User Guide

To Taxpayers for

GST Enrolment App

GST ENROLMENT APP

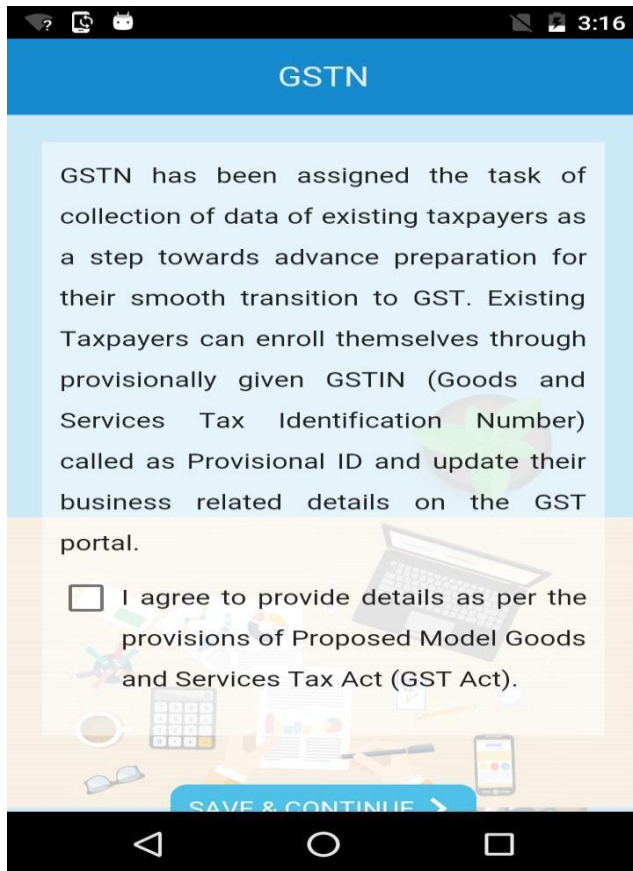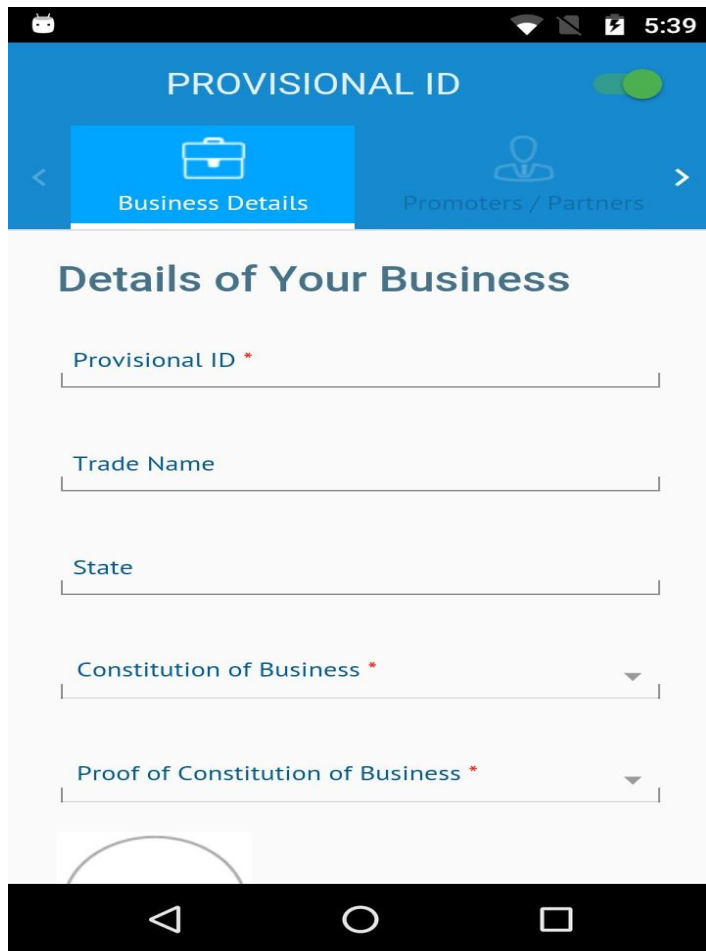## Contents

1. Landing page:

User clicks on GST Enrolment App Icon, Goods and Service Tax landing page will be displayed.

- Check I Agree check box and Click on Save and Continue button (This is mandatory check box)

2. Home page:

The GST Enrolment App has multiple tabs which are listed below

- Business Details
- Promoters/Partners
- Authorized Signatory
- Principal Place of Business
- Additional Places of Business
- Goods and Services
- Bank Account
- Verification

Initially only Business Details Tab is enabled and all the other tabs will be in disabled mode. After successfully saving the "Business Details" Tab, all the other tabs will be in enabled.

3. Business Details:

The Business details Tab / screen have the following below listed fields.

I.   **Details of Your Business:**

- Provisional ID*
- Trade Name
- State*
- Constitution of Business*
- Proof of Constitution of Business*
- Image* (Take Photo / Select Photo), PDF (Select PDF)
- Ward/Circle/Sector (These labels / fields will dynamically change as per the State hierarchy)
- Ward/Circle/Sector - This field will list the data based on their state and user has to select their respective Ward / Circle / Sector
- Refer this link for Centre Jurisdiction (if user clicks on this URL link it will redirect the user to www.aces.gov.in)
- Commisionerate
- Division
- Range
- Reason of Liability to obtain registration
- Registration under earlier law (This is a static label)
- Select Existing Registrations*

II Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury/ Tax/Entertainment Tax etc.as applicable

- Registration Type*
- Registration Number*
- Date of Registration*

Here are the important guidelines / instructions to be filled up in the Business Details Tab / Screen page

- Provisional ID*: User has to key in the Provisional ID as provided via SMS by state commercial tax department, it will accept only two first numeric digits representing the State Code
- Trade Name: User has to enter the Trade Name
- State Field: App will autofill the State Name, based on the first 2 numeric digit of the Provisional ID
- Constitution of Business: User can select Constitution of Business from the drop-down list
- Proof of Constitution of Business*: Based on the selection of the Constitution of Business, App will display the respective values in this field
- Ward/Circle/Sector/Division/: It will display based on the State
- Commisionerate: It will auto populate based on the State

- Division: Based on the Commisionerate, App will display the Division in a Drop down list
- Range: Based on the Division, App will display the Range in a Drop down list

- Select Existing Registrations*: User has to select the "Existing Registration" and enter the registration number and Date of registration and click on Add button to add the registration.
- Select Existing Registrations*: If user select "Others" from the drop-down list, User has to enter 3 Mandatory fields: Registration Type, Registration Number & Date of Registration and click on Add button to add the registration.
- After User has entered all the valid data in the fields and Clicked on the "Save & Continue " button
- App will display a Message: "Are you sure you want to save?"
- On Click Yes it will show an Alert message as "Saved Successfully".
- Then Click "OK" it will go to Next Tab "Promoters/Partners".

4. Promoters / Partners:

- In Promoters/Partners Tab User views four buttons as mentioned below -

  - Promoters List
  - New Promoter
  - Back Button
  - Save & continue

Screen 1 (3:28)

10HDHHHJJDJDJHJ

Identity Information

Designation *

Jzhshsbs

PAN *

HZJSSHZJSH

Are you a citizen of India?

Passport Number

Aadhaar *

946464648494

Declaration *

☑ I on behalf of the holder of Aadhaar number

Screen 2 (3:29)

10HDHHHJJDJDJHJ

☑ I on behalf of the holder of Aadhaar number give consent to "Goods and Services Tax Network" to obtain my details from UIDAI for the purpose of authentication."Goods and Services Tax Network" has informed me that identity information would only be used for validating identity of the Aadhaar holder and will be shared with central Identities Data Repository only for the purpose of authentication.

Residential Address in India

Building No / Flat No *

Hshshssh

Floor No

Name of the Premises / Building

Road / Street *

Screen 3 (3:30)

10HDHHHJJDJDJHJ

Name of the Premises / Building

Road / Street *

Hzhzhz

Locality / Village *

Bzbzhz

State *

Bihar

District *

Araria

PIN Code *

676494

Are you a Authorized Signatory?

Screen 4 (3:30)

10HDHHHJJDJDJHJ

Document Upload *

Upload Photograph (of person whose information has been given above)

CHOOSE IMAGE

File with JPEG formats is only allowed
Maximum file size for upload is 100 KB.

BACK   SAVE & CONTINUE >

Promoter List: In this listing page all the Promoters added by this user will be displayed

New Promoter: User can add New Promoters on click of "New Promoter" button

The New Promoter page provide the following fields.

Details of Promoters
I. Personal Information
- First Name*
- Middle Name
- Last Name

II. Name of Father/Husband
- First Name*
- Middle Name
- Last Name
- Date of Birth*
- Mobile Number*
- Email Address*
- Gender*
- Telephone Std. Code
- Telephone Number

II. Identity Information
- Designation
- Director of Identification Number*
- PAN card*
- Are you a citizen of India?
- Passport Number
- Aadhaar
- Declaration check box

IV Residential Address in India
- Building No /Flat No*
- Floor No
- Name of the Premises /Building
- Road/Street*
- Locality/Village*
- State*: This is drop-down field to select the State
- City/District*: This is drop-down field to select the City/District
- PIN Code*
- Are you an Authorized Signatory?

V Document Upload*

- Choose Image: Choose an image which is less than or equal to 100KB file of JPEG format

Here are the important guidelines / instructions to fill up the "New Promoter" Tab / Screen Page

- User has to fill all the above mandatory fields
- **Are you a Citizen of India?** If No then Passport No. Will be Mandatory
- If User Sign as "Are you a Authorized Signatory" then Date of Birth should not be less than 18years of Age
- After entering all the Required mandatory fields click on **Save &Continue**" button
- **Are you sure want to save?"** message will be displays
- Click Yes it will show an Alert message saying "**Saved Successfully**".
- Then Click "**OK**" it will go to "**List of Promoters".**

Under Promoters List Tab:
   List of Promoters: In this list of promoter Tab / Screen all the added promoters will be displayed.
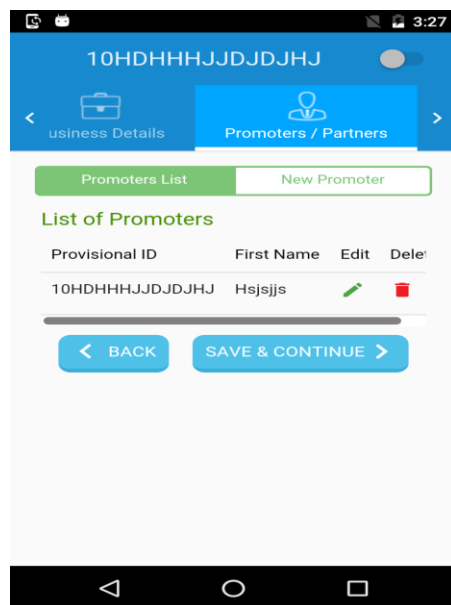
- Provisional Id: It display the Provisional Id
- First Name   : It Show the First Name
- Edit icon : User can click on Edit icon to Update or edit the entered details.
- Delete Icon: User can delete the Created promoter list by clicking on delete icon   and upon by clicking yes button in "Are you sure want to delete?"

Back Button   **:** User can go back to previous tab by clicking on **"Back button"**

Save & Continue Button: User click on **"Save & Continue"** it will navigate to next Tab /

5. Authorized Signatory

In Authorized Signatory Tab user views the four buttons

- Authorized Signatory List
- New Authorized Signatory
- Back Button
- Save & continue

10HDHHHJJDJDJHJ

Authorized Signatory List	New Authorized Signatory

Authorized Signatory

☐ Primary Authorized Signatory

Personal Information

First Name *

Hsjsjjs

Middle Name

Last Name

Name of Father / Husband

First Name *

Hshssh

Authorized Signatory List: In this listing page all the promoters marked as "Authorized Signatory" will be displayed

New Authorized Signatory: User click on New Authorized Signatory tab to add new Promoters

The New Authorized Signatory Tab / Screen provide the following fields.

"**Primary Authorized Signatory"**: Among the Authorized Signatory User can Check or Uncheck only one record as "Primary Authorized Signatory"

I. **Authorized Signatory Personal Information**
- First Name*
- Middle Name
- Last Name first Name*

II. **Name of Father/Husband**
- First Name*
- Middle Name
- Last Name
- Date of Birth*
- Mobile Number*
- Email Address*
- Gender*
- Telephone Std. Code
- Telephone Number

III. **Identity Information**
- Designation
- Director of Identification Number*
- PAN card*
- Are you a citizen of India?
- Passport Number
- Aadhaar
- Declaration check box

IV. **Residential Address in India**
- Building No /Flat No*
- Floor No
- Name of the Premises /Building
- Road/Street*
- Locality/Village*

- State*: This is drop-down field to select the State
- City/District*:This is drop-down field to select the City/District
- PIN Code*
- Are you an Authorized Signatory?

V.   Document Upload*

- Proof Of appointment of Authorized Signatory*:
- Choose Image: Choose a proof which should be 100KB file of JPEG
- Choose Image: Choose an image which is less than 100KB file of JPEG

Here are the important guidelines / instructions to fill up the "Authorized Signatory" Tab / Screen page

- User has to fill all the above mandatory fields
- If User Sign as "Are you a Authorized Signatory" then Date of Birth should not be less than 18years of Age
- After entering all the Required mandatory fields click on **Save &Continue**" button
- **Are you sure want to save?"** message will be displays
- Click Yes it will show an Alert message saying "**Saved Successfully"**.
- Then Click "**Ok**" it will go to "**Authorized Signatory List".**

List of Authorized Signatory: In this list of Authorized Signatory screen all the newly added Authorized Signatories will be displayed.

- Provisional Id: It display the Provisional Id
- First Name   : It Show the First Name
- Edit icon : User can click on Edit icon to Update or edit the entered details.
- Delete Icon: User can delete the Created **Authorized Signatory** list by clicking on delete icon and upon by clicking yes button in "Are you sure want to delete?"

Back Button: User can go back to previous tab by clicking on **"Back button"**

Save & Continue Button: User click on **"Save & Continue"** it will navigate to next screen i.e. "**Principal Place of Business".**

6. Principal Place of Business:

Principal Place of Business Tab / Screen provide the following fields.

I. Address:
- Building No /Flat No*
- Floor No
- Name of the Premises /Building
- Road/Street*
- Locality/Village*
- State*: This is drop-down field to select the State
- City/District*:This is drop-down field to select the City/District
- PIN Code*

II. Contact Information:
- Office Email Address*
- Telephone STD code*
- Office Telephone Number*
- Mobile Number*
- Office Fax Number

III. Nature of Possession of Premises*: This is drop down field user has select from the listed drop down.

IV. Has Additional Business Places:
   a) **Toggle ON/OFF: I**f User click on Toggle on it will be navigate to the **Additional Place of Business tab.**

V. Nature of Business Activity being carried out(You may select more than one)*: User can select more than one business activity by clicking on check box

- Factory/Manufacturing
- Leasing Business
- Retail Business
- EOU/STP/EHTP
- Whole Sale Business
- Service Recipient
- Warehouse /Dept.
- SEZ
- Bonded Warehouse
- Input Service Distributor(ISD)
- Service Provision
- Office/Sale Office
- Works Contract
- Others

Note: When User selects the check box as "Other" then "Other*" text Field will be displayed, user has to type the details of others in the provided text field.

VI. Document Upload*:

   i.   **Choose Image:** Choose an image which is less than 100KB file of JPEG

Here are the important guidelines for filing up the "Details of Principal of Business page" Screen page

- User has to fill all the above mandatory fields
- After entering all the Required mandatory fields click on **Save &Continue**" button
- **Are you sure you want to save?"** message will be displayed
- Click Yes it will show an Alert message saying "**Saved Successfully**".
- Then Click "**OK**" it will go to "**Additional Place of Business" tab.**

7. Additional Place of Business:

In Additional Place of Business Tab / Screen User views the four buttons:
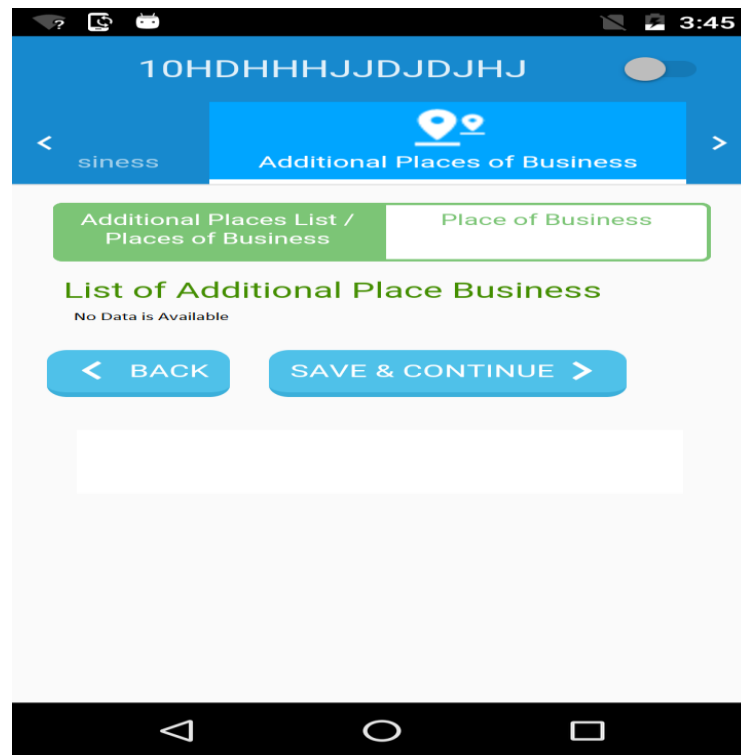
- Additional Place List/Places of Business
- Places of Business
- Back Button
- Save & Continue

Additional Places of Business:

i. Address:

- Building No /Flat No*
- Floor No
- Name of the Premises /Building
- Road/Street*
- Locality/Village*
- State*: This is drop-down field to select the State
- City/District*:This is drop-down field to select the City/District

ii. **Contact Information:**
- Office Email Address*
- Telephone STD code*
- Office Telephone Number*
- Mobile Number*
- Office Fax Number

iii. **Nature of Possession of Premises*:**

This is drop down field. User has to select from the listed drop down.

iv. **Nature of Business Activity being carried out (You may select more than one)*:**

User can select more than one business activity by clicking on check box

- Factory/Manufacturing
- Leasing Business
- Retail Business
- EOU/STP/EHTP
- Whole Sale Business
- Service Recipient
- Warehouse /Dept.
- SEZ
- Bonded Warehouse
- Input Service Distributor(ISD) k. Service Provision
- Office/Sale Office
- Works Contract
- Others

Note: When User selects the check box as "Other" then "Other*" text field will be displayed. User has to type the details of other in the provided text field.

VII. Document Upload*:
ii. **Choose Image:** Choose an image which is less than 100KB file of JPEG

Here are the important guidelines for filing up the "**Details of Principal place of Business**" Screen page

- User has to fill all the above mandatory fields
- After entering all the Required mandatory fields click on **Save &Continue**" button
- **Are you sure want to save?"** message will be displays
- Click Yes it will show an Alert message saying "**Saved Successfully"**.
- Then Click **"OK"** it will go to "**Additional Places List/Places of Business" tab**
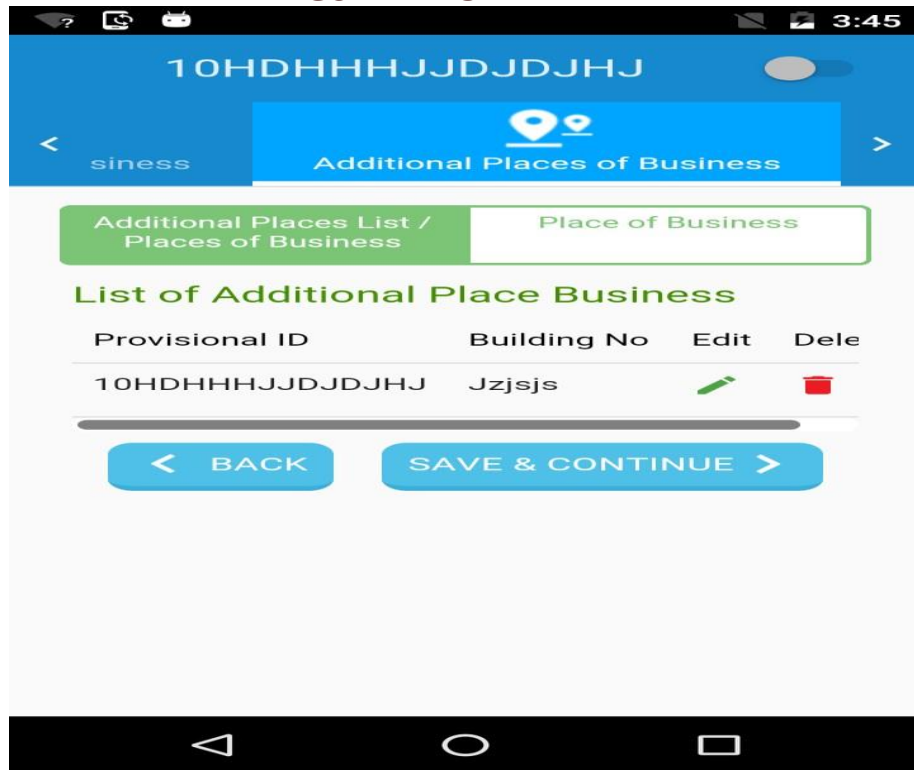
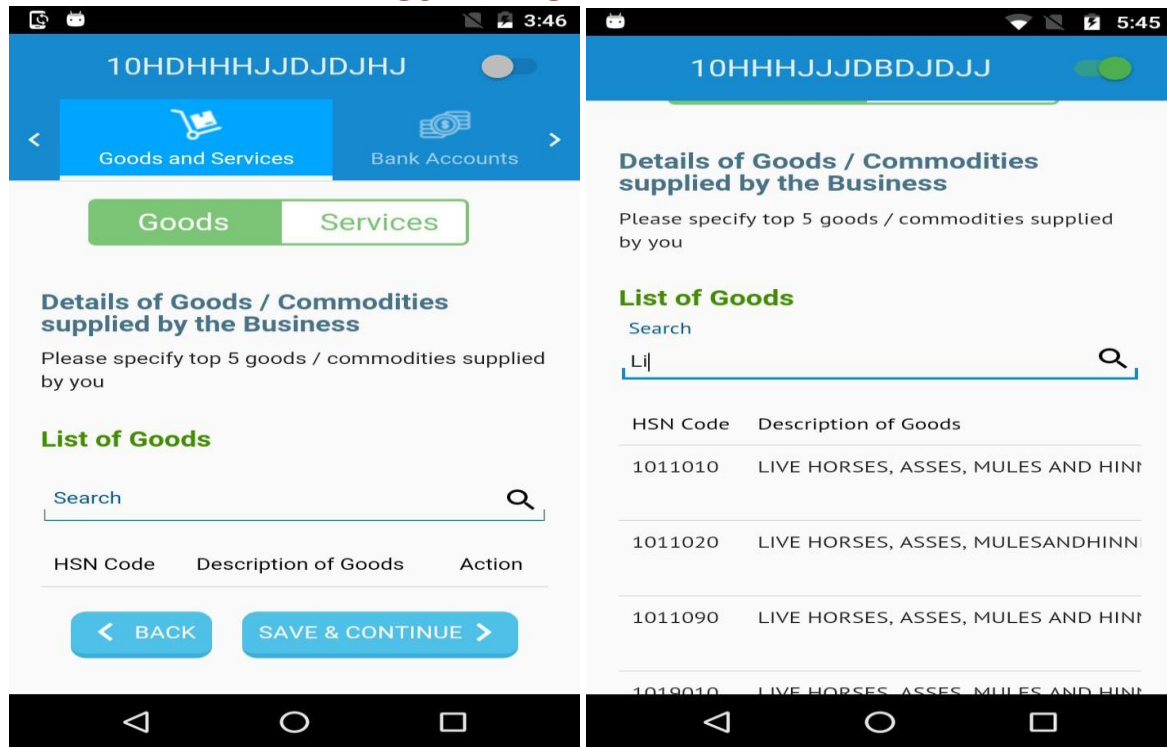## 8. Goods and Services:

In Goods and Services Tab / Screen User can able to view the four buttons:
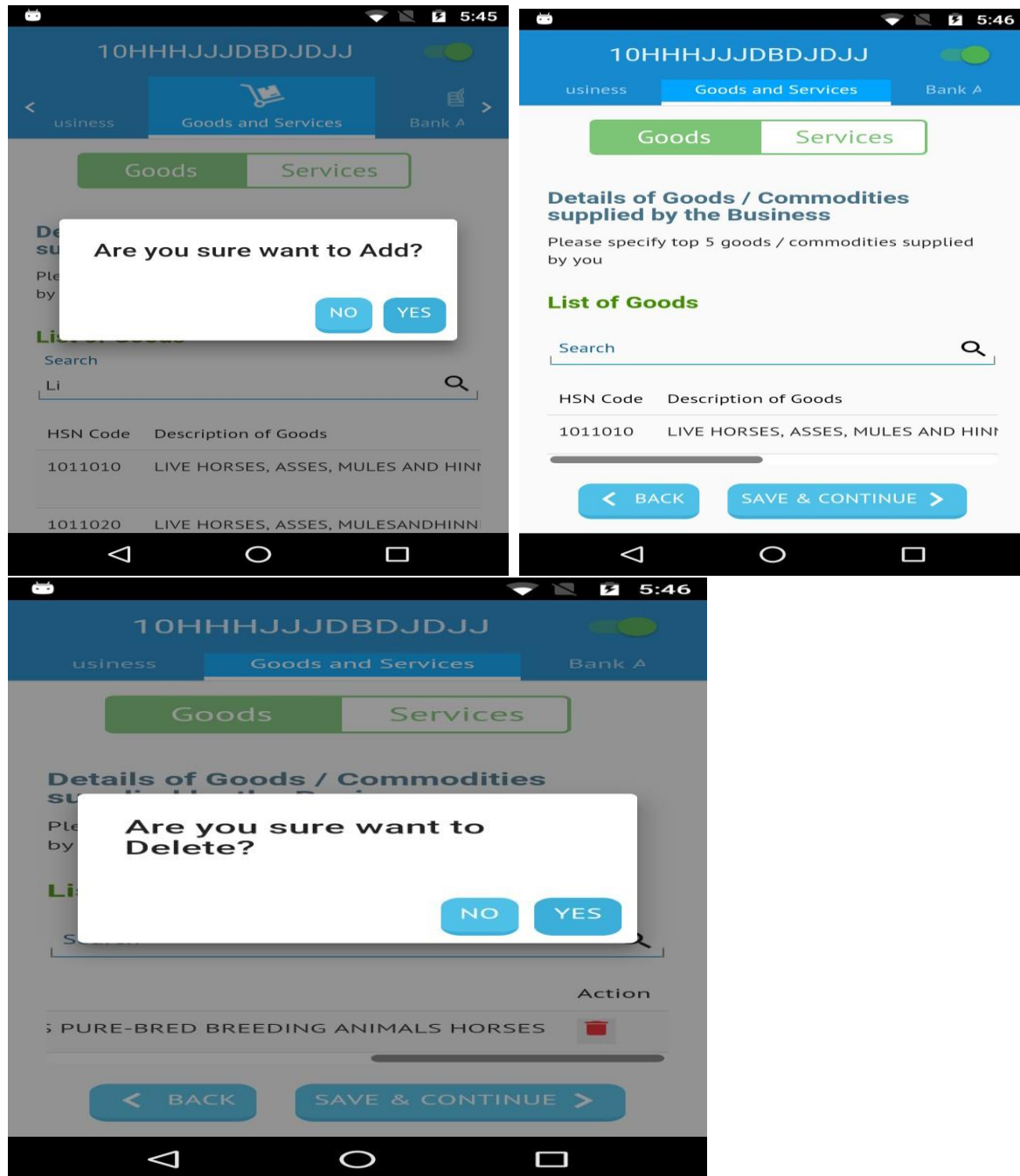
a. Goods
b. Services
c. Back Button
d. Save & Continue

- Provisional Id : It display the Provisional Id
- Building No/Flat no : It Show the Building No
- Edit icon: User can click on Edit icon to Update or edit the entered details by clicking on "yes" button in "Are you want to update?"
- Delete Icon : User can delete the created **Authorized Signatory** list by clicking on delete icon and then by clicking yes button in   "Are you sure you want to delete?"

Back Button: User can go back to previous tab by clicking on **"Back button"**

Save & Continue Button: User click on **"Save & Continue"** it will navigate to next tab "**Good and Services".**

Goods:

Details of Goods/Commodities supplied by the Business
- List of Goods
- Search Text bar with Search Icon

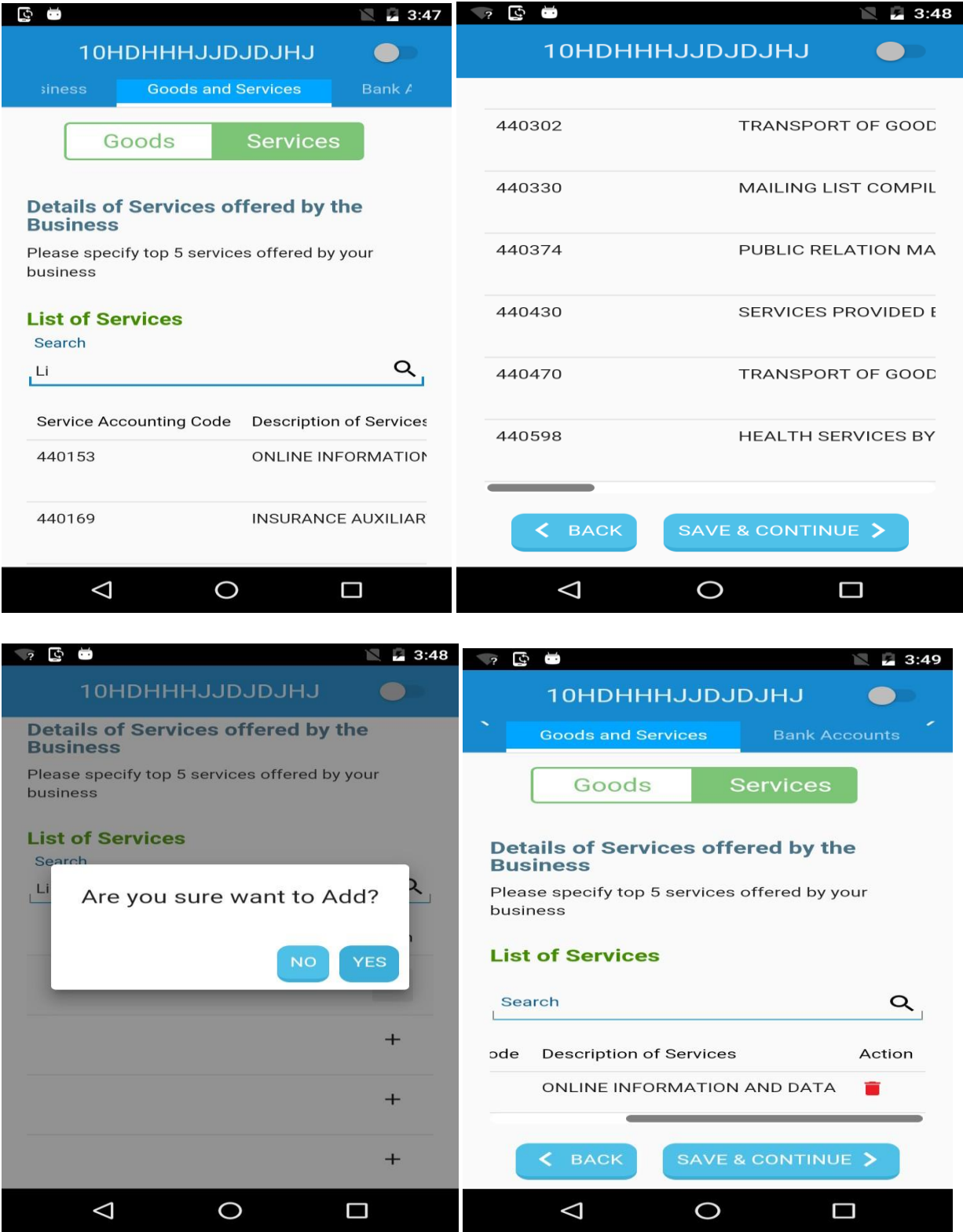User can Search either by entering with HSN Code or Description of the Goods in search field.

- When User enters Code or any text in Search field it will display all the existing data base results with HSN codes and Description of the Goods.
- User click on the searched one a pop up displays saying "Are you sure want to add?"
- User click on "Yes" it shows an Alert message saying "**Added Successfully**".
- User Click on "OK" on Alert message the selected Goods will be display under the List of Goods Screen/Page
- Under the List of Goods in tabular form shows as HSN code, Description of Goods and Action
- Under Action Delete Icon will be display
- User can delete the added Goods by clicking on Delete icon
- User click on delete icon an pop up message display saying "**Are you sure want to Delete?**" with yes and No
- User click on Yes an Alert Message display saying "**Deleted Successfully**"
- User click on No it will remain in the list.
- User click on Save & Continue button "**Are you sure want to save?**" message will be displays
- Click Yes it will show an Alert message saying "**Saved Successfully**".
- Then Click **"OK"** it will go to "**Bank Account" tab**

Services:
Details of Services Offered by the Business
- List of Services
- Search Text bar with Search Icon

     User can Search either by entering with Service Accounting Code or Description of the Services in search field.

- When User enters Code or any text in Search field it will be displayed with all the existing data base results with Service Accounting Codes and Description of the Services.
- User click on the searched list. A pop up is displayed saying **"Are you sure want to add?"**
- User clicks on "Yes" it shows an Alert message saying "**Added Successfully**".
- User clicks on "OK" on Alert message. The selected Services will be displayed under the list of Services on Screen/Page
- Under the List of Services in tabular form shows as Service Accounting Code
- Description of Services and Action
- Under Action Delete Icon will be display
- User can delete the added Services by clicking on Delete icon
- User click on delete icon a pop up message is displayed saying "**Are you sure you want to Delete?"** with yes and No
- User click on Yes an Alert Message display saying "**Deleted Successfully**"
- User click on No it will remain in the list.
- User click on Save & Continue button "**Are you sure you want to save?"** message will be displayed.
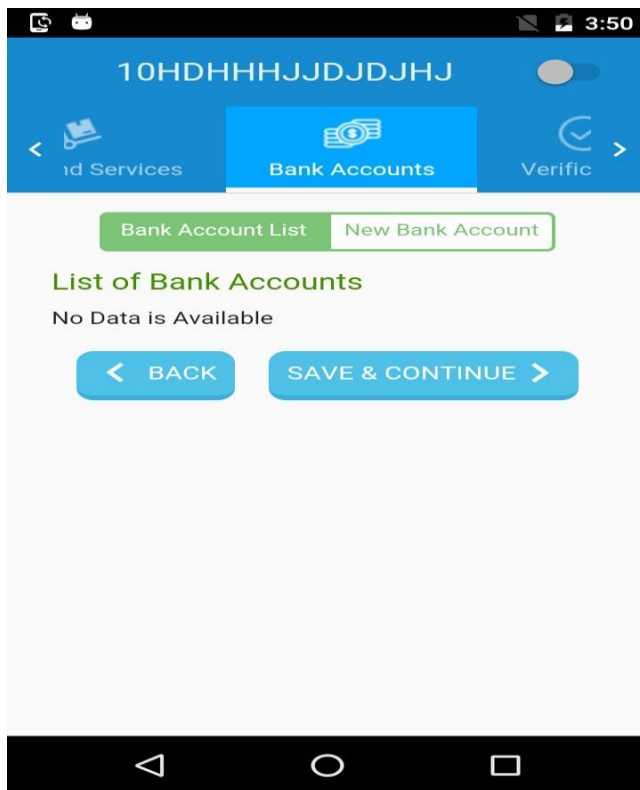
- Click Yes it will show an Alert message saying "**Saved Successfully**".
- Then Click **"OK"** it will go to "**Bank Account" tab.**

9. Bank Account:

In Bank Account Tab User is able to view the four buttons

- Bank Account List
- New Bank Account
- Back Button
- Save & Continue

Bank Account List: In the listing page all the New Accounts added will be available

New Bank Account: User clicks on New Bank Account tab to add new Bank Account

The New Bank Account Tab / Screen provide the following fields:

Bank Accounts Maintained by You for Conducting Business:

Add bank Accounts:

i. **Add bank Accounts:**
   - Account Number*
   - Type of Account*
   - Bank Name
   - Bank Address

ii. Enter IFSC:

- Enter IFSC for Bank*
- Supporting Document: Two documents are available in the drop down
    - Bank Statement
    - First page of the Pass

iii. Document Upload*:

- Choose Image: Choose a selected supporting document image which is less than or equal to 100KB file and the format should be JPEG
- User has to fill all the above mandatory fields
- User has to provide any one of the supporting document which is selected from the drop down option
- After entering all the Required mandatory fields click on **Save &Continue**" button
- **Are you sure you want to save?"** message will be displayed
- Click Yes it will show an Alert message saying "**Saved Successfully**".
- Then Click **"OK"** it will go to **"Bank Account List" tab**
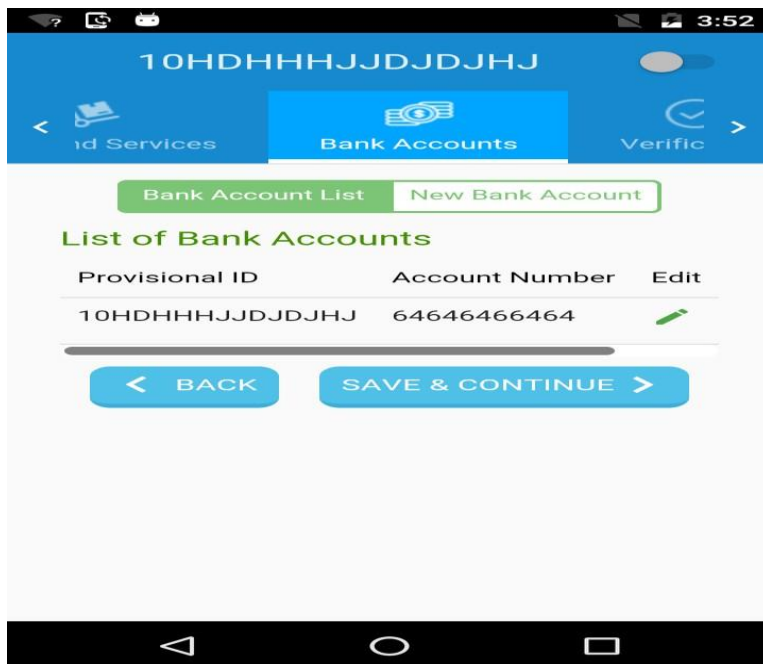
Under Bank Account List:

List of Bank Accounts: In this list of **Bank Accounts** screen all the newly added Bank Accounts will be available.

- Provisional Id : It displays the Provisional Id
- Account Number : It shows the Bank Account Number
- Edit icon   : User can click on Edit icon to Update or edit the entered details by clicking on "yes" button in "**Are you sure you want to update?**"
- Delete Icon : User can delete the Created Bank Account list by clicking on delete icon and then by clicking yes button in "Are you sure you want to delete?"

Back Button: User can go back to previous tab by clicking on **"Back button"**
Save & Continue Button: User click on **"Save & Continue"** it will navigate to next tab "**Verification" tab.**

10.   Verification:

The Verification Tab / Screen provides the following fields:
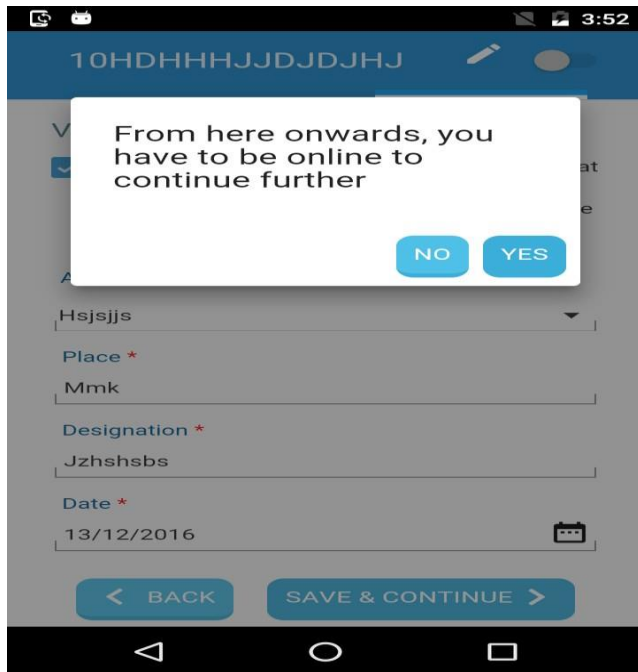
- Verification*
- Authorized Signatory
- Place
- Designation
- Date
- Edit Icon above the verification tab
- Network toggle
- Back Button
- Save & Continue

User has to certify and confirm the declaration by clicking the check box in verification*

- Authorized Signatory is the drop down list. User can find all the list of authorized signatories entered by the user in the drop down.
- User selects any one of the list from Authorized Signatory drop down The "Designation and Date" will be auto populated based on the selection.
- User clicks on the edit icon, she will be navigated to the "Business Details" tab for any edit or update.
- User has to enter the Place field and Click on **Save &Continue**" button
- User needs to check the Network toggle is online or offline
- User is able to view a Pop up message saying "From here on wards, you have to be online to continue further" with No or Yes Options
- User clicks on "Yes". Application creates the JSON file internally in device memory and it will redirected to another screen.

- In New Screen user will be able to browse the internally created "JSON File" for E.g.: **"PROVISONAL ID.Json"**.

11. Redirection to Login Page for submission of application form data

User will be redirected to the GST login page.

- User has to input the provisional ID and password (secret key) – credentials provided by the tax department)
- After successful login the user has to enter his / her mobile no. and email id.

- S/he will receive an OTP on her mobile no and email id. These will be two separate OTP's.
- User will be asked to create a user ID and password.
- Now the user will be prompted with 5 secret questions which he needs to remember in case of retrieving his password / user ID.
- Now the user will be redirected to login page for login with newly created credentials.
- After successful login the user will be displayed with the upload application form data.
- The user will click on "Browse" button and select the JSON file from the default location.
- Once the application form data has uploaded successfully he will be displayed with "Successful" message and will receive an SMS / email after 15 mints.

12. Acronyms

Abbreviation	Description
GSTN	Goods and Services Tax Network
STD	Subscriber Trunk Dialing
JSON	JavaScript Object Notation
APP	Application
HSN	Harmonized System of Nomenclature
JPEG	Joint Photographic Experts Group
PIN	Postal Index Number
IFSC	Indian Financial System Code
PAN	Permanent Account Number