

Registration



Enrolment of Existing Taxpayer with Provisional ID and Password

I am an existing taxpayer registered under Excise, Service Tax and State Tax Laws such as VAT, Entry Tax, Luxury Tax and Entertainment Tax. I received SMS/ E-Mail with Provisional ID and Password. What are next steps for me? How do I begin to enrol with the GST Portal with Provisional ID and Password?

All existing taxpayers and VAT, Service tax and Central Excise taxpayers who are not registered under State VAT will be given a provisional ID and a password. You first need to create your username and password using this provisional ID and password at the GST Common Portal - www.gst.gov.in.

Note:

Do not share the provisional ID and password with anyone.

To enrol with the GST Portal, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the **LOGIN** button.
3. The **Login** page is displayed. Click the **here** link in the instruction at the bottom of the page that says “**First time login: If you are logging in for the first time, click here to login**”.

Home > Login English

Login

• indicates mandatory fields

Username •

Password •

LOGIN

[Forgot Username](#) [Forgot Password](#)

First time login: If you are logging in for the first time, click **here** to log in.

4. The Login page is displayed. In the **Provisional ID** field, type the username that you received in the e-mail, SMS or any other communication received from the State VAT and CBEC.
5. In the **Password** field, type the password that you received in the e-mail, SMS or any other communication received from the State VAT and CBEC.
6. In the **Type the characters you see in the image below** field, type the captcha text as shown in the screen.
7. Click the **LOGIN** button.

Home
Services ▾
Notifications & Circulars ▾
Acts & Rules ▾
Grievance

Home > New User Login English


New User Login

• indicates mandatory fields

Provisional ID / GSTIN / UIN •

Password •

Type the characters you see in the image below •



Existing User: If you have already created your Username and Password, click [here](#) to log in.

Note:

- In case you have not received or lost your Provisional ID and Password, contact your State VAT Department.
- In case you have already created your username, click the **here** link to login.

8. The Provisional ID Verification page is displayed. In the **E-mail Address** field, enter your e-mail address.

9. In the **Mobile Number** field, enter your valid Indian mobile number.

There are two One time Password (OTPs) which will be sent on your e-mail address and mobile number you just mentioned. Both OTPs are required for the verification.

Note:

- Enter your own e-mail address and mobile number if you are the Primary Authorised Signatory. All future correspondences from the GST Common Portal will be sent on this registered e-mail address and mobile number only.
- E-mail address and mobile number cannot be changed till 01/04/2017.
- Any change in the registered e-mail address and mobile number can be done through the amendment process after 01/04/2017 as specified in the GST Act.

10. Click the **CONTINUE** button.

Note:

You must have received two different OTPs. Do not share these OTPs with anyone. Check your e-mail address and note your e-mail OTP. Also check text message sent on your mobile phone and note your mobile OTP. In case you have not received the e-mail OTP in your Inbox, you can check your spam folder for same.

Home > Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

Kindly provide the below information to proceed

Indicates Mandatory Fields

Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till **01/04/2017**

Email Address *

Enter Email Address

Mobile Number *

+91 Enter Mobile Number

CONTINUE

11. The OTP Verification page is displayed. In the **Email OTP** field, enter the OTP you received in your e-mail address.

12. In the **Mobile OTP** field, enter the OTP you received on your mobile phone.

Note:

In case you have not received the OTP, click the **RESEND OTP** button to resend the OTP to your e-mail address and mobile number. Both new OTPs have to be used for the verification. The validity period of OTP is 10 minutes.

13. Click the **CONTINUE** button.

Home > Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

OTP Verification

Indicates Mandatory Fields

Please enter the OTPs sent to your Email Address **umesh@gmail.com** and Mobile Number **9986863270**

Email OTP *

Enter Email OTP

Mobile OTP *

Enter Mobile OTP

CONTINUE RESEND OTP

14. The New Credentials page is displayed. In the **New Username** field, enter a username for yourself.

15. In the **New Password** field, enter a password of your choice that you will be using from next time onwards.

Note:

- Username should be of 8 to 15 characters, which should comprise of alphabets, numbers and can contain special character (dot (.), underscore (_) or hyphen (-)).
- Password should be of 8 to 15 characters, which should comprise at least one alphabet, one number, one upper case letter, one lower case letter and one special character.
- Avoid saving password in system/ browser especially in public or shared systems to avoid misuse of your account information.

16. In the **Re-confirm Password** field, reenter the password.

17. Click the **CONTINUE** button.

Goods and Services Tax

Home > Create Username

Provisional ID Verification OTP Verification **New Credentials** Security Questions

Kindly provide the below information to proceed

Indicates Mandatory Fields

New Username

Enter New Username

You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password

Enter New Password

Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character

Re-confirm Password

Re-enter New Password

CONTINUE

- Lower Case
- Number
- Upper Case
- Symbol
- Min Length
- Valid Password

18. The Security Questions page is displayed. For each security question, enter the answers.

Note:

There are five questions on this page. It is mandatory to enter answers to all the security questions. Be careful when answering the security questions. In case you forget your password, you will be required to answer these security questions to retrieve your password.

19. Click the **SUBMIT** button.

Goods and Services Tax

Home > Create Username

Provisional ID Verification OTP Verification New Credentials **Security Questions**

Security Questions (To enable you to retrieve your password in case you forget it)

Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)?

Enter Security Answer

2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory?

Enter Security Answer

3. Name your main commodity / service

Enter Security Answer

4. Name of the first employee

Enter Security Answer

5. Personal Mobile Number of Proprietor / Authorized Signatory

Enter Security Answer

SUBMIT

The message "Username and password have been successfully changed. Kindly login using these credentials" is displayed. You can now login to the GST Common Portal using the username and password you just created.

Note:

- Do not disclose your confidential account information like username and password, security question and answers with anyone through written note, phone or e-mail message.
- Beware of social engineering attempts. No government department or official would ask for your account credentials or OTP details. Refrain from sharing your login credentials details.
- Be cautious about suspicious looking e-mail messages asking you to click on unknown links/ URLs. It could be a Phishing attack.

20. In the **Username** field, enter the username you just created.

21. In the **Password** field, enter the password.

22. In the **Type the characters you see in the image below** field, type the captcha text as shown on the screen.

23. Click the **LOGIN** button.

24. The Welcome page is displayed. Click the **CONTINUE** button.

Your Dashboard is displayed. Notice, in the Dashboard, the **Last Modified** section displays the date when you last modified the Enrolment Application.

- If there is a suspicion that your login credentials (username and password) is known to someone else, please change it immediately.
- If you suspect any unauthorized activity on your user account or any loss/ leakage of data, please inform GST Helpdesk immediately.

Note:

Enrolment application can be filled only in English language. You can save and retrieve the application later. All the fields marked with red dot are mandatory to be filled.

Alternatively, you can click the **Dashboard > Provisional ID Enrolment** command to access the Enrolment Application.

The screenshot displays the GST portal dashboard for a user named UMESH SINGH. The main heading is 'Goods and Services Tax'. Below the header, there are navigation options: 'Dashboard' and 'Help'. The primary action is 'Provisional ID Enrolment', which is highlighted with a red box. Other options include 'My Saved application' and 'Register/ Update DSC'. A summary table shows the application details:

Application Type	Provisional ID	Last Modified	Profile
Enrolment	10BHBPS7793B1ZG	07/10/2016	90%

Below the table, there are eight tabs for navigation, each with a checkmark indicating completion status:

- Business Details (checked)
- Promoter / Partners (checked)
- Authorized Signatory (checked)
- Principal Place of Business (checked)
- Additional place of business (checked)
- Goods & Services (unchecked)
- Bank Accounts (checked)
- Verification (checked)

On the top of the page, there are eight tabs as **Business Details, Promoter/ Partners, Authorized Signatory, Principal Place of Business, Additional Place of Business, Goods & Services, Bank Accounts** and **Verification**. Click each tab to enter the details.

Click the tab names to know more details:

- [Business Details](#)
- [Promoter/ Partners](#)
- [Authorized Signatory](#)
- [Principal Place of Business](#)
- [Additional Places of Business](#)
- [Goods & Services](#)
- [Bank Accounts](#)
- [Verification](#)

Business Details:

The Business Details tab is selected by default. This tab displays the information to be filled for the business details required for enrolment.

• indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN) Prakash Agarwala	Legal Name of Business (as per current tax Act) OM PRAKASH AGARWALA	PAN of the Business AABFO0597R
Trade Name Enter Trade Name	Constitution of Business • Select One Business Area	
State Meghalaya	Ward/Circle/Sector circle	Ward/Circle/Sector No. • Select

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

Registration Type • Select	Registration No. • 	Date of Registration • DD/MM/YYYY	<input type="button" value="ADD"/>	<input type="button" value="CANCEL"/>
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Document Upload

Proof of Constitution of Business •
Select

i File with PDF or JPEG format is only allowed.
i Maximum file size for upload is 1 MB

No file chosen

In case of registration under State VAT System:

Note:

Following details are auto-populated in the enrolment application based on your existing data in State VAT system but you cannot edit these details:

- Legal Name of Business (as per PAN)
- Legal Name of Business (as per current tax Act)
- PAN of the Business
- State
- Ward/Circle/Sector

The Trade Name is pre-populated but you can edit the same.

- a. In the **Trade Name** field, enter the trade name of your business.
- b. In the **Constitution of Business** drop-down list, select the type of constitution of your business.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Others** option in the **Proof of Constitution of Business** drop-down list .

- c. In the **Ward/Circle/Sector No.** drop-down list, select the Ward/ Circle/ Sector number of your business.
- d. Under the **Please indicate existing registration** section, in the **Registration Type** drop-down list, select the appropriate registration type.
- e. In the **Registration No.** field, enter the registration number
- f. Select the **Date of Registration** using the calendar.

g. Click the **Add** button.

h. In the Document Upload section, in the **Proof of Constitution of Business** drop-down list, select the appropriate document to be uploaded.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Registration Certificate** option and attach the **Service Tax Registration Certificate** as a support document.

i. Click the **Choose File** button. Navigate and select the document.

j. Click the **SAVE & CONTINUE** button.

• indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN) BIRBAL DASS PARKASH CHAND	Legal Name of Business (as per current tax Act) BIRBAL DASS PARKASH CHAND	PAN of the Business AACFB2690M
Trade Name BIRBAL DASS PARKASH CHAND	Constitution of Business • Select One Business Area ▼	
State Jammu and Kashmir		
Center Jurisdiction Refer the link for Center Jurisdiction		
Commissionerate Code • Select One Commissionerate Code ▼	Division Code • Select One Division Code ▼	Range Code • Select One Range Code ▼

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

Registration Type • Select ▼	Registration No. • Enter Registration No	Date of Registration • DD/MM/YYYY
---------------------------------	---	--------------------------------------

If others, please specify

ADD **CANCEL**

Document Upload

Proof of Constitution of Business •
Select ▼

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File No file chosen

BACK **SAVE & CONTINUE**

In case of registration under Central Excise or Service Tax:

Note:

Following details are auto-populated in the enrolment application based on your existing data in the Central Excise or Service Tax system but you cannot edit these details:

- Legal Name of Business (as per PAN)
- Legal Name of Business (as per current tax Act)

- PAN of the Business
- State

The Trade Name is pre-populated but you can edit the same.

- In the **Trade Name** field, enter the trade name of your business.
- In the **Constitution of Business** drop-down list, select the type of constitution of your business.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, please select the **Others** option in the **Constitution of Business** drop-down field.

Note:

In case you do not know your Center Jurisdiction, click the **link** hyperlink.

- In the **Commissionerate Code** drop-down list, select the Commissionerate Code of your jurisdiction.
- In the **Division Code** drop-down list, select the Division Code under the Commissionerate of your jurisdiction.
- In the **Range Code** drop-down list, select the Range Code under the Division of your jurisdiction.
- Under the **Please indicate existing registration** section, in the **Registration Type** drop-down list, select the appropriate registration type.
- In the **Registration No.** field, enter the registration number
- Select the **Date of Registration** using the calendar.
- Click the **Add** button.
- In the Document Upload section, in the **Proof of Constitution of Business** drop-down list, select the appropriate document to be uploaded.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Registration Certificate** option and attach the **Service Tax Registration Certificate** as a support document.

- Click the **Choose File** button. Navigate and select the document.
- Click the **SAVE & CONTINUE** button.

[Click here to go back to tab names](#)

Promoter/ Partners:

This tab page displays the details of the stakeholders chosen in the Constitution of Business detail.

Details of Proprietor • indicates mandatory field

Personal Information

First Name • SUNIL	Middle Name KUMAR	Last Name BAJPAYEE
Name of Father/Husband		
First Name • Enter the First Name	Middle Name Enter the Middle Name	Last Name Enter the Last Name
Date of Birth • DD/MM/YYYY	Mobile Number • +91 Enter Mobile Number	Email Address Enter Email Address
Gender • <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Telephone Number Enter Telephone Number	

Identity Information

Designation • Enter the Designation	Permanent Account Number • ENTER PAN
Are you a citizen of india? <input checked="" type="radio"/> Yes	Passport Number Enter the Passport Number
	Aadhaar Number Enter Aadhaar Number

Residential Address

Building No. / Flat No. • Enter Building No. / Flat No.	Floor No. Enter Floor No.	Name of the Premise / Building Enter Premise / Building
Road / Street • Enter Road / Street	Locality / Village • Enter Locality / Village	
State • Select	District • Select	PIN Code • Enter PIN Code

Document Upload

Upload photograph (of person whose information has been given above) •

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

No file chosen

OR

You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory

No

- In the **First Name** field, enter the first name of the stakeholder.
- In the **Middle Name** field, enter the middle name of the stakeholder.
- In the **Last Name** field, enter the last name of the stakeholder.
- Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the stakeholder.
- Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the stakeholder.
- Under the **Name of Father/Husband**, in the **Last Name** field, enter the last name of the father of the stakeholder.

- g. Select the **Date of Birth** of the stakeholder using the calendar.
- h. In the **Mobile Number** field, enter the valid Indian mobile number of the stakeholder.
- i. In the **Email Address** field, enter the valid e-mail address of the stakeholder.
- j. Select the **Gender** of the stakeholder.
- k. In the **Designation** field, enter the designation of the stakeholder.
- l. In the **Permanent Account Number** field, enter the Permanent Account Number (PAN) of the stakeholder.
- m. In the **Aadhaar Number** field, enter the Aadhaar Number of the stakeholder.
- n. In case you are a citizen of India, select Yes or else select No.
 - i. In case of NO, in the **Passport Number** field, enter the passport number of the stakeholder.
- o. In the **Building No. / Flat No.** field, enter the building number and flat number of the residential address of the stakeholder.
- p. In the **Floor No.** field, enter the floor number of the residential address.
- q. In the **Name of the Premise / Building** field, enter the name of the building of the residential address.
- r. In the **Road / Street** field, enter the road name where the residential address is located.
- s. In the **Locality / Village** field, enter the locality or village name where the residential address is located.
- t. In the **State** drop-down list, select the State where the residential address is located.
- u. In the **District** drop-down list, select the city or district where the residential address is located.
- v. In the **PIN Code** field, enter the pin code of the place where the residential address is located.
- w. In the Document Upload section, click the **Choose File** button to add the photograph of the stakeholder. Navigate and select the document.
- x. Click the **SAVE & CONTINUE** button.

Note:

In case the stakeholder whose details are entered is also the authorized signatory, select the **Also authorized Signatory** option.

To add more details of any other stakeholder, click the **ADD NEW** button.

To view the list of all the stakeholders, click the **SHOW LIST** button.

[Click here to go back to tab names](#)

Authorized Signatory:

This tab page displays the details of the authorized signatory.

• indicates mandatory field

Authorized Signatory

 Primary Authorized Signatory

Personal Information

First Name*

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Name of Father/Husband

First Name*

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Date of Birth*

DD/MM/YYYY



Mobile Number*

+91 Enter Mobile Number

Email Address

Enter Email Address

Gender*



Male



Female



Others

Telephone Number

Enter Telephone Number

Identity Information

Designation*

Enter the Designation

Permanent Account Number*

ENTER PAN

Are you a citizen of india?



Yes

Passport Number

ENTER THE PASSPORT NUMBER

Aadhaar Number

Enter Aadhaar Number

i If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature

Residential Address

Building No. / Flat No.*

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street*

Enter Road / Street

Locality / Village*

Enter Locality / Village

State*

Select

District*

Select

PIN Code*

Enter PIN Code

Document Upload

Proof of appointment of Authorized Signatory*

Select

i File with PDF or JPEG format is only allowed.**i** Maximum file size for upload is 1 MB

Choose File

No file chosen

Upload photograph (of person whose information has been given above)*

i File with JPEG format is only allowed.**i** Maximum file size for upload is 100 KB

Choose File

No file chosen

OR

TAKE PICTURE

i You can upload your photograph by taking a selfie with your device camera

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

- a. In case you are the primary Authorized Signatory, select the checkbox for **Primary Authorized Signatory**.
- b. In the **First Name** field, enter the first name of the authorized signatory.
- c. Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the authorized signatory.
- d. Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the authorized signatory.
- e. Under the **Name of Father/Husband**, in the **Last Name** field, enter the last name of the father of the authorized signatory.
- f. Select the **Date of Birth** of the authorized signatory using the calendar.
- g. In the **Mobile Number** field, enter the valid Indian mobile number of the authorized signatory.
- h. In the **Email Address** field, enter the valid e-mail address of the authorized signatory.
- i. Select the **Gender** of the authorized signatory.
- j. In the **Designation** field, enter the designation of the authorized signatory.
- k. In the **Permanent Account Number** field, enter the Permanent Account Number (PAN) of the authorized signatory.
- l. In case you are a citizen of India, select Yes or else select No.
 - i. In case of NO, in the **Passport Number** field, enter the passport number of the authorized signatory.
- m. In the **Aadhaar Number** field, enter the Aadhaar Number of the authorized signatory.
- n. In the **Building No. / Flat No.** field, enter the building number and flat number of the residential address of the authorized signatory.
- o. In the **Floor No.** field, enter the floor number of the residential address.
- p. In the **Name of the Premise / Building** field, enter the name of the building of the residential address.
- q. In the **Road / Street** field, enter the road name where the residential address is located.
- r. In the **Locality / Village** field, enter the locality or village name where the residential address is located.
- s. In the **State** drop-down list, select the State where the residential address is located.
- t. In the **District** drop-down list, select the city or district where the residential address is located.
- u. In the **PIN Code** field, enter the pin code of the place where the residential address is located.
- v. In the Document Upload section, in the **Proof of appointment of Authorized signatory** drop-down list and **Upload photograph**, select the appropriate document to be uploaded.
- w. Click the **Choose File** button. Navigate and select the document.
- x. In the Document Upload section, click the **Choose File** button to add the photograph of the stakeholder. Navigate and select the document.
- y. Click the **SAVE & CONTINUE** button.

Note:

To add more details of any other authorized signatory, click the **ADD NEW** button.

To view the list of all the authorized signatories, click the **SHOW LIST** button.

[Click here to go back to tab names](#)

Principal Place of Business:

This tab page displays the details of the principal place of business.

• indicates mandatory field

Details of Principal Place of Business

Address

Building No. / Flat No. • Enter Building No. / Flat No.	Floor No. Enter Floor No.	Name of the Premise / Building Enter Premise / Building
Road / Street • Enter Road / Street	Locality / Village • Enter Locality / Village	
State • Bihar	District • Select	PIN Code • Enter PIN Code
Longitude Enter Longitude	Latitude Enter Latitude	

Contact Information

Office Email Address • Enter Email Address	Mobile Number • +91 Enter Mobile Number	Office Telephone Number Enter Telephone Number
Office FAX Number Enter Fax Number		

Nature of possession of premises •

Nature of possession of premises
Select

Document Upload

Proof of Principal Place of Business •
Select

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB

Choose File | No file chosen

Nature of Business Activity being carried out at above mentioned premises •

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU / STP / EHTP	<input type="checkbox"/> Factory / Manufacturing
<input type="checkbox"/> Input Service Distributor (ISD)	<input type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office
<input type="checkbox"/> Retail Business	<input type="checkbox"/> SEZ	<input type="checkbox"/> Service Provision
<input type="checkbox"/> Service Recipient	<input type="checkbox"/> Wholesale Business	<input type="checkbox"/> Works Contract
<input type="checkbox"/> Warehouse / Depot		

- a. In the **Building No. / Flat No.** field, enter the building number and flat number of the principal place of your business.
- b. In the **Floor No.** field, enter the floor number of the principal place of your business.
- c. In the **Name of the Premise / Building** field, enter the name of the building of the principal place of your business.
- d. In the **Road / Street** field, enter the road name where the principal place of your business is located.
- e. In the **Locality / Village** field, enter the locality or village name where the principal place of your business is located.
- f. In the **District** drop-down list, select the city or district where the principal place of your business is located.
- g. In the **PIN Code** field, enter the pin code of the place where the principal place of your business is located.
- h. In the **Office Email Address** field, enter the official e-mail address used for business purpose.
- i. In the **Mobile Number** field, enter the official Indian mobile number used for business purpose.
- j. In the **Office Telephone Number** field, enter the official telephone number used for business purpose.
- k. In the **Office FAX Number** field, enter the official FAX number used for business purpose.
- l. In the Nature of possession of premises drop-down list, select the nature of possession of premises.

- m. In the Document Upload section, in the Proof of Principal Place of Business drop-down list, select the appropriate document to be uploaded.
- n. Select the checkbox for Nature of Business Activity being carried out at the premises whose details are entered here.
- o. Click the **SAVE & CONTINUE** button.

[Click here to go back to tab names](#)

Additional Places of Business:

This tab page displays the details of the additional places of the business. Enter the details similarly like Principal Place of Business Details provided above.

• indicates mandatory fields

Details of Additional Places of your Business

Address

Building No. / Flat No. * <input style="width: 90%;" type="text" value="Enter Building No. / Flat No."/>	Floor No. <input style="width: 90%;" type="text" value="Enter Floor No."/>	Name of the Premise / Building <input style="width: 90%;" type="text" value="Enter Premise / Building"/>
Road / Street * <input style="width: 90%;" type="text" value="Enter Road / Street"/>	Locality / Village * <input style="width: 90%;" type="text" value="Enter Locality / Village"/>	
State * <input style="width: 90%;" type="text" value="Meghalaya"/>	District * <input style="width: 90%;" type="text" value="Select"/>	PIN Code * <input style="width: 90%;" type="text" value="Enter PIN Code"/>

Contact Information

Office Email Address * <input style="width: 90%;" type="text" value="Enter Email Address"/>	Mobile Number * <input style="width: 90%;" type="text" value="+91 Enter Mobile Number"/>	Office Telephone Number <input style="width: 90%;" type="text" value="Enter Telephone Number"/>
Office FAX Number <input style="width: 90%;" type="text" value="Enter Fax Number"/>		

Nature of possession of premises *

Nature of possession of premises

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

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU / STP / EHTP	<input type="checkbox"/> Factory / Manufacturing
<input type="checkbox"/> Input Service Distributor (ISD)	<input type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office
<input type="checkbox"/> Others	<input type="checkbox"/> Retail Business	<input type="checkbox"/> SEZ
<input type="checkbox"/> Service Provision	<input type="checkbox"/> Service Recipient	<input type="checkbox"/> Wholesale Business
<input type="checkbox"/> Works Contract	<input type="checkbox"/> Warehouse / Depot	

[Click here](#)

Goods & Services:

This tab page displays the details of the goods and services supplied by the business.

In case you deal with Goods or Commodities, you need to mention the HSN Code in the Goods tab. In case you deal with services, you need to mention the SAC Code in the Services tab. You can add maximum 5 goods and 5 services. In case, you have more than 5 goods or services, you must add the top 5 goods or services you are dealing with.

Goods Tab:

In some cases you may know the HSN Code, and in some cases you might not know the HSN Code. Follow the steps given below to fill the HSN Code.

In case you know the HSN Code:

Let us take an example that you need to add the HSN Code 61051010. To add the HSN Code, perform the following steps:

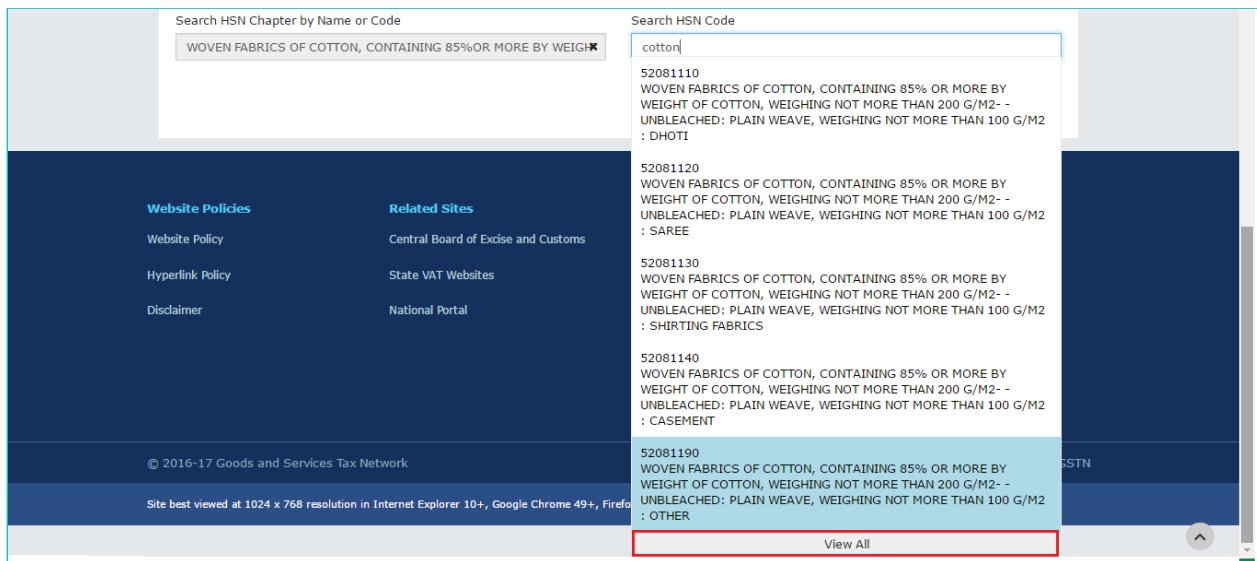
- In the **Search HSN Chapter by Name or Code** field, enter the first four digit 6105 from the HSN Code.
- In the **Search HSN Code** field, enter the HSN code 61051010. HSN Code is successfully added.

In case you do not know the HSN Code:

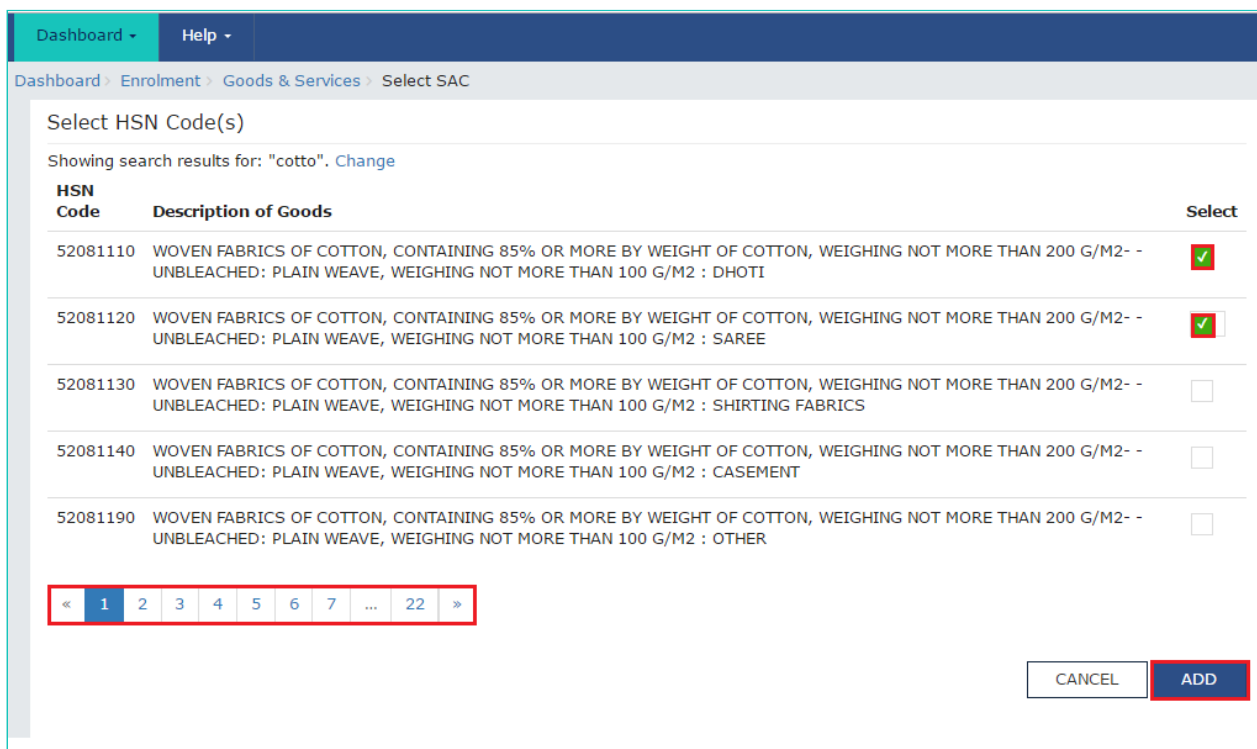
Let us take an example where the dealer deals with cotton textile.

- In the **Search HSN Chapter by Name or Code** field, type cotton; related HSN Chapter list is displayed. From the displayed list, scroll and select the appropriate option (in this case 5208).

b. In the **Search HSN Code** field, again type cotton or 5208; related HSN Code list is displayed. From the displayed list, scroll and select the appropriate option. In case the appropriate option is not visible, scroll and select the **View All** link.



c. Select the check boxes for HSN codes to be added. Scroll between the pages to select the appropriate option.



d. Click the **Add** button. HSN Code is successfully added.

Goods Services

Details of Goods / Commodities supplied by the business



Please specify top 5 goods / commodities supplied by you

#If you want to add another commodity then please click on 'x' icon to enter a new commodity.

Search HSN Chapter by Name or Code

Search HSN Code

List of Goods

Sl No	HSN Code	Description of Goods	Action
1	52081110	WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2- - UNBLEACHED: PLAIN WEAVE, WEIGHING NOT MORE THAN 100 G/M2 : DHOTI	 DELETE
2	52081120	WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2- - UNBLEACHED: PLAIN WEAVE, WEIGHING NOT MORE THAN 100 G/M2 : SAREE	 DELETE

BACK **SAVE & CONTINUE**

Note:

In case you want to add another good or commodity, click the **X** icon as shown in the image below.

Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

#If you want to add another commodity then please click on 'x' icon to enter a new commodity.

Search HSN Chapter by Name or Code

Search HSN Code

BACK **SAVE & CONTINUE**

Services Tab:

- In the **Search by Name or Code** field, type the name or the SAC Code of the services supplied by the business. SAC is successfully added.
- Click the **SAVE & CONTINUE** button.

Goods Services

Details of Services offered by the business

Please specify top 5 services offered by your business

Search by Name or Code

BACK **SAVE & CONTINUE**

[Click here to go back to tab names](#)

Bank Accounts:

This tab page displays the details of the bank accounts maintained for conducting business.

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number* <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Account Number"/>	Type of Account* <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select"/>	Others* <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
---	--	--

Enter Bank IFSC Code*

! Don't know your IFSC Code?
[Click here to find your bank](#)

Bank Name <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	Bank Address <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
--	---

Document Upload

Supporting Document*

! File with PDF or JPEG format is only allowed.
! Maximum file size for upload is 1 MB

 No file chosen

- a. In the **Account Number** field, enter the account number of the Bank.
- b. In the **Type of Account** drop-down list, select the type of account.
- c. In the **Enter Bank IFSC Code** field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the **here** link to know the IFSC code. Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

- d. In the Document Upload section, in the Supporting Document drop-down list, select the appropriate document to be uploaded.
- e. Click the **SAVE & CONTINUE** button.

Note:

In case you want to add details of more Bank accounts, click the **ADD NEW** button. To view the list of all the stakeholders, click the **SHOW LIST** button.

[Click here to go back to tab names](#)

Verification:

This tab page displays the details of the verification for authentication of the details submitted in the form.

- Select the **Verification** checkbox.
- In the **Authorized Signatory** drop-down list, select the name of the authorized signatory.
- In the **Place** field, enter the place of your principal place of business.
- After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC) or E-Signature or Electronic Verification Code (EVC). Submission of application with the details is NOT completed unless DSC/ E-Signature/ EVC is affixed.

Digitally signing using DSC is mandatory in case of LLP and Companies.

The Enrolment Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Partners/Promoters tab page of the Enrolment Application. This is because E-Signature is an Aadhar based electronic verification service.

In Case of DSC:

- Click the **SUBMIT WITH DSC** button.

Business Details ✓	Promoters / Partners ✓	Authorized Signatory ✓	Principal Place of Business ✓	Additional Place of Business ✓	Goods & Services ✓	Bank Accounts ✓	Verification ✓
--------------------	------------------------	------------------------	-------------------------------	--------------------------------	--------------------	-----------------	----------------

• indicates mandatory fields

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory*

Place*

Designation

Date*

Note: In case, your DSC is not registered, you will need to register DSC.

Click here to know more about how to register DSC.

- Click the **PROCEED** button.

Warning

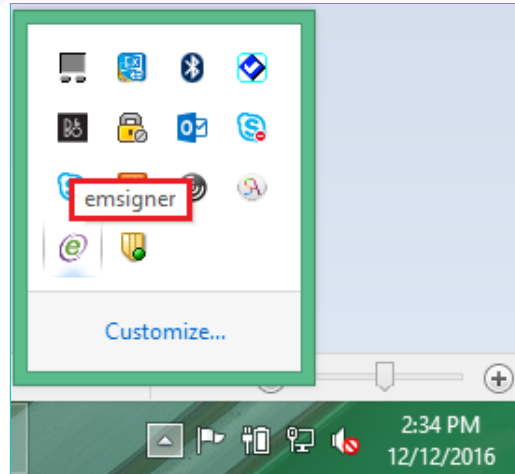
These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016

Note:

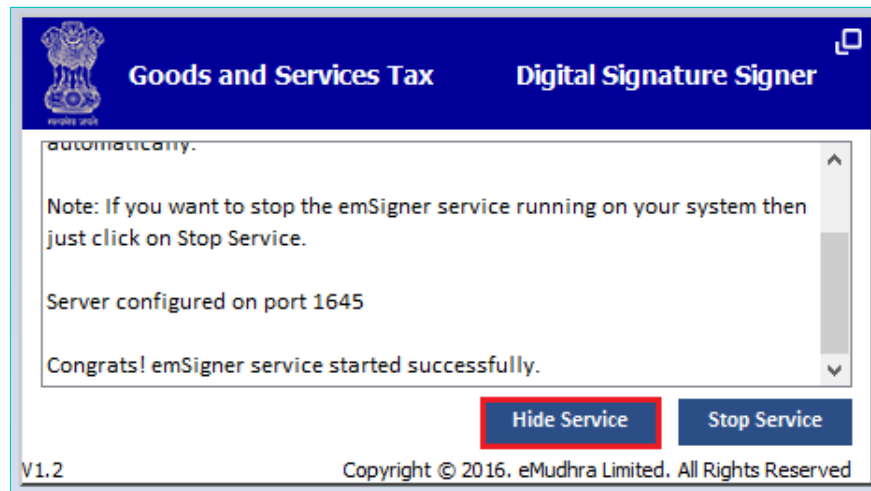
- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on you laptop/ desktop, perform the following steps:

1. Click the item tray.
2. Double click the **emSigner** icon.



3. Click the **Hide Service** button to minimize the dialog box.



- g. Select the certificate and click the **SIGN** button.
- h. Enter the PIN (dongle password) for the attached DSC.

Note:

To view the details of your DSC, click the **View Certificate** button.

Content To Sign

2fed99a41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

Cancel View Certificate Sign

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The success message is displayed after the validation of the PIN. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

Dashboard > Enrolment > Acknowledgement

✓ SUCCESS
Thank you for submission.
System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

In Case of E-Signature:

e. Click the **SUBMIT WITH E-SIGNATURE** button.

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ Bank Accounts ✓ Verification ✓

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory* Place*

Designation Date*

BACK SUBMIT WITH DSC **SUBMIT WITH E-SIGNATURE** SUBMIT WITH EVC

f. In the **Please select Service Provider** option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

g. Click the **CONTINUE** button.

The screenshot shows a web application interface with a 'Service Provider' dialog box. The dialog box has a title bar with 'Service Provider' and a close button. Inside, it says 'Please select Service Provider' and has two radio button options: 'C-DAC' and 'NSDL'. The 'NSDL' option is selected and highlighted with a red box. Below the options are 'CANCEL' and 'CONTINUE' buttons, with 'CONTINUE' also highlighted with a red box. The background shows a 'Verification' section with a checked box for 'I hereby solemnly affirm...' and fields for 'Authorized Signatory' (Suyash1 [DPDPD2223P]), 'Designation' (engineer), and 'Date' (01/06/2017). At the bottom, there are buttons for 'BACK', 'SUBMIT WITH DSC', 'SUBMIT WITH E-SIGNATURE', and 'SUBMIT WITH EVC'.

h. In the Declaration box, click the **AGREE** button.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

The screenshot shows a web application interface with a 'Declaration' dialog box. The dialog box has a title bar with 'Declaration' and a close button. Inside, it contains the text: 'I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form.' Below the text are 'CANCEL' and 'AGREE' buttons, with 'AGREE' highlighted with a red box. The background shows the same 'Verification' section as in the previous screenshot, with the 'Authorized Signatory' field now containing 'Suyash1 [DPDPD2223P]' and 'Bangalore'.

i. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **CONTINUE** button.

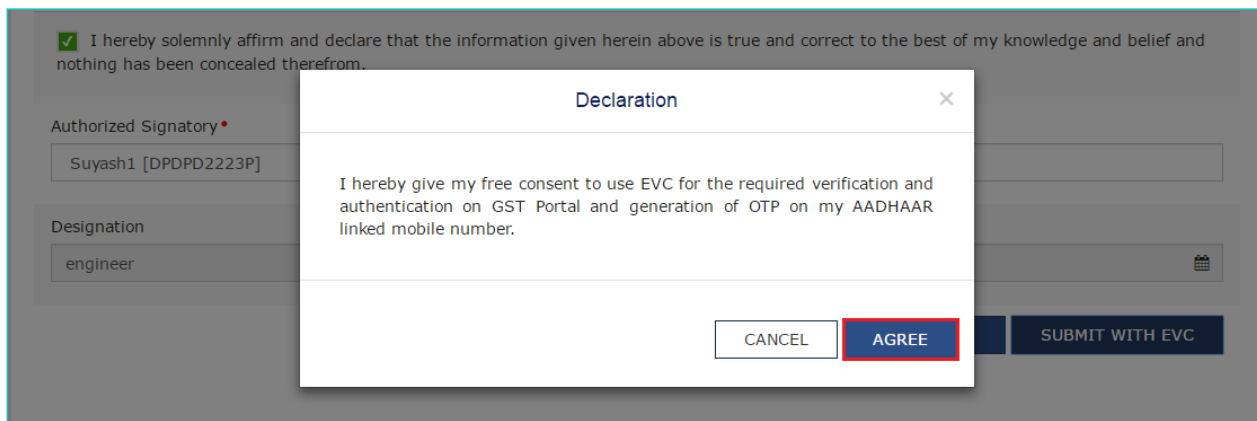
The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

In Case of Electronic Verification Code:

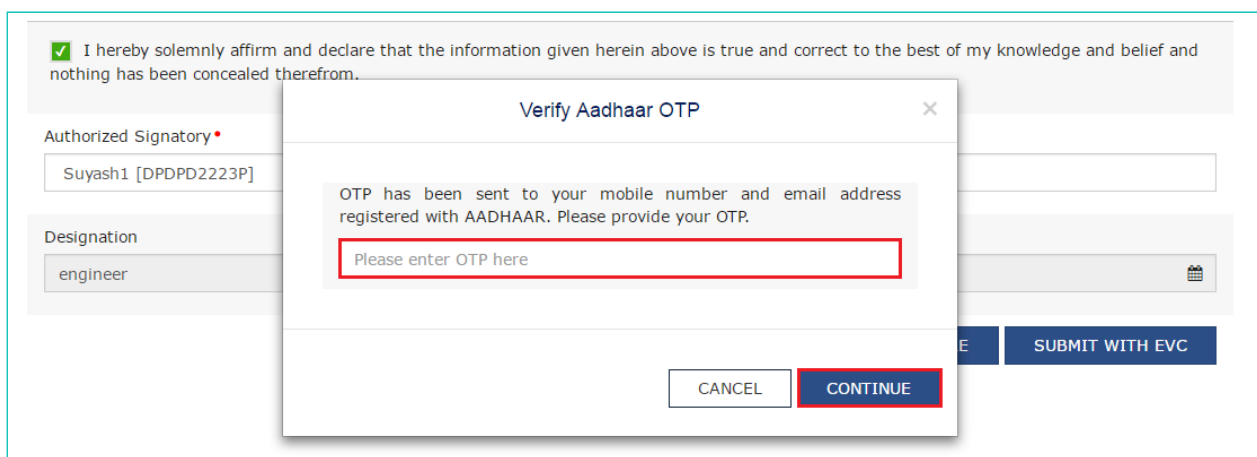
e. Click the **SUBMIT WITH EVC** button.

f. In the Declaration box, click the **AGREE** button.

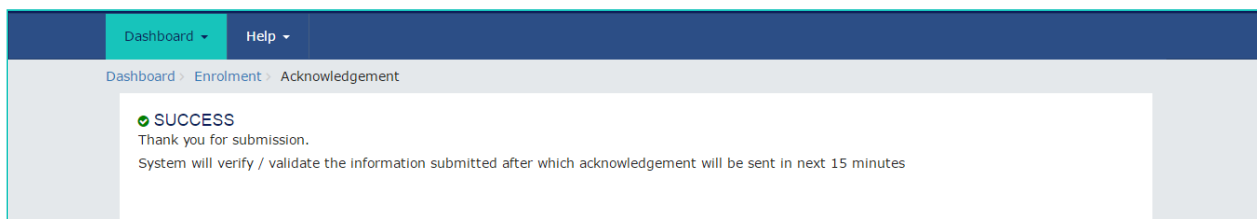
Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.



g. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **CONTINUE** button.



The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.



[Click here to go back to tab names](#)

Registration Application > Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit

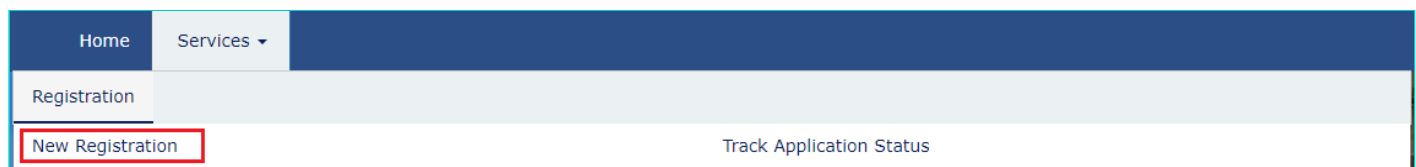
I am a Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD) / SEZ Developer/ SEZ Unit. How can I register with GST?

The Registration Application for Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit is same.

For registering yourself as a Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Registration > New Registration** option.

Alternatively, you can also click **REGISTER NOW** link.



The Application form is divided into two parts as **Part A** and **Part B**.

Part A:

3. The **New Registration** page is displayed. Select the **New Registration** option.
4. In the **I am a** drop down list, select the **Taxpayer** as the type of taxpayer to be registered.
5. In the **State/UT and District** drop down list, select the state for which registration is required and district.
6. In the **Legal Name of the Business (As mentioned in PAN)** field, enter the legal name of your business/ entity as mentioned in the PAN database.
7. In the **Permanent Account Number (PAN) field**, enter PAN of your business or PAN of the Proprietor.

Note:

- PAN is mandatory for registration with GST.
- In case you don't have PAN, you can apply for PAN. To do so, click the **here** link.

8. In the **Email Address** field, enter the email address of the Primary Authorized Signatory.
9. In the **Mobile Number** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

Note: Different **One Time Password (OTP)** will be sent on your email address and mobile number you just mentioned for authentication.

10. In the **Type the characters you see in the image below** field, enter the captcha text.
11. Click the **PROCEED** button.

Home > Registration English

1 ——— 2
User Credentials OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a •

State / UT •

District •

Legal Name of the Business (As mentioned in PAN) •

Permanent Account Number (PAN) •

ⓘ If you don't have PAN, Click [here](#) to apply
 Eg: A B C D E 1 2 3 4 X


Email Address •

ⓘ OTP will be sent to this Email Address

Mobile Number •

ⓘ Separate OTP will be sent to this mobile number

Type the characters you see in the image below •



PROCEED

The **OTP Verification** page is displayed.

11. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.

12. In the **Email OTP** field, enter the OTP you received on your email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are separate.
- In case OTP is invalid, try again by clicking the **Click here to resend** the OTP link. You will receive the OTP on your registered mobile number or email ID again. Enter both the newly received OTPs again.

13. Click the **PROCEED** button.

Home > Registration > Verify

English

User Credentials (1) | OTP Verification (2)

Verify OTP

• indicates mandatory fields

Mobile OTP •

Enter OTP sent to your mobile number

Email OTP •

Enter OTP sent to your Email Address

Need OTP to be resent? [Click here](#)

BACK | **PROCEED**

The system generated **Temporary Reference Number (TRN)** is displayed.

Note: You will receive the TRN acknowledgment information on your e-mail address as well as your mobile number.

14. Click the **PROCEED** button.

Alternatively, you can also click **Services > Registration > New Registration** option and select the **Temporary Reference Number (TRN)** radio button to login using the TRN.

Home > Registration > Verify

English

You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is 291700001721TRN.

Using this TRN you can access the application from My saved Applications and submit on GST Portal. Part B of the application form needs to be completed within 15 days, i.e. by ' 09/07/2017 ' using this TRN.

PROCEED

Part B:

15. In the **Temporary Reference Number (TRN)** field, enter the TRN generated and enter the captcha text as shown on the screen.

16. Click the **PROCEED** button. The Verify OTP page is displayed. You will receive same Mobile OTP and Email OTP. These OTPs are different from the OTPs you received in previous step.

Home > Registration English

1 — 2
 User Credentials OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

Enter Temporary Reference Number (TRN)

Type the characters you see in the image below *

Enter characters as displayed in the CAPTCHA image



PROCEED

17. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the **Need OTP to be resent> Click here** link. You will receive the OTP on your registered mobile number or email ID again.

Enter the newly received OTP again.

18. Click the **PROCEED** button.

Home > Registration > Verify English

✓ — 2
 User Credentials OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP *

Enter OTP

Fill OTP sent to Mobile and Email

[Need OTP to be resent? Click here](#)

19. The **My Saved Application page** is displayed. Under the Action column, click the **Edit** icon (icon in blue square with white pen).

Note:

- Notice the expiry date shown below in the screenshot. If the applicant **doesn't submit the application** within 15 days, TRN and the entire information filled against that TRN will be purged after 15 days.
- The status of the registration application is 'Draft' unless the application is submitted. Once the application is submitted, the status is changed to 'Pending for Validation'.

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
24/06/2017	GST REG-01	Application for New Registration	09/07/2017	Draft	

Track Application Status
You do not have any submitted applications

The Registration Application form with various tabs is displayed.

On the top of the page, there are ten tabs as **Business Details, Promoter/ Partners, Authorized Signatory, Authorized Representative, Principal Place of Business, Additional Places of Business, Goods and Services, Bank Accounts, State Specific Information** and **Verification**. Click each tab to enter the details.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	22/03/2017	07/03/2017	5%

Business Details Promoter / Partners Authorized Signatory Authorized Representative Principal Place of Business Additional Places of Business Goods and Services Bank Accounts State Specific Information Verification

• indicates mandatory fields

Business Details tab:

The **Business Details** tab is selected by default. This tab displays the information to be filled for the business details required for registration.

a) In the **Trade Name** field, enter the trade name of your business.

Note:

Trade name of the business is different from the legal name of the business.

b) In the **Constitution of Business** drop-down list, select the type of constitution of your business. This will be validated with the CBDT Database for a match with the PAN entered in Part A of the form.

c) In the **District and Sector/ Circle / Ward / Charge/ Unit** drop-down list, select the district and sector/circle/ward/charge/unit number of your business.

d) In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.

Note:

In case you don't know the Center Jurisdiction, click the link to know about your Center Jurisdiction.

e) In the **Option for Composition** field, select Yes in case you want to opt for the composition scheme, or else select No.

In case of Yes

a. Select the checkbox for accepting the declaration for opting for Composition scheme.

Note:

A regular taxpayer can opt under the Composition Scheme if the

Taxpayer expects likely aggregate turnover will remain below the threshold limit specified for availing the composition scheme.

f) Select the **Date of commencement of Business** using the calendar.

g) Select the **Date on which liability to register arises** using the calendar.

Note:

- The registration for a normal taxpayer shall be effective from the date on which the person becomes liable for registration if he files the application for new registration within 30 days from the date on which the liability to register arises. however, in case of delay in filing of application of New Registration, the date of liability to register remains same but effective date of registration shall be the date of grant of registration.
- A casual taxable person shall electronically submit an application at least five days prior to the commencement of business.
- In case of Casual Taxpayer, date on which liability to register arises is auto filled.
- In case of Reason to obtain Registration selected as **Voluntary Basis**, this field is disabled and visible.

h) In the **Are you applying for registration as a casual taxable person?** field, select **Yes** in case you are a casual dealer, or else select **No**

In case of Yes

a. In the **Estimated supplies and Estimated Net Tax Liability** field, enter the estimated turnover and Net Tax Liability.

b. The casual taxpayer may opt to pay the estimated tax liability by clicking the **CREATE CHALLAN** button.

Note:

- Casual taxable person means a person who occasionally undertakes transactions involving supply of goods and/or services in a taxable territory where he has no fixed place of business.
 - A person applying for registration as a casual taxable person while submitting the Application form creates a Challan and a Provisional GSTIN is generated by the GST Portal for making advance deposit of tax and the acknowledgement is issued electronically only after the deposit is made in the electronic cash ledger.
- i) In the **Reason to obtain registration** drop-down list, select the reason of liability to obtain registration for your business.

Note: In case you want to register as Input Service Distributor (ISD), all you need to do is select **Input Service Distributor only** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

The screenshot displays a portion of the GST registration application form. A dropdown menu is open for the 'Reason to obtain registration' field. The menu lists various reasons, with 'Input Service Distributor only' highlighted in red. Other options include 'Crossing the Threshold', 'Inter-State supply', 'Liability to pay as recipient of goods or services', 'Transfer / Succession of business', 'Death of the Proprietor', 'De-merger', 'Change in constitution of business', 'Merger /Amalgamation', 'E-Commerce Operator', 'Selling through e-Commerce portal', 'Voluntary Basis', 'Supplies on behalf of other taxable Person', 'SEZ Unit', 'SEZ Developer', and 'Others'. The 'Date of commencement of Business' and 'Date on which liability to register arises' fields are visible below the dropdown, both with calendar icons. The 'Division Code' and 'Range Code' fields are also visible at the top right.

Note: In case you want to register as SEZ Unit, all you need to do is select **SEZ Unit** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

<div style="border: 1px solid blue; padding: 2px;"> Select Crossing the Threshold Inter-State supply Liability to pay as recipient of goods or services Transfer / Succession of business Death of the Proprietor De-merger Change in constitution of business Merger /Amalgamation E-Commerce Operator Selling through e-Commerce portal Voluntary Basis Input Service Distributor only Supplies on behalf of other taxable Person SEZ Unit SEZ Developer Others Select </div>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
	Date of commencement of Business* From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises* <input type="text" value="DD/MM/YYYY"/>

Indicate Existing Registrations

Type of Registration	Registration No.	Date of Registration
----------------------	------------------	----------------------

Note: In case you want to register as SEZ Developer, all you need to do is select **SEZ Developer** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

<div style="border: 1px solid blue; padding: 2px;"> Select Crossing the Threshold Inter-State supply Liability to pay as recipient of goods or services Transfer / Succession of business Death of the Proprietor De-merger Change in constitution of business Merger /Amalgamation E-Commerce Operator Selling through e-Commerce portal Voluntary Basis Input Service Distributor only Supplies on behalf of other taxable Person SEZ Unit SEZ Developer Others Select </div>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
	Date of commencement of Business* From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises* <input type="text" value="DD/MM/YYYY"/>

Indicate Existing Registrations

Type of Registration	Registration No.	Date of Registration
----------------------	------------------	----------------------

j) In the **Indicate Existing Registrations** section, select the existing registration type, Registration No. and Date of Registration. Click the **Add** button.


Note:


You can include registration type as Central Sales Tax Registration Number, Central Excise Registration Number, Service Tax Registration Number etc.


l) Click the **SAVE & CONTINUE** button. You will notice a blue tick on the Business Details section indicating the completion of the tab information and notice the Profile indicating the percentage completion of the application form.


Dashboard > Business Details English


Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	24%



Business Details ✓



Promoter / Partners



Authorized Signatory



Authorized Representative



Principal Place of Business


Additional Places of Business


Goods and Services


Bank Accounts


State Specific Information


Verification

• indicates mandatory fields

Details of your Business

Legal Name of the Business PALSIN SHIRA	Permanent Account Number (PAN) GDDPS5083K
Trade Name <input type="text" value="Enter Trade Name"/>	Constitution of Business (Select Appropriate) * <input type="text" value="Select"/>
Name of the State Delhi	District * <input type="text" value="Select"/>
State Jurisdiction ward	
Sector / Circle / Ward /Charge / Unit * <input type="text" value="Select"/>	

Center Jurisdiction ([?](#) Refer the link [?](#) for Center Jurisdiction)



Commissionerate Code * <input type="text" value="Select"/>	Division Code * <input type="text" value="Select"/>	Range Code * <input type="text" value="Select"/>
---	--	---

Are you applying for registration as a casual taxable person? [?](#)


No

Option For Composition [?](#) [?](#)


No


Reason to obtain registration * <input type="text" value="Select"/>	Date of commencement of Business * From <input type="text" value="DD/MM/YYYY"/> 	Date on which liability to register arises * <input type="text" value="DD/MM/YYYY"/> 
--	--	---


Indicate Existing Registrations


Type of Registration <input type="text" value="Select"/>	Registration No. <input type="text" value="Enter Registration Number"/>	Date of Registration <input type="text" value="DD/MM/YYYY"/> 	<input type="button" value="+ ADD"/>	<input type="button" value="X CANCEL"/>
---	--	---	--------------------------------------	---


Application Type	Due Date to Complete	Last Modified	Profile
New Registration	19/04/2017	04/04/2017	32%



Business Details ✓



Promoter / Partners



Authorized Signatory



Authorized Representative



Principal Place of Business


Additional Places of Business


Goods and Services


Bank Accounts


State Specific Information


Verification

Promoter/ Partners tab:

This tab page displays the details of the stakeholders chosen in the constitution of business detail. You can enter details of upto 10 Promoters or Partners.

- a) In the Personal Information section, enter the personal details of the stakeholder like name, date of birth, address, mobile number, email address and gender.
- b) In the Identity Information section, enter the official information of the stakeholder.
 - i. In the **Designation / Status** field, enter the designation of the stakeholder.
 - ii. In the **Director Identification Number (DIN)** field, enter the DIN of the stakeholder issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
- Public Limited Company
- Public Sector Undertaking
- Unlimited Company

• Foreign Company registered in India

iii. In case you are a citizen of India, select Yes or else select No. In case of NO, In the Passport Number field, enter the passport number.

iv. In the Permanent Account Number (PAN) field, enter the PAN of the stakeholder.

v. In the Aadhaar Number field, enter the Aadhar number of the stakeholder.

Note:

If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature if you are also the authorized signatory.

c) In the **Residential Address** in India section, enter the address details of the stakeholder. Based on the State selected, select the district and enter the corresponding pin code.

d) In the **Document Upload** section, click the Choose file button. Navigate and upload the photograph of the stakeholder.

Note: You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.


e) In case the promoter or partner is also the authorized signatory, select the Also Authorized Signatory as Yes and details will be auto-populated in the Authorized Signatory tab.


f) Click the **SAVE & CONTINUE** button.


Note: To add more details of promoter or partner, click the ADD NEW button and repeat the steps each time after adding the details of the stakeholder


Dashboard > Promoter / Partners English


Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	24%



 Business
 Details



 Promoter /
 Partners



 Authorized
 Signatory



 Authorized
 Representative



 Principal Place
 of Business


 Additional
 Places of
 Business


 Goods and
 Services


 Bank Accounts


 State Specific
 Information


 Verification

• indicates mandatory fields

Details of Proprietor

Personal Information

Name of Person

First Name *

Middle Name

Last Name

First Name Enter First Name	Middle Name Enter Middle Name	Last Name Enter Last Name
Name of Father		
First Name Enter First Name	Middle Name Enter Middle Name	Last Name Enter Last Name
Date of Birth DD/MM/YYYY	Mobile Number +91 Enter Mobile Number	Email Address Enter Email Address
Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Telephone Number (with STD Code) STD Enter Telephone Number	

Identity Information

Designation / Status Enter Designation	Director Identification Number Enter DIN Number	Are you a citizen of India? <input checked="" type="radio"/> Yes
Permanent Account Number (PAN) GDDPS5083K	Passport Number (In case of Foreigner) Enter Passport Number	Aadhaar Number Enter Aadhaar Number

Residential Address

Building No. / Flat No. Enter Building No. / Flat No. / Door No.	Floor No. Enter Floor No.	Name of the Premises / Building Enter Name of Premises / Building
Road / Street Enter Road / Street / Lane	City / Town / Locality / Village Enter Locality / Area / Village	Country Select
State Enter State Name	District Enter District Name	PIN Code Enter PIN Code

Document Upload

Upload Photograph (of person whose information has been given above) File with JPEG format is only allowed. Maximum file size for upload is 1 MB <input type="button" value="Choose File"/> No file chosen	OR	<input type="button" value="TAKE PICTURE"/> You can use your device camera to take selfie photograph.
---	----	--

Other Information

Also Authorized Signatory
 No

Authorized Signatory tab:

This tab page displays the details of the authorized signatory. You can enter details of upto 10 authorized signatories.

- In case you are the **Primary Authorized Signatory**, select the checkbox for Primary Authorized Signatory.
- In the Personal Information section, enter the personal details of the authorized signatory like name, date of birth, mobile number, email address and gender.
- In the Identity Information section, enter the official information of the stakeholder.
 - In the **Designation / Status** field, enter the designation of the authorized signatory.

ii. In the **Director Identification Number (DIN)** field, enter the DIN of the authorized signatory issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
- Public Limited Company
- Public Sector Undertaking
- Unlimited Company
- Foreign Company registered in India

iii. In case you are a citizen of India, select **Yes** or else select **No**.

a. In case of **NO**

b. In the **Passport Number field**, enter the passport number.

iv. In the **Permanent Account Number (PAN)** field, enter the PAN of the authorized signatory.

v. In the **Aadhaar Number** field, enter the Aadhaar number of the authorized signatory.

Note:

If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature.

d) In the **Residential Address in India** section, enter the address details of the authorized signatory. Based on the State selected, select the district and enter the corresponding pin code

e) In the **Document Upload** section, click the Choose file button. Navigate and select the Proof of Appointment and photograph of the authorized signatory.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB for Proof of appointment of Authorized Signatory and 100 KB as photograph of the authorized signatory.

f) Click the **SAVE & CONTINUE** button.

Note:

To add more details of authorized signatory, click the **ADD NEW** button.

Dashboard > Authorized Signatory English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	89%

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

Bank Accounts

State Specific Information

Verification

• indicates mandatory fields

Details of Authorized Signatory

Primary Authorized Signatory

Personal Information

Name of Person

First Name*	Middle Name	Last Name
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Name of Father		
First Name*	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	Mobile Number*	Email Address*
<input type="text"/>	+91 <input type="text"/>	<input type="text"/>
Gender*	Telephone Number (with STD Code)	
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	STD <input type="text"/> Enter Telephone Number <input type="text"/>	


Identity Information

Designation / Status*	Director Identification Number ⓘ	Are you a citizen of India?
<input type="text"/>	Enter DIN Number <input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Permanent Account Number (PAN)*	Passport Number (In case of Foreigner)	Aadhaar Number ⓘ
<input type="text"/>	Enter Passport Number <input type="text"/>	Enter Aadhaar Number <input type="text"/>

Residential Address

Building No. / Flat No.*	Floor No.	Name of the Premises / Building
<input type="text"/>	<input type="text"/>	Enter Name of Premises / Building <input type="text"/>
Road / Street*	City / Town / Locality / Village*	Country*
<input type="text"/>	<input type="text"/>	India <input type="text"/>
State*	District*	PIN Code*
Delhi <input type="text"/>	East Delhi <input type="text"/>	110092 <input type="text"/>

Document Upload

 Photograph DELETE

Proof of details of authorized signatory*

Select

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

 Choose File No file chosen

Proof of Authorized Signatory is not required for proprietor who is also an authorized signatory.

Authorized Representative tab:

This tab page displays the details of the authorized representative.

a) Select **Do you have any Authorized Representative** using the radio button.

In case of GST Practitioner

a. In the **Enrolment ID** field, enter the enrolment ID of the authorized representative.

b. Click the **SEARCH** button.

Note: All details of the authorized representative will be auto-populated from the GST Portal.

In case of Other

a. In the **Name of Person** section, enter the name, designation, mobile number and email address of the authorized representative.

b) Click the **SAVE & CONTINUE** button.

Do you have any Authorized Representative?

Yes No

Type of Authorised Representative
 GST Practitioner Other

Enrolment ID *

Name of Person

First Name Middle Name Last Name

Designation / Status Mobile Number Email Address

Permanent Account Number (PAN) * Aadhaar Number

ⓘ If you provide your Aadhaar here, (other than companies/LLP) you can sign your forms/returns using e-Sign based on Aadhaar without requirement of Digital Signature.

Telephone Number (with STD Code) FAX Number (with STD Code)

Principal Place of Business tab:

This tab page displays the details of the principal place of the business. Principal Place of Business is the primary location within the State where a taxpayer's business is performed. The principal place of business is generally the address where the business's books of accounts and records are kept and is often where the head of the firm or at least top management is located.

a) In the **Address section**, enter the address details of the principal place of business. Based on the State selected, select the district and enter the corresponding pin code.

b) In the **Contact Information** section, enter the official contact details like Email address, telephone number (with STD Code), mobile number field and fax number (with STD Code).

c) In the **Nature of Possession of Premises** drop-down list, select the nature of possession of premises.

d) In the **Document Upload** section, click the Choose file button. Navigate and select the proof of Principal Place of Business document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

- You can upload these documents for the proof of Principal Place of Business
- For Own premises – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For Rented or Leased premises – A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For premises not covered above – A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.
-

e) Select the checkbox for **Nature of Business activities being carried out at above mentioned premises.**

f) In case you have additional place of business, select **Yes** for **Have Additional Place of Business.**

g) Click the **SAVE & CONTINUE** button.

Dashboard > Principal Place of Business English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	91%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

Bank Accounts

State Specific Information

Verification

• indicates mandatory fields

Details of Principal Place of Business

Address

Building No. / Flat No. • Enter Building No. / Flat No. / Door No.	Floor No. Enter Floor No.	Name of the Premises / Building Enter Name of Premises / Building
Road / Street • Enter Road / Street / Lane	City / Town / Locality / Village • Enter Locality / Area / Village	
State Delhi	District • Select	PIN Code • Enter PIN Code
Latitude Enter Latitude	Longitude Enter Longitude	

Contact Information

Office Email Address XYZ@GMAIL.COM	Office Telephone Number (with STD Code) STD Enter Telephone Number	Mobile Number +91 9898989898
Office FAX Number (with STD Code) STD Enter Fax Number		

Nature of possession of premises •

Please Select

Select

Document Upload •

Proof of Principal Place of Business •

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

No file chosen

Nature of Business Activity being carried out at above mentioned premises •

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU / STP / EHTP	<input type="checkbox"/> Export
<input type="checkbox"/> Factory / Manufacturing	<input type="checkbox"/> Import	<input type="checkbox"/> Supplier of Services
<input type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office	<input type="checkbox"/> Recipient of Goods or Services
<input type="checkbox"/> Retail Business	<input type="checkbox"/> Warehouse / Depot	<input type="checkbox"/> Wholesale Business
<input type="checkbox"/> Works Contract	<input type="checkbox"/> Others (Please Specify)	

Have Additional Place of Business

No

Additional Places of Business tab:

This tab page displays the details of the additional place of the business.

Enter the number of additional places of business and click the **ADD NEW** button. Enter the details similarly like Principal Place of Business Details provided above.

Note: You cannot enter additional places of business here if you have selected No for **Have Additional Place of Business** in Principal Place of Business Tab.

Dashboard > Additional Places of Business English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	99%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business ✓

Additional Places of Business

Goods and Services ✓

Bank Accounts ✓

State Specific Information

Verification

Details of Additional Places of your Business

Number of additional places*

No records added for Additional Place of Business. Add at least one record to proceed.

BACK
ADD NEW
CONTINUE

Goods and Services tab:

This tab page displays the details of the goods and services supplied by the business.

In case you deal with **Goods or Commodities**, you need to mention the **HSN Code in the Goods tab**. In case you deal with services, you need to mention the SAC Code in the Services tab. You can add maximum 5 goods and 5 services. In case, you have more than 5 goods or services, you must add the top 5 goods or services you are dealing with.

Goods Tab:

In some cases you may know the HSN Code, and in some cases you might not know the HSN Code. Follow the steps given below to fill the HSN Code.

In case you know the HSN Code:

Let us take an example that you need to add the HSN Code 6105. To add the HSN Code, perform the following steps:

a. In the **Search HSN Chapter by Name or Code** field, enter the first four digit 6105 from the HSN Code.

HSN Code is successfully added.

In case you do not know the HSN Code:

Let us take an example where the dealer deals with cotton textile.

a. In the **Search HSN Chapter by Name or Code field**, type cotton; related HSN Chapter list is displayed. From the displayed list, scroll and select the appropriate option (in this case 5208). HSN Code is successfully added.

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	Authorized Representative	Principal Place of Business ✓	Additional Places of Business	Goods and Services ✓	Bank Accounts ✓	State Specific Information	Verification
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Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 Commodities

Search HSN Chapter by Name or Code

5208

5208
 WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2 - Unbleached :

Sl No	HSN Code (4 digit)	Description of Goods	Action
1	0902	TEA, WHETHER OR NOT FLAVOURED	

Services Tab:

- In the Search by Name or Code field, type the name or the SAC Code of the services supplied by the business. SAC is successfully added.
- Click the **SAVE & CONTINUE** button.

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	Authorized Representative	Principal Place of Business ✓	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
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Goods Services

Details of Services offered by the Business

Please specify top 5 services offered by your business

Search by Name or Code

Search SAC

Bank Accounts tab:

This tab page displays the details of the bank accounts maintained for conducting business. You can enter details of upto 10 Bank Accounts.

Enter the number of bank accounts and click the **ADD NEW** button.

Dashboard > Bank Accounts English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	93%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business ✓

Additional Places of Business

Goods and Services ✓

Bank Accounts

State Specific Information

Verification ✓

Details of Bank Accounts (s)

Total Number of Bank Accounts maintained*

1

No records added for Bank Accounts. Add at least one record to proceed.

BACK
ADD NEW
CONTINUE

a) In the **Account Number** field, enter the account number of the Bank.

b) In the **Type of Account** drop-down list, select the type of account.

c) In the **Enter Bank IFSC** field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the here Link to know the IFSC code.

Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

d) In the **Document Upload section**, click the Choose file button. Navigate and select the scanned copy of Bank passbook/ statement.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

e) Click the **SAVE & CONTINUE** button.

Note:

In case you want to add details of more Bank accounts, click the **ADD NEW** button.

Dashboard > Bank Accounts English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	93%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business ✓

Additional Places of Business

Goods and Services ✓

Bank Accounts

State Specific Information

Verification

Details of Bank Accounts (s)

• indicates mandatory fields

Details of Bank Account

Account Number *

Type of Account *

Enter Bank IFSC *

GET ADDRESS

ⓘ Don't know your IFSC?
Click [here](#) to find your bank

Document Upload

Proof of Details of Bank Accounts *

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

No file chosen

BACK
SHOW LIST
ADD NEW
SAVE & CONTINUE

State Specific Information tab:

This tab page displays the details of the state.

- a) In the **Professional Tax Employee Code (EC) No.** field, enter professions tax E.C number.
- b) In the **Professional Tax Registration Certificate (RC) No.** field, enter professions tax R.C number.
- c) In the **State Excise License No.** field, enter state excise license number.
- d) In the **Name of the person in whose name Excise License is held** field, enter the name of the person in whose name excise license is held.
- e) Click the **SAVE & CONTINUE** button.

Dashboard > State Specific Information English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	100%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business ✓

Additional Places of Business

Goods and Services ✓

Bank Accounts ✓

State Specific Information

Verification ✓

State Specific Information

Professional Tax Employee Code (EC) No. <input type="text" value="Enter Professions Tax E.C Number"/>	Professional Tax Registration Certificate (RC) No. <input type="text" value="Enter Professions Tax R.C Number"/>
State Excise License No. <input type="text" value="Enter State Excise License Number"/>	Name of the person in whose name Excise Licence is held <input type="text" value="Enter Name of the Person in whose name Excise License is held"/>

Verification tab:

This tab page displays the details of the verification for authentication of the details submitted in the form.

- a. Select the **Verification** checkbox.
- b. In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.
- c. In the **Place** field, enter the place where the form is filed.
- d. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Digitally signing using DSC is mandatory in case of LLP and Companies.

The Enrolment Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Authorized signatory tab page of the Enrolment Application. This is because E-Signature is an Aadhar based electronic verification service.

In Case of DSC:

- e. Click the **SUBMIT WITH DSC** button.

Note: In case, your DSC is not registered, you will need to register DSC.

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on you laptop/ desktop, perform the following steps:

1. Click the **item tray**.
2. Double click the **emSigner** icon.
3. Click the **Hide Service button** to minimize the dialog box.
4. Select the certificate and click the **SIGN** button.
5. Enter the PIN (dongle password) for the attached DSC.

Note:

To view the details of your DSC, click the **View Certificate** button.

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	Authorized Representative	Principal Place of Business ✓	Additional Places of Business	Goods and Services ✓	Bank Accounts ✓	State Specific Information	Verification ✓
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• indicates mandatory fields

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*	Place*
ANGAD JASBIRSINGH ARORA[GDDPS5083K]	Bangalore
Designation / Status*	Date*
chairman	24/06/2017

i DSC is compulsory for Companies & LLP

f. Click the **PROCEED** button.

New Registration 08/07/2017 24/06/2017 100%

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	State Specific Information	Verification ✓
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• indicates mandatory fields

Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2017. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2017

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*	Place*
ANGAD JASBIRSINGH ARORA[GDDPS5083K]	Bangalore
Designation / Status*	Date*
chairman	24/06/2017

i DSC is compulsory for Companies & LLP

g. Select the certificate and click the **SIGN** button.

GST Digital Signature Signer
✕

Goods and Services Tax
Digital Signature Signer

Content To Sign

e322305b51fc7e86c6e92d164d23f06f6b85d9e006780b36a9d101b3155f57f4

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
AJIPA1572E	SAP SSO User Sub CA	78470550260168771571	01-07-2017

Cancel
View Certificate
Sign

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The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

You can track the status of your application using the **Services > Registration > Track Application Status** command.

Dashboard
Services ▾
Notifications & Circulars ▾
Acts & Rules ▾
Downloads ▾

Dashboard > Application for New Registration
English

✔ SUCCESS

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

In Case of E-Signature:

e. Click the **SUBMIT WITH E-SIGNATURE** button.

• indicates mandatory fields

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*
ANGAD JASBIRSINGH ARORA[AJIPA1572E]

Place*
Bangalore

Designation / Status*
chairman

Date*
24/06/2017

i DSC is compulsory for Companies & LLP

BACK SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT WITH EVC

f. In the **Please select Service Provider** option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

f. select the checkbox for declaration.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

h. Click the **CONTINUE** button.

Service Provider

Please select Service Provider*

C-DAC

NSDL

I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form.

CANCEL CONTINUE

i. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **SUBMIT** button.

Business Details ✓ Promoter / Partners ✓ Authorized Signatory ✓ Authorized Representative ✓ Principal Place of Business ✓ Additional Places of Business ✓ Goods and Services ✓ Bank Accounts ✓ State Specific Information ✓ Verification ✓

Verify Aadhaar OTP

OTP has been sent to your mobile number and email address registered with AADHAAR. Please provide your OTP.

CANCEL SUBMIT

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*
ANGAD JASBIRSINGH ARORA

Designation / Status*
chairman

Date*
24/06/2017

BACK SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT WITH EVC

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. **Application Reference Number (ARN)** receipt is sent on your e-mail address and mobile phone number.

In Case of EVC:

e. Click the **SUBMIT WITH EVC** button.

Business Details ✓ Promoter / Partners ✓ Authorized Signatory ✓ Authorized Representative ✓ Principal Place of Business ✓ Additional Places of Business ✓ Goods and Services ✓ Bank Accounts ✓ State Specific Information ✓ Verification ✓

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory*
ANGAD JASBIRSINGH ARORA[AJIPA1572E]

Place*
Bangalore

Designation / Status*
chairman

Date*
24/06/2017

BACK SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT WITH EVC

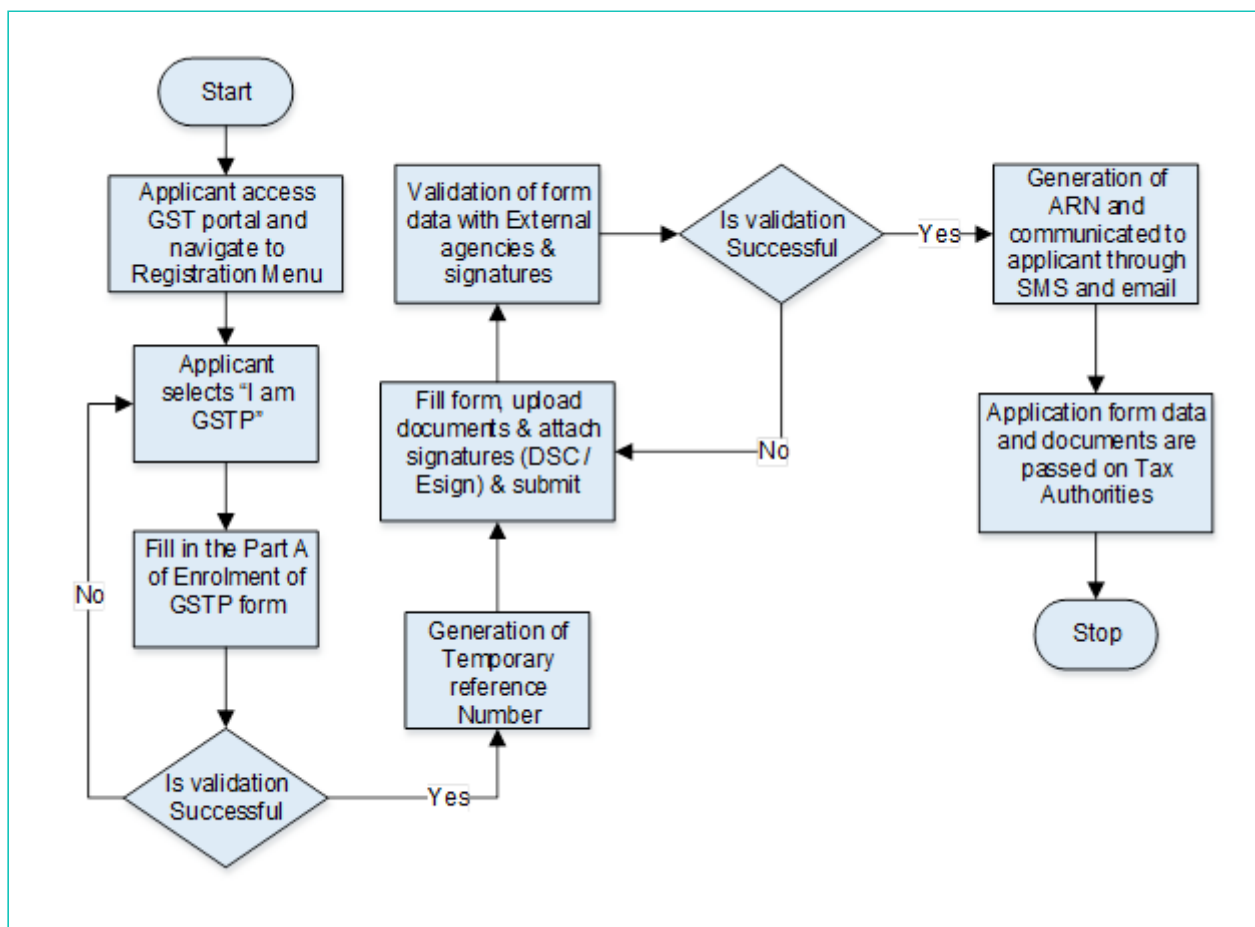
f. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

The screenshot displays the 'Apply for Registration Normal Taxpayer' interface. A modal window titled 'OTP Verification' is centered on the screen. The modal contains the text 'Please enter OTP' above a red-bordered input field. Below the input field is a green message box stating 'OTP has been sent to your Email and Mobile number registered at the GST portal'. At the bottom of the modal are two buttons: 'CLOSE' and 'VALIDATE OTP'. The background shows the registration form with fields for 'Name of Authorized Signatory' (ANGAD JASBIRSINGH ARORA) and 'Designation / Status' (chairman). The date '24/06/2017' is visible. The top navigation bar includes icons for Business Details, Promoter / Partners, and Verification. The bottom navigation bar has buttons for BACK, SUBMIT WITH DSC, SUBMIT WITH E-SIGNATURE, and SUBMIT WITH EVC.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. **Application Reference Number (ARN)** receipt is sent on your e-mail address and mobile phone number.

Registration Application > GST Practitioner

How do I apply for enrolment as a GST Practitioner?



What are the steps involved in applying for Registration as a GST Practitioner (GSTP) on the GST Portal?

1. Access the <https://www.gst.gov.in/> URL. The **GST Home page** is displayed.
2. Click the **REGISTER NOW** link.

Alternatively, you can also click **Services > Registration > New Registration** option.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Registration Payments User Services

New Registration Registration by Non-Resident Foreign Taxpayer

Amendment of Registration Non - Core Fields Track Application Status

Part A:

3. The **New Registration** page is displayed. Select the **New Registration** option.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration English

1 User Credentials 2 OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a

Select

State/UT

Select

District

Select

Legal Name of the Business (As mentioned in TAN)

Enter Legal Name of Business

Permanent Account Number (PAN)

Enter Permanent Account Number (PAN)

Email Address

Enter Email Address

OTP will be sent to this Email Address

Mobile Number

+91 Enter Mobile Number

Separate OTP will be sent to this mobile number

PROCEED

4. In the **I am a** drop down list, select the **GST Practitioner** as the type of taxpayer to be registered.

New Registration

1 — 2
User Credentials — OTP Verification

New Registration Temporary Reference Number (TRN)

I am a *

GST Practitioner ▼

Select

- Taxpayer
- Tax Deductor
- Tax Collector (e-Commerce)
- GST Practitioner**
- Non Resident Taxable Person
- Other Notified Person

Name of the GST Practitioner *

Enter Name of the GST Practitioner

Permanent Account Number (PAN) *

Enter Permanent Account Number (PAN)

i If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Email Address *

Enter Email Address

i OTP will be sent to this Email Address

Mobile Number *

+91 Enter Mobile Number

i Separate OTP will be sent to this mobile number

Type the characters you see in the image below *

PROCEED

5. In the **State/UT and District** drop down list, select the state for which registration is required and district.

6. In the **Name of the GST Practitioner (As mentioned in PAN)** field, enter the legal name as mentioned in the PAN database.

7. In the **Permanent Account Number (PAN)** field, enter PAN number.

Note: • In case you don't have PAN, you can apply for PAN. To do so, click the here link.

8. Legal Name of the GST Practitioner and PAN will be validated against the CBDT database.

9. In the **Email Address** field, enter the email address of the Primary Authorized Signatory.

10. In the **Mobile Number** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

Note: Different One Time Password (OTP) will be sent on your email address and mobile number you just mentioned for authentication.

11. In the **Type the characters you see in the image below** field, enter the captcha text.

12. Click the **PROCEED** button.

1 — 2
User Credentials — OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a •

GST Practitioner ▼

State/UT •

Select ▼

District •

Select ▼

Name of the GST Practitioner •

Enter Name of the GST Practitioner

Permanent Account Number (PAN) •

Enter Permanent Account Number (PAN)

i If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Email Address •

Enter Email Address

i OTP will be sent to this Email Address

Mobile Number •

+91 Enter Mobile Number

i Separate OTP will be sent to this mobile number

Type the characters you see in the image below •

Enter CAPTCHA

PROCEED

After successful validation, you will be directed to the OTP Verification page.

13. In the **Mobile OTP** field, enter the OTP you received on your mobile number entered in PART-A of the form. OTP is valid only for 10 minutes.

14. In the **Email OTP** field, enter the OTP you received on your email address entered in PART-A of the form. OTP is valid only for 10 minutes.

Note: OTP sent to mobile number and email address are separate. In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter both the newly received OTPs again.

15. Click the **PROCEED** button.

16. The system generated 15-digit Temporary Reference Number (TRN) is displayed.

Note: You will receive the TRN acknowledgment information on your e-mail address as well as your mobile number. Note that below the TRN the expiry date of the TRN will also be mentioned. Click the **PROCEED** button.

Alternatively, you can also click **Services > Registration > New Registration** option and select the **Temporary Reference Number (TRN)** radio button to login using the TRN.

PART-B:

1. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.
2. In the **Type the characters you see in the image below** field, enter the captcha text.
3. Click the **PROCEED** button. The Verify OTP page is displayed. You will receive same Mobile OTP and Email OTP. These OTPs are different from the OTPs you received in previous step.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration English

1 User Credentials 2 OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

071700000308TR

Type the characters you see in the image below *

753926

PROCEED

4. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note: OTP sent to mobile number and email address are same.

In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration Verify English

1 User Credentials 2 OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP *

Fill OTP sent to Mobile and Email

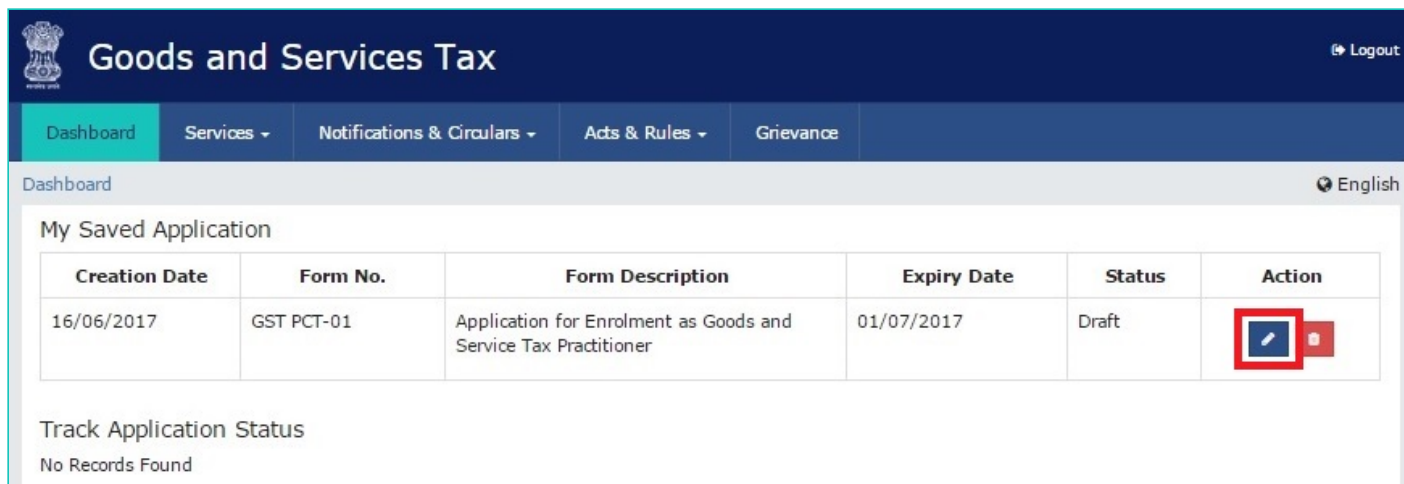
Click here to resend the OTP

BACK PROCEED

5. The **My Saved Application** page is displayed. Under the **Action** column, click the **Edit** icon (icon in blue square with white pen).

Note:


- Notice the expiry date shown below in the screenshot. If the applicant doesn't submit the application within 15 days, TRN and the entire information filled against that TRN will be purged after 15 days.
- The status of the registration application is 'Draft' unless the application is submitted. Once the application is submitted, the status is changed to 'Pending for Validation'.



Goods and Services Tax Logout

Dashboard English

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
16/06/2017	GST PCT-01	Application for Enrolment as Goods and Service Tax Practitioner	01/07/2017	Draft	

Track Application Status
No Records Found

1. PART-B of the form has four sections that must be filled sequentially. The first section is **General Details**. Enter all the details and click SAVE AND CONTINUE at the bottom of the screen.

- Under **Enrolling Authority**, select the radio button **Centre** or **State/UT**
- Under enrolment sought as, please select an option from the dropdown given.
- Enter the name of your University/Institute where you received your academic credentials.
- Select your year of passing from the dropdown menu.
- Enter the name of the Qualifying Degree for enrolment as a GST Practitioner
- Under Proof of Qualifying Degree for enrolment as a GST Practitioner, select the document type from the dropdown given.
- Upload the document in PDF or JPEG format only (file size must be less than 1 MB).
- Once you have filled in all the sections, click on **SAVE AND CONTINUE** to move to the next section.

General Details • indicates mandatory fields

Enrolling Authority • ⓘ
 Centre State/UT

State/UT •
Delhi

Date of Application •
16/06/2017

Enrolment Sought as •

Name of University/Institute Year of Passing

Qualifying Degree for enrolment as GST Practitioner • ⓘ

Document Upload

Proof of Qualifying Degree for enrolment as GST Practitioner •


ⓘ File with PDF or JPEG format is only allowed.
 ⓘ Maximum file size for upload is 1 MB


No file chosen


2. The second section is **Applicant Details**.


- a) Select your date of birth.
- b) Enter your first, middle, and last name (first name is mandatory).
- c) Select your gender.
- d) If you wish to use E-Sign or EVC, enter your Aadhaar Number.
- e) Enter all the details and upload your photograph.
- f) Upload your photograph in JPEG format (file size should not exceed 100 KB)
- g) Once you have entered all the details and uploaded the photograph, click **SAVE AND CONTINUE** to move on to the next section.

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	55%


 General Details


 Applicant Details


 Professional Address


 Verification

* indicates mandatory fields

Applicant Details

Name Palsin Shira		Date of Birth * DD/MM/YYYY	
Name of Father			
First Name * Enter First Name	Middle Name Enter Middle Name	Last Name Enter Last Name	
Gender * <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Permanent Account Number (PAN) GDDPS5083K	Aadhaar Number ⓘ Enter Aadhaar Number	
Mobile Number 8860058000	Landline Number (with STD Code) STD Enter Landline Number	Email Address * palsinshira@gmail.com	

Document Upload

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

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


Choose File No file chosen


BACK
SAVE & CONTINUE


3. The third section is **Professional Address**.


- Enter the address with the correct PIN Code. State and District will be auto populated from PART-A of the form.
- Select the appropriate proof of professional address from the dropdown menu.
- Upload the selected proof of professional address in JPEG or PDF format with a file size not exceeding 1 MB.
- Once all the details are entered and the document is successfully uploaded, click **SAVE AND CONTINUE** to go to the final section.

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	75%


 General
Details


 Applicant
Details


 Professional
Address


 Verification

• indicates mandatory fields

Professional Address

Building No. / Flat No. • <input style="width: 90%;" type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input style="width: 90%;" type="text" value="Enter Floor No."/>	Name of the Premises / Building <input style="width: 90%;" type="text" value="Enter Name of Premises / Building"/>
Road / Street • <input style="width: 90%;" type="text" value="Enter Road / Street / Lane"/>	City / Town / Locality / Village • <input style="width: 90%;" type="text" value="Enter Locality / Area / Village"/>	
State • Delhi	District • South West Delhi	PIN Code • <input style="width: 90%;" type="text" value="Enter PIN Code"/>

Document Upload

Proof of Professional Address •

Select ▼

ⓘ File with PDF or JPEG format is only allowed.
 ⓘ Maximum file size for upload is 1 MB

Choose File

No file chosen

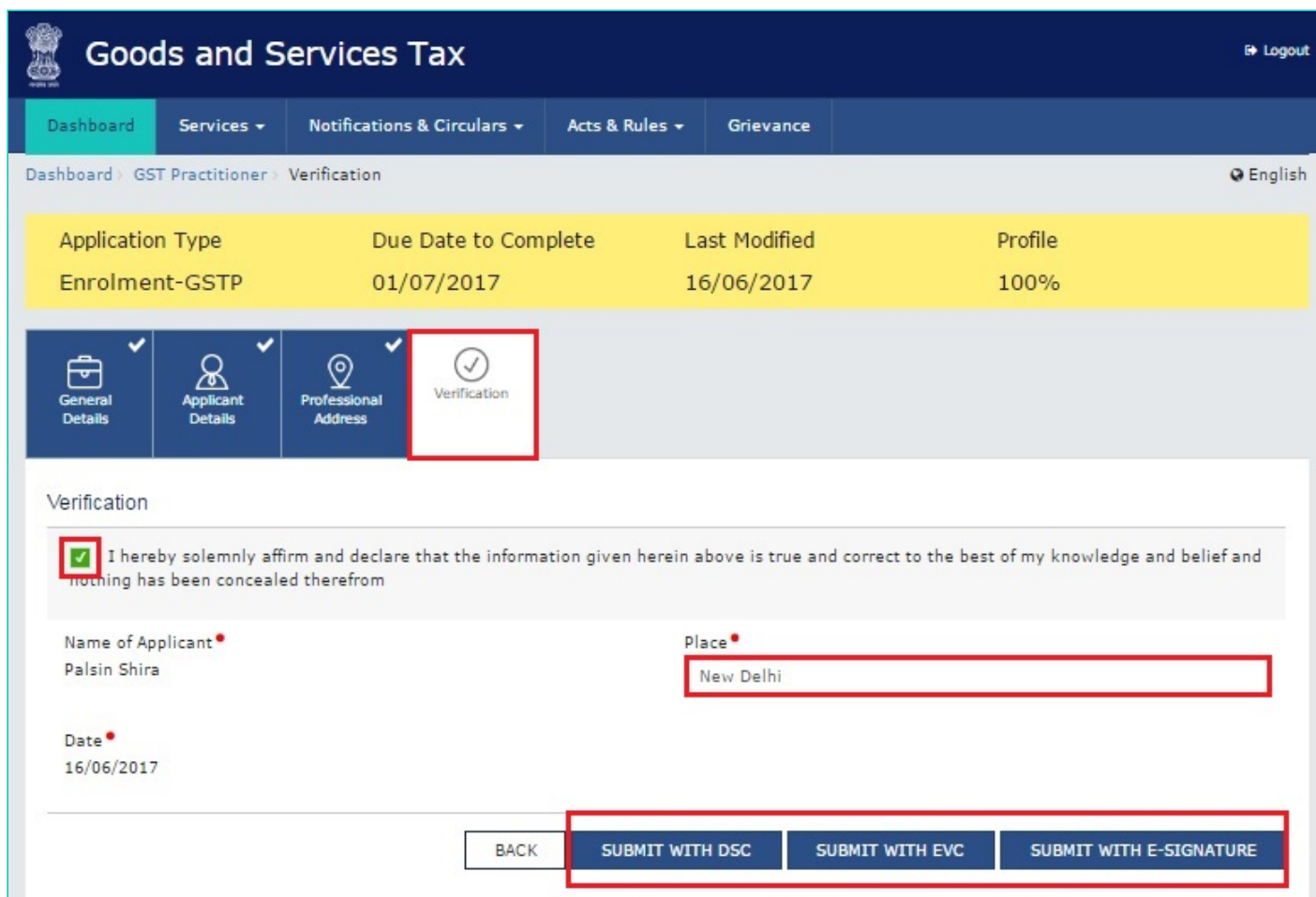
BACK
SAVE & CONTINUE

4. The fourth and last section is the Verification page.

a) Check the check-box with the verification statement.

b) Enter the place.

c) You may now choose to submit the form using DSC, E-Sign or EVC. (Note: For E-Sign and EVC you must update your Aadhaar number in the Applicant Details section)



Goods and Services Tax Logout

Dashboard Services Notifications & Circulars Acts & Rules Grievance

Dashboard > GST Practitioner > Verification English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	01/07/2017	16/06/2017	100%

General Details Applicant Details Professional Address **Verification**

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom

Name of Applicant * Palsin Shira Place * New Delhi

Date * 16/06/2017

BACK **SUBMIT WITH DSC** **SUBMIT WITH EVC** **SUBMIT WITH E-SIGNATURE**

In Case of DSC:

- a) Click the **SUBMIT WITH DSC** button.
- b) Click the **PROCEED** button.

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on your laptop/ desktop, perform the following steps:

1. Click the **item** tray.
2. Double click the **emSigner** icon.
3. Click the **Hide Service** button to minimize the dialog box.

g) Select the certificate and click the **SIGN** button.

Note: To view the details of your DSC, click the **View Certificate** button.

Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom

Name of Applicant
Palsin Shira

Place
New Delhi

Date
16/06/2017

You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

You can track the status of your application using the **Services > Registration > Track Application Status** command.

In Case of E-Signature:

- e) Click the **SUBMIT WITH E-SIGN** button.
- f) In the Declaration box, click the **AGREE** button.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

g) **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar.

h) Click the **CONTINUE** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

In Case of Electronic Verification Code:

- a) Click the **SUBMIT WITH EVC** button.
- b) In the Declaration box, click the **AGREE** button.

Note: OTP will be sent to your mobile phone number registered with Aadhaar.

- c) **Verify OTP** screen is displayed. Enter the OTP received on your mobile phone number registered with Aadhaar.
- d) Click the **CONTINUE** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

Note: After submission, you cannot make any changes to your application.

My Saved Applications

How can I view my saved applications?

To view the saved applications, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
3. Select the **Temporary Reference Number (TRN)** option.
4. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
5. Click the **PROCEED** button.

Home > Registration English

1 — 2
User Credentials — OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) •

Enter Temporary Reference Number (TRN)

PROCEED

6. In the **Mobile / Email OTP** field, enter the **OTP** you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

7. Click the **PROCEED** button.

Home > Registration > Verify English

✓ — 2
User Credentials — OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

|

Fill OTP sent to Mobile and Email

[Click here to resend the OTP](#)

BACK

PROCEED



8. The **My Saved Application page** is displayed. Under the **Action** column, click the **Edit** icon (icon in blue square with white pen) to access the **PART B** of the application form and retrieve the saved application.

Note: Application Form will be available for 15 days from the date of generation of **TRN**.

Dashboard Services ▾ Notifications & Circulars ▾ Acts & Rules ▾ Downloads ▾

Dashboard English

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
07/03/2017	GST REG-01	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--	22/03/2017	Draft	 

Track Application Status

No Records Found

Application for Filing Clarification

I have received notice for seeking clarifications for the registration application submitted on the GST Portal. How do I respond to the notice issued by the Tax Official?

To respond to the notice seeking clarifications on the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.

In case of **New Registration**:

- a. Click the **REGISTER NOW** link.
- b. Select the **Temporary Reference Number (TRN)** option.
- c. In the Temporary Reference Number (TRN) field, enter the **TRN** received.
- d. Click the **PROCEED** button.

Home > Registration English

1 — 2
User Credentials — OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

Enter Temporary Reference Number (TRN)

PROCEED

e. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

f. Click the **PROCEED** button.

Home > Registration > Verify

English

User Credentials 1 | OTP Verification 2

Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

[Click here to resend the OTP](#)

BACK PROCEED

In case of Existing Registration:

1. Login to the GST Portal with valid credentials.
2. Click **Services > Registration > Application for Filing Clarifications** command.

Dashboard Services Notifications & Circulars Acts & Rules Downloads

Registration Payments User Services

New Registration Registration by Non-Resident Foreign Taxpayer

Application for Filing Clarifications Track Application Status

3. In the **Reference No. of Notice** field, enter the reference number specified on the notice which you have received for filing the clarifications. Or In the **Application Reference Number (ARN)** field, enter the application reference number received corresponding to the application submitted. Click the **SEARCH** button.

Home Services Notifications & Circulars Acts & Rules Downloads

Home > Clarifications English

Application for Filing Clarification

• indicates mandatory fields

Reference No. of Notice • OR Application Reference Number(ARN) •

Enter Reference Number of Notice SEARCH

Enter ARN Number SEARCH

4. In the Modification in the **Registration Application filed** field, select **Yes** or **No**.

In case of Yes:

- a. Original application is available in editable mode for all those fields for which Notice has been issued. Edit the details and upload the additional documents wherever required.

In case of No:

- a. In the Additional Information field, enter the additional information.

Note:

- You need to enter response to all the queries in the textbox provided corresponding to each query.

- You can save the form at any point of time within the timeline of maximum 7 working days from generation of the Notice for seeking clarifications by the Tax Official.

5. Submit the application using **SUBMIT WITH DSC** or **SUBMIT WITH E-SIGN** as applicable/ eligible.

In case of SUBMIT WITH DSC:

- a. Click the **SUBMIT WITH DSC** button.
- b. Click the **PROCEED** button.
- c. Select the certificate and click the **SIGN** button.
- d. Enter the **PIN** (dongle password) for the attached DSC.

In case of SUBMIT WITH E-SIGN:

- a. Click the **SUBMIT WITH E-SIGN** button.
- b. In the Declaration box, click the **AGREE** button.
Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.
- c. In the Declaration box, click the **AGREE** button.
- d. Verify Aadhaar OTP screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **CONTINUE** button.

6. **Success** message is displayed.

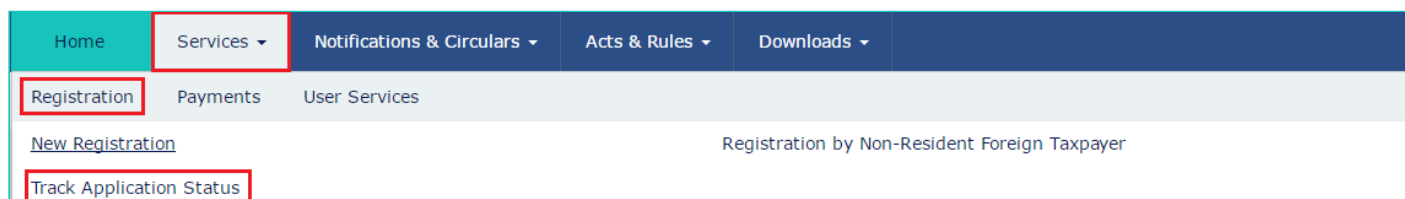
Note: Intimation of submission of the form by the Taxpayer is sent via SMS to the applicant on the registered mobile number. Email is sent to the applicant as well the authorized signatory.

Track Application Status > Pre Login

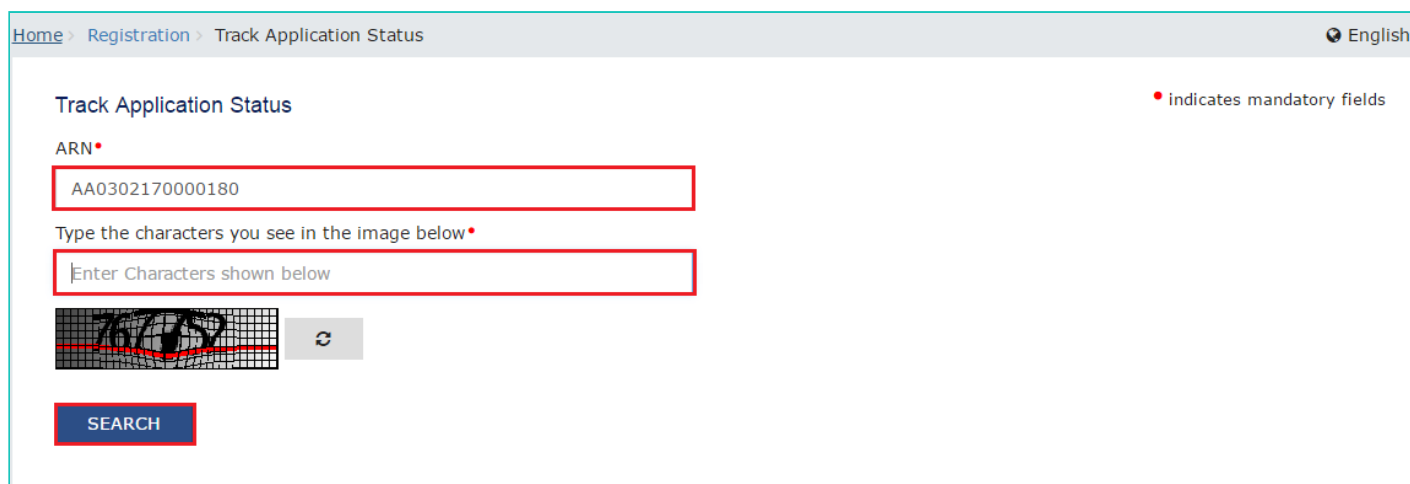
I am a taxpayer. How can I track status of my registration application that I have submitted without logging to the GST Portal?

On submission of the registration application, you will be given an **Application Reference Number (ARN)**. You can track status of your application by tracking this ARN. To view status of your ARN without logging to the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Registration > Track Application Status** command.



3. In the **ARN** field, enter the ARN received on your e-mail address when you submitted the registration application.
4. In the **Type the characters you see in the image below** field, enter the captcha text.
5. Click the **SEARCH** button.

A screenshot of the 'Track Application Status' form on the GST Portal. The breadcrumb trail at the top reads 'Home > Registration > Track Application Status'. The form title is 'Track Application Status' with a red dot indicating a mandatory field. Below the title, there is a text input field for 'ARN' containing the value 'AA0302170000180'. Below that is a text input field for 'Type the characters you see in the image below' containing the placeholder text 'Enter Characters shown below'. To the left of this field is a captcha image showing the number '707' on a grid. Below the captcha is a 'SEARCH' button.

The Application status is displayed.

Track Application Status

ARN •

Type the characters you see in the image below •



Search Result based on ARN : AA0302170000180

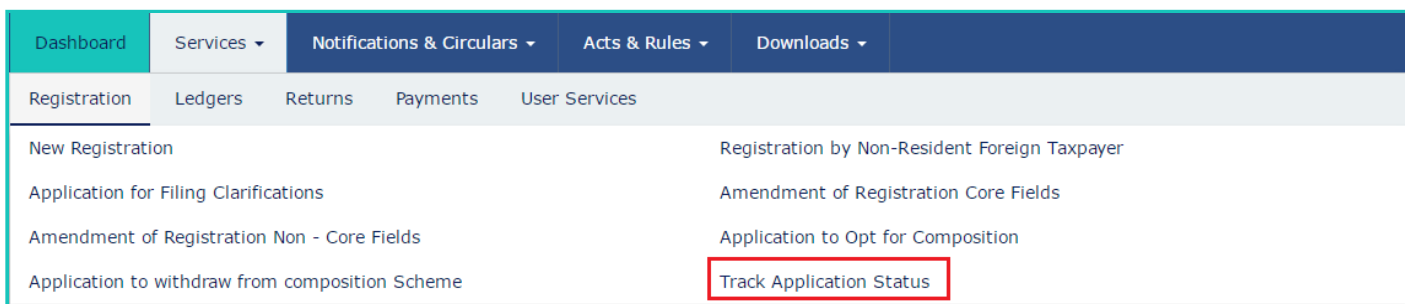
ARN:	AA0302170000180
Form No.:	GST REG-01
Form Description:	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--
Submission Date	
Status	Approved

Track Application Status > Post Login

I am a taxpayer. How can I track status of my application that I have submitted after logging to the GST Portal?

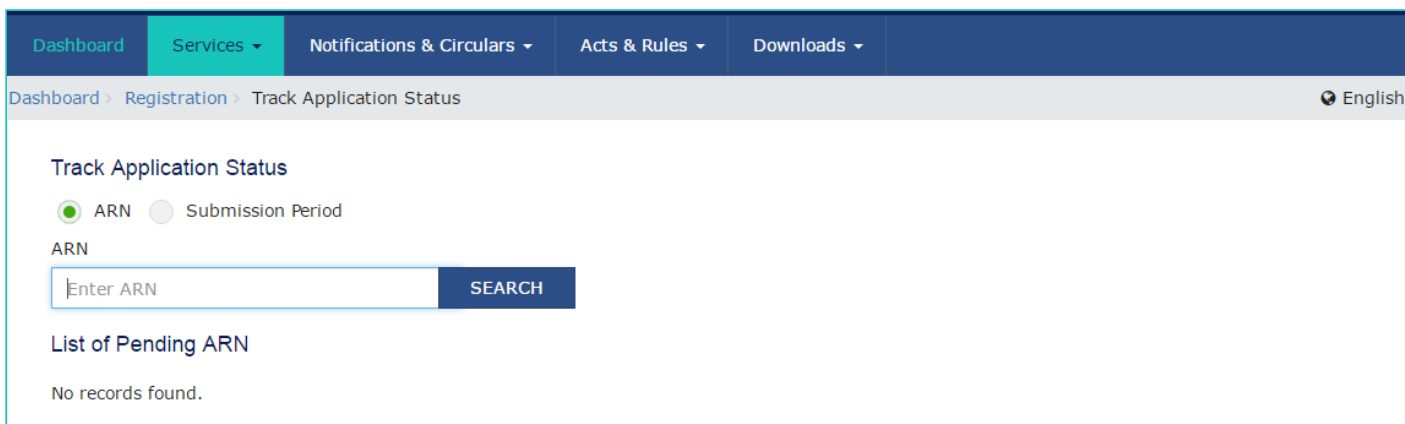
On submission of the application, you will be given an **Application Reference Number (ARN)**. You can track status of your application by tracking this ARN. To view status of your ARN after logging to the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Registration > Track Application Status** command.



In Case of ARN:

- a) In the **ARN** field, enter the ARN received on your e-mail address when you submitted the registration application.
- b) Click the **SEARCH** button.



The Application status is displayed.

In Case of Submission Period:

- a) Select the Submission Period of the application using the calendar.
- b) Click the **SEARCH** button.

Dashboard Services ▾ Notifications & Circulars ▾ Acts & Rules ▾ Downloads ▾

Dashboard > Registration > Track Application Status English

Track Application Status

ARN Submission Period

Submission Period • indicates mandatory fields

DD/MM/YYYY DD/MM/YYYY

The Application status is displayed.

To be update with screensht

Track Application Status > Login using TRN

I am a taxpayer. How can I track status of my registration application that I have submitted after logging to the GST Portal using TRN?

To track status of registration application after logging to the GST Portal using Temporary Reference Number (TRN), perform the following steps.

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
3. Select the **Temporary Reference Number (TRN)** option.
4. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
5. Click the **PROCEED** button.

6. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

7. Click the **PROCEED** button.

8. The **My Saved Application** page is displayed. You can check the current status of the application under Status column.

Status	Status description
--------	--------------------

Draft	When the Application Form is saved but not submitted at the GST Portal
Active	On the generation of the TRN, Status of TRN becomes Active or Status of GSTIN on approval of application
Expired	Status of TRN on expiry of 15 days and application form not submitted at the GST Portal
ARN Generated	Status of TRN on submission of the application form at the GST Portal
Inactive	Status of the Provisional GSTIN in case of Casual Dealer or Non-Resident Taxable Person on rejection of the application/ Post expiry of the validity period of 90 days
Provisional	Status of GSTIN, when create challan is initiated (in case of casual taxpayer) till registration form is approved
Pending for Validation	On submission of the application form until ARN is generated at the GST Portal
Validation Error	In case the validation fails, on submission of the application form until ARN is generated
Pending for Processing	Application Form successfully filed at the GST Portal
Pending for Clarification	Notice is issued for seeking clarification by the Tax Official
Pending for Order	Application Form resubmitted by the Applicant with the Response/ clarifications to the notice
Approved	When the Registration Application is approved by the Tax Official
Rejected	When the Registration Application is rejected by the Tax Official

Dashboard
Services ▾
Notifications & Circulars ▾
Acts & Rules ▾
Downloads ▾

Dashboard English

My Saved Application

No Records Found

Track Application Status

ARN	Form No.	Form Description	Submission Date	Status
	GST REG-01	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--		Pending for verification

Track Provisional ID

How can I check the status of my Registration Application on the GST Portal?

To check the registration status, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Under the **Help** Links section at the footer of the Web page, click the **Track Provisional ID** link.

The screenshot shows the GST Portal Home page. At the top right, there is a notice: "If you are an existing taxpayer under VAI, Service tax and Central Excise, you can enroll yourself till next 3 months." with a "View all >" link. Below this, there is a "Help" section with buttons for "Registration", "TDS", "TCS", and "DSC". A message states: "On this page you will find help containing videos, FAQ, User Manual and CBTs" with icons for a question mark, a document, and a video. A link "Click here to go to help section >>" is provided. To the right is an "Important dates" table:

Important dates			
Aug 20th	GSTR-3B for July 2017	Sep 20th	GSTR-3B for August 2017
Sep 5th	GSTR-1 for July 2017	Sep 10th	GSTR-2 for July 2017
Sep 20th	GSTR-1 for August 2017	Sep 25th	GSTR-2 for August 2017
Oct	Normal Schedule for Return Filing		

The footer contains several sections: "Website Policies" (Website Policy, Hyperlink Policy, Disclaimer), "Related Sites" (Central Board of Excise and Customs, State Tax Websites, National Portal), "Help" (System Requirements, How Can We Help You, Site Map, and "Track Provisional ID" which is highlighted with a red box), and "Contact Us" (Help Desk Number: 0120-488999, Write To Us: helpdesk[at]gst[dot]gov[dot]in). Social media icons for Facebook, YouTube, Twitter, and LinkedIn are also present. The footer also includes copyright information: "© 2016-17 Goods and Services Tax Network", "Site Last Updated on 05-07-2017", and "Designed & Developed by GSTN". A "Top" button is in the bottom right corner.

The **Check Registration Status** page is displayed.

The screenshot shows the "Check Registration Status" page on the GST Portal. The page title is "Goods and Services Tax" and the breadcrumb is "Home > Check Registration Status". A legend indicates that a red dot indicates mandatory fields. The form contains the following fields:

- State** (Mandatory): A dropdown menu with "Tamil Nadu" selected.
- ID Type** (Mandatory): A dropdown menu with "Registration Number" selected.
- Registration Number** (Mandatory): A text input field containing "Enter Registration Number".
- Type the characters you see in the image below** (Mandatory): A text input field containing "Enter characters shown below".

Below the CAPTCHA field is a grid of characters and a refresh button. At the bottom of the form is a blue "SUBMIT" button.

3. In the **State** drop-down list, select the State for which you wish to check the status.

4. In the **ID Type** drop-down list, you can select the ID based on which you wish to check the Status. The options available are: **Provisional ID** which is issued to you by the department, **Permanent Account Number (PAN)** of the Legal Name of the Entity and **Registration Number** under the existing laws based on which Provisional ID is issued.
5. In the **Type the characters you see in the image below** field, type the captcha text as shown in the screen.
6. Click the **SUBMIT** button.

Based on the information submitted, Registration Status is displayed along with the Provisional ID, Registration Number and Legal Name.

Home > Check Registration Status

Check Registration Status


• indicates mandatory fields

State •
Tamil Nadu

ID Type •
Provisional ID

Provisional ID •
33AABBBB0011A1AA

Type the characters you see in the image below •
785221



SUBMIT

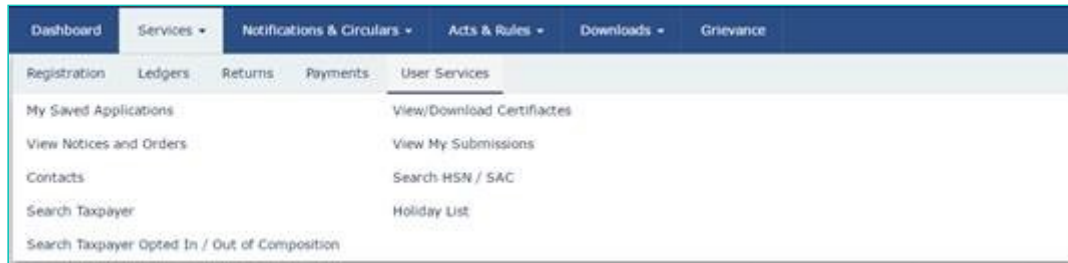
Provisional ID	Registration Number	Legal Name	Status
33AABBBB0011A1AA	12345678901	ABCD Private Limited	Provisional

Download Registration Certificate

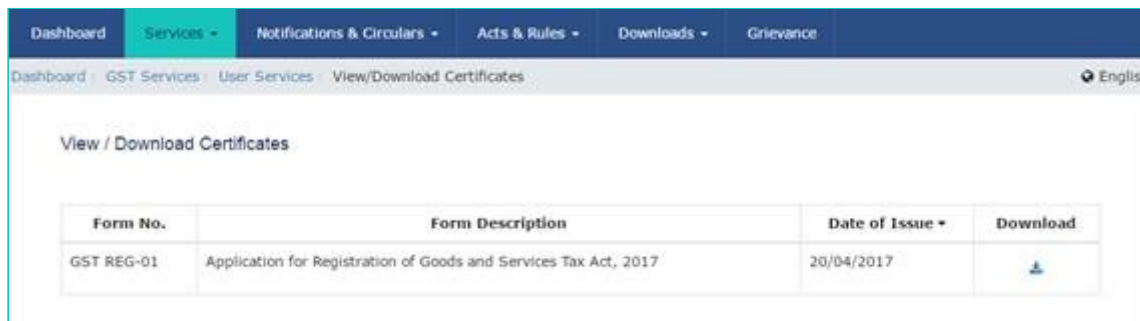
How can I view or download the Registration Certificate?

To view or download the Registration Certificate, perform the following steps:

1. Login to the GST Portal with the valid credentials.
2. Click the **Services > User Services > View or Download Certificates** command.



3. The **View / Download Certificates** page is displayed. Click the **Download** button to download the certificate.

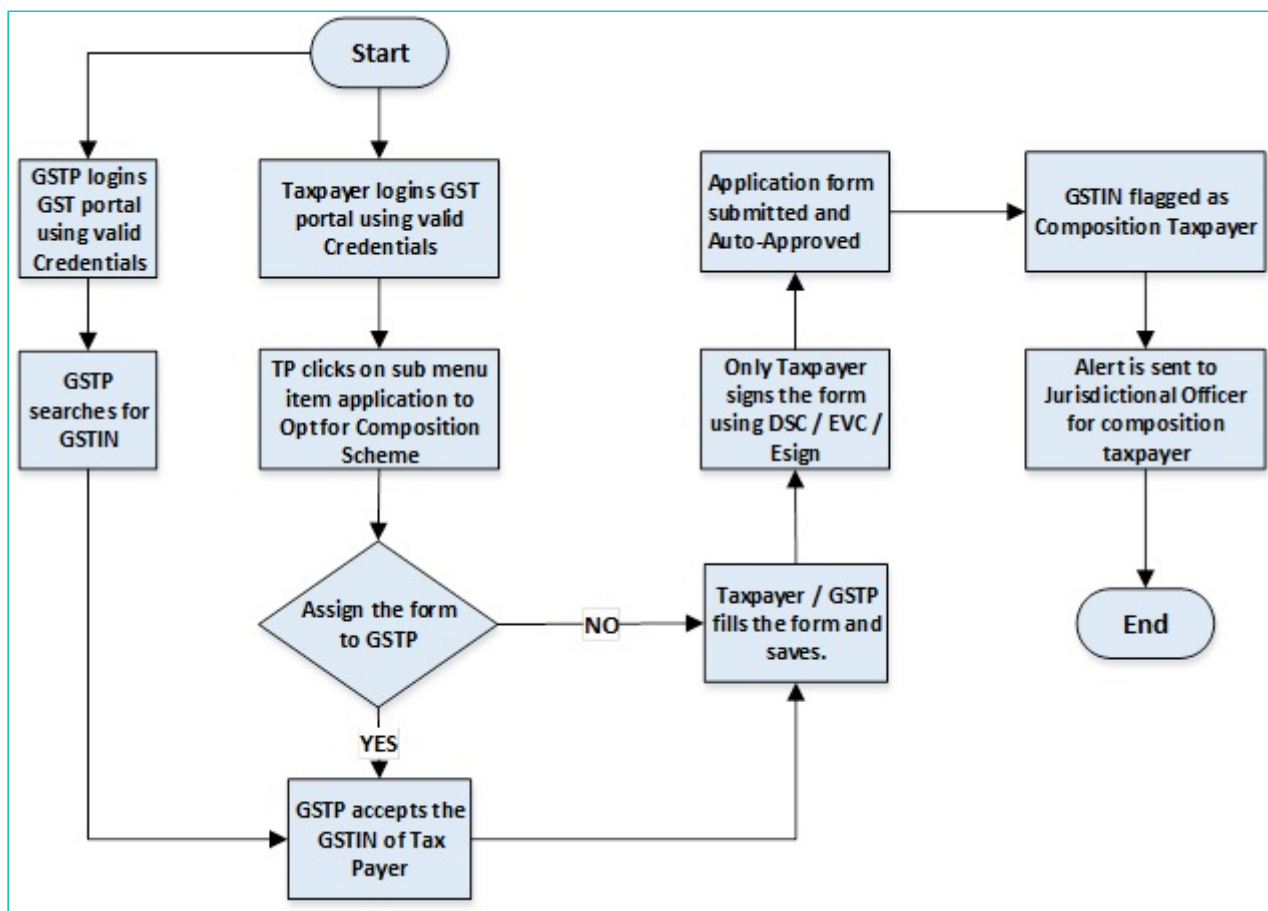


Open the **downloaded certificate** to view the **Registration Certificate**.



Composition Scheme

How do I opt for the Composition Scheme?



What are the steps involved in applying to Opt for the Composition Scheme on the GST Portal?

To opt for the composition scheme on the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.

In case of **New Registration**:



2. Log into the GST Portal by entering your login Credentials.

3. Once you have logged in, select '**Application to Opt for Composition Scheme**' from the Registration Menu.

The screenshot shows the 'Goods and Services Tax' portal dashboard. The 'Services' menu is highlighted, and the 'Registration' sub-menu is selected. The 'Application to Opt for composition Scheme' option is highlighted in red. Below the menu, a table displays tax liability and credit information.

	IGST (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)
Liability related to Return	5	5	5	5
Cash	0	0	0	0
Input tax Credit	0	0	0	0
(Net Liability)/Net Credit	0	0	0	0
Liability other than Return	0	0	0	0

Buttons at the bottom: FILE RETURNS >, PAY TAX >, UTILIZE ITC / CASH >

4. You will be directed to a new screen – Application to Opt for Composition Scheme. Your GSTIN, Legal Name of Business, Trade Name (if any), and Address of Principal Place of Business will be displayed.

The screenshot shows the 'Application to Opt for Composition Scheme' form. The form displays the following pre-filled information:

- GSTIN:** 07ASLPV5297P4ZD
- Name of Business (Legal):** deeksha sindhuri vissapragada
- Trade name, if any:** checking
- Address of Principal Place of Business:** flat---road-city--111111
- Nature of Business:** Wholesale business, Retail Business, Factory/Manufacturing (all are unchecked)

A red dot indicates mandatory fields.

5. Below that, your Nature of business and Jurisdiction will be listed.

Nature of Business	
<input type="checkbox"/> Wholesale business	<input type="checkbox"/> Retail Business
<input type="checkbox"/> Factory/Manufacturing	
<input checked="" type="checkbox"/> Other	Bonded Warehouse,Office / Sale O
Financial Year for which composition scheme is sought 2018-2019	
Jurisdiction	
State 1	Centre ALIGARH
Composition Declaration	
<input type="checkbox"/> I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.	
Verification	
<input type="checkbox"/> I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.	

6. Below these details, there is a Composition Declaration that you must check to pledge to abide by the conditions and restrictions for Taxpayers who are under the Composition Scheme.

Composition Declaration
<input checked="" type="checkbox"/> I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.

7. Before submission, you must also check the box for Verification (below the Composition Declaration) that states that all the information given is true and that nothing has been concealed from the authority.

Verification
<input checked="" type="checkbox"/> I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

8. Finally, before submission, select the **Authorized Signatory** from the dropdown menu and enter the Place.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.


Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory* Place*

Select Enter Place

Designation Date

15/06/2017 

9. Once you select the Authorized Signatory and enter the Place, the options to submit the form will get activated. Select the desired mode – DSC, E-sign, or EVC – and click the corresponding submission option. For the purpose of this manual, we will submit the application using DSC.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.


Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory* Place*

ANGAD JASBIRSINGH ARORA[AJIPA1572E] Bangalore

Designation Date

TE 15/06/2017 

10. You will get a prompt to confirm your action, click on **PROCEED** to move forward.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these

Verification

I hereby solemnly affirm and declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed or

Name of Authorized Signatory *

ANGAD JASBIR SINGH ARORA

Designation

TE

Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016

CANCEL PROCEED

SAVE SUBMIT WITH DSC SUBMIT WITH E-SIGN SUBMIT WITH EVC

11. The system will retrieve the installed digital signatures available on your system using the emSigner and you will get a pop-up to select the desired DSC. Select the desired signature.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these

Verification

I hereby solemnly affirm and declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed or

Name of Authorized Signatory *

ANGAD JASBIR SINGH ARORA[AJIPA1572E]

Designation

TE

Retrieving installed digital signatures..

GST Digital Signature Signer

Goods and Services Tax Digital Signature Signer

Content To Sign

11b90aa6284bdcd048dd0cb0e1cd6e4d859651c3e8c23cafb9095ce9f396764

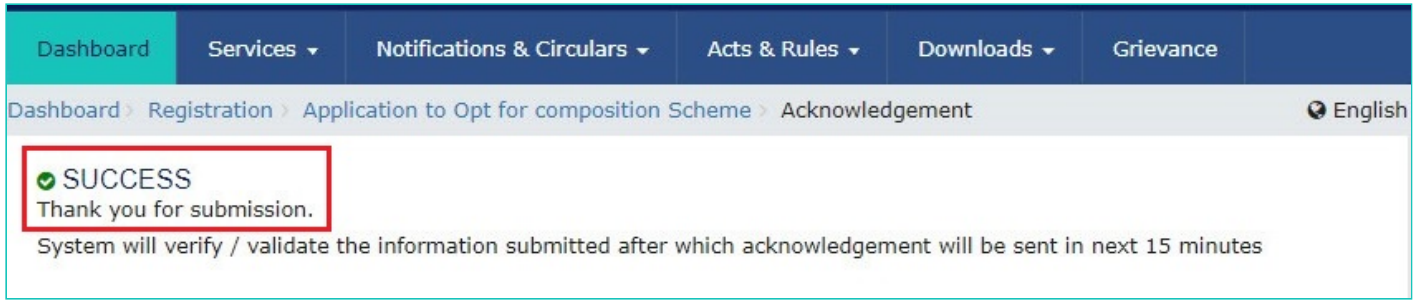
Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
AJIPA1572E	e-Mudhra Sub CA for ...	2000001253	12-09-2018

Cancel View Certificate Sign

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12. Once you select the desired digital signature (it will get highlighted in blue), click Sign. If your digital signature is authenticated, you will get a **SUCCESS** message.



The screenshot shows a web application interface with a dark blue header containing navigation tabs: Dashboard, Services, Notifications & Circulars, Acts & Rules, Downloads, and Grievance. Below the header is a breadcrumb trail: Dashboard > Registration > Application to Opt for composition Scheme > Acknowledgement. A language selector for English is visible in the top right. The main content area features a success message: a green checkmark icon followed by the word "SUCCESS" in bold, and the text "Thank you for submission." This message is enclosed in a red rectangular box. Below the message, a note states: "System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes".

13. The system will perform some validations and if they are successful your ARN for the work item will be generated and sent to you via e-mail and SMS within the next 15 minutes.