
5. Bank Account Proof (Cancelled Cheque / Bank Statement)
6. Digital Signature Certificate (DSC) - for Companies/LLPs

#### DECLARATION:

I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: [DD/MM/YYYY]

Name: [Authorized Person's Name]