

GST registration checklist for small online sellers

Check your own case first, then collect the documents.

Do I need to register? Check

- ☐ My yearly sales are below the limit for my state
- ☐ All my supplies are within a single state or union territory
- ☐ I am not required to register on any other ground
- ☐ I am not claiming input tax credit
- ☐ I understand the marketplace's tax collected at source

Documents to gather

- ☐ PAN of the business or proprietor
- ☐ Aadhaar of the proprietor, partners or directors and the authorised signatory, with photographs
- ☐ Proof of business address (electricity bill or ownership document, or rent agreement with the landlord's consent)
- ☐ Bank account proof (can be added after approval, within the time on the portal)
- ☐ Partnership deed or incorporation certificate, if not a sole proprietor