# Registration



Valid Permanent Account Number (PAN)

Jurisdiction details

Valid Indian mobile phone number

Valid bank account number from India

Valid e-mail address

Indian Financial System Code (IFSC) number of the same bank and branch

Prescribed documents and information on all mandatory fields of Registration Application

At least one Proprietor / Partner / Director / Trustee / Karta / Member with corresponding PAN

Place of business

An authorised signatory who is resident of India with valid details, including PAN

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**".



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** •

    Enter Provisional ID / GSTIN / UIN

**Password** •

    Enter Password

Type the characters you see in the image below •

    Enter Characters shown below

[LOGIN]

ⓘ **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.

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.



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.



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.



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 the click the **Dashboard** > **Provisional ID Enrolment** command to access the Enrolment Application.*



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.

**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.



**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.

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, 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.

c. In the **Commissionerate Code** drop-down list, select the Commissionerate Code of your jurisdiction.
d. In the **Division Code** drop-down list, select the Division Code under the Commissionerate of your jurisdiction.
e. In the **Range Code** drop-down list, select the Range Code under the Division of your jurisdiction.
f. Under the **Please indicate existing registration** section, in the **Registration Type** drop-down list, select the appropriate registration type.
g. In the **Registration No.** field, enter the registration number
h. Select the **Date of Registration** using the calendar.
i. Click the **Add** button.
j. 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.

k. Click the **Choose File** button. Navigate and select the document.
l. 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

**Personal Information**

• indicates mandatory field

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 •

◯ 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

**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) •

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

**Other Information**

Also authorized Signatory

⬤ No

BACK    SHOW LIST    ADD NEW    SAVE & CONTINUE

a. In the **First Name** field, enter the first name of the stakeholder.

b. In the **Middle Name** field, enter the middle name of the stakeholder.

c. In the **Last Name** field, enter the last name of the stakeholder.

d. Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the stakeholder.

e. Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the stakeholder.

f. 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.

# Authorized Signatory:

This tab page displays the details of the authorized signatory.

• indicates mandatory fiel

## Authorized Signatory

☐ Primary Authorized Signatory

## Personal Information

| First Name• | Middle Name | Last Name |
|---|---|---|
| Enter the First Name | Enter the Middle Name | Enter the Last Name |

Name of Father/Husband

| First Name• | Middle Name | Last Name |
|---|---|---|
| Enter the First Name | Enter the Middle Name | Enter the Last Name |

| Date of Birth• | Mobile Number• | Email Address |
|---|---|---|
| DD/MM/YYYY 🗓 | +91   Enter Mobile Number | Enter Email Address |

| Gender• | Telephone Number | |
|---|---|---|
| ○ Male   ○ Female   ○ Others | Enter Telephone Number | |

## Identity Information

| Designation• | Permanent Account Number• | |
|---|---|---|
| Enter the Designation | ENTER PAN | |

| Are you a citizen of india? | Passport Number | Aadhaar Number |
|---|---|---|
| Yes◯ | ENTER THE PASSPORT 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.• | Floor No. | Name of the Premise / Building |
|---|---|---|
| Enter Building No. / Flat No. | Enter Floor No. | Enter Premise / Building |

| Road / Street• | Locality / Village• | |
|---|---|---|
| Enter Road / Street | Enter Locality / Village | |

| State• | District• | PIN Code• |
|---|---|---|
| Select ▼ | Select ▼ | 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.

## Principal Place of Business:

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

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.

*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:

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

        b. 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.
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).

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.
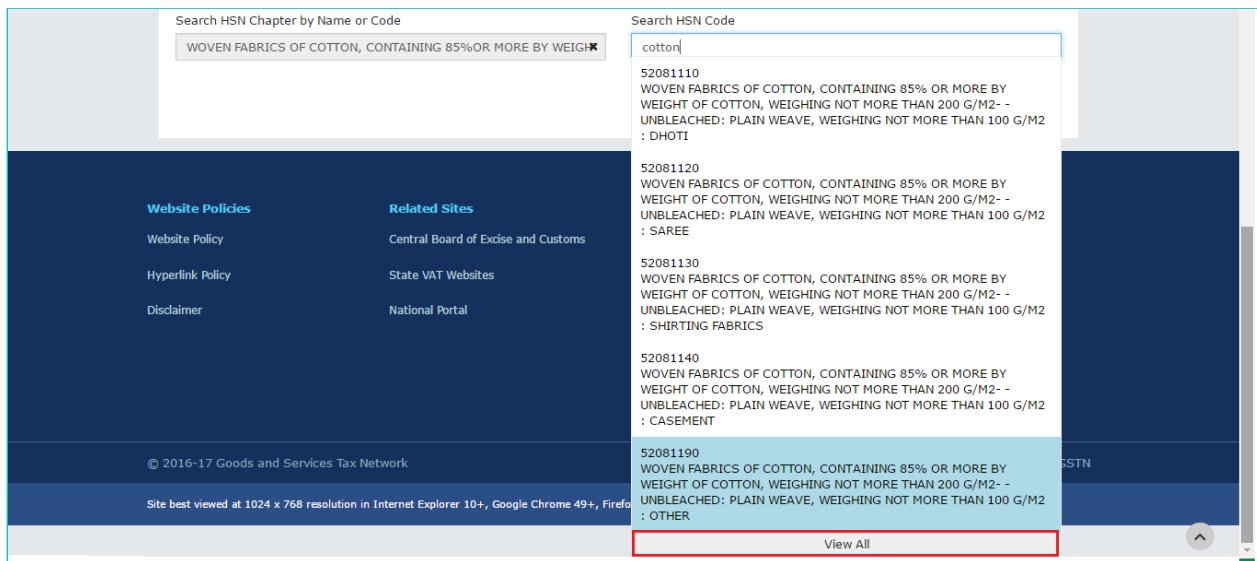


c. Select the check boxes for HSN codes to be added. Scroll between the pages to select the appropriate option.
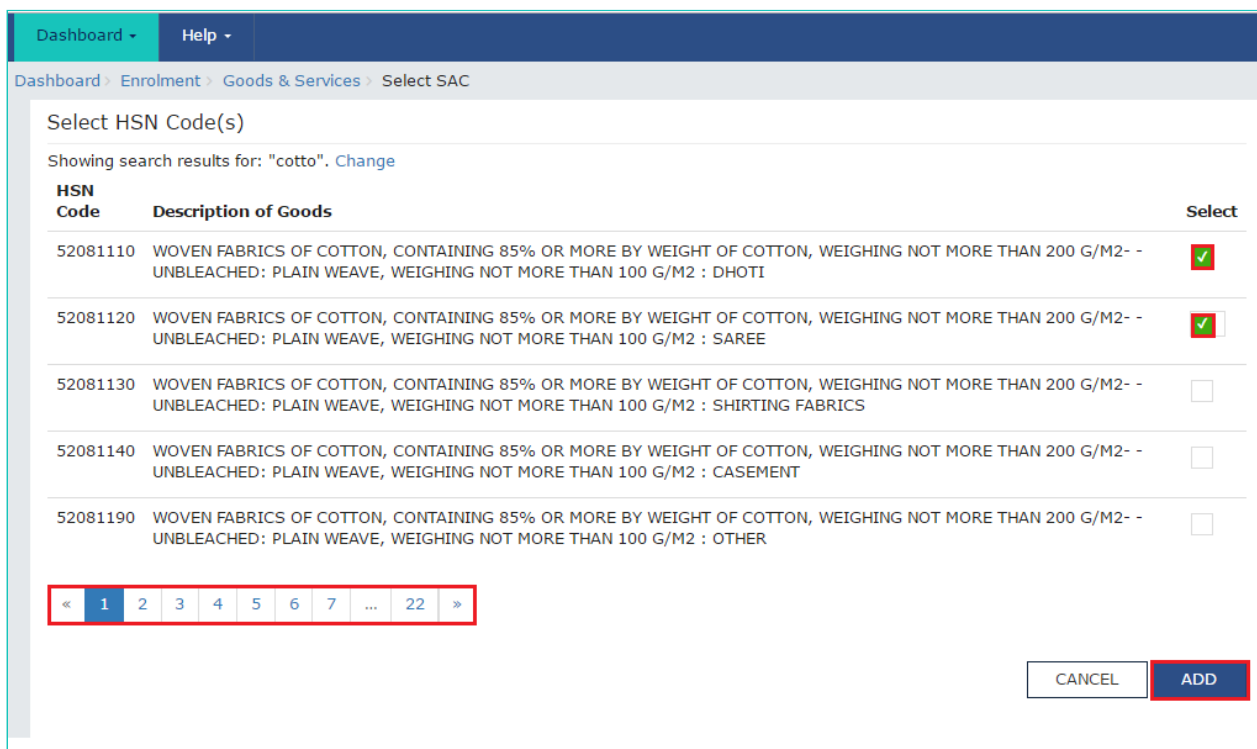


d. Click the **Add** button. HSN Code is successfully added.

**Note**:

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



**Services Tab:**

a. 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.

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

## 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** ●
Enter Account Number

**Type of Account** ●
Select ▼

**Others** ●

**Enter Bank IFSC Code** ●
Enter IFSC Code for Bank

GET ADDRESS

**ℹ Don't know your IFSC Code?**
Click here to find your bank

**Bank Name**

**Bank Address**

Document Upload

**Supporting Document** ●
Select ▼

ⓘ File with PDF or JPEG format is only allowed.
ⓘ Maximum file size for upload is 1 MB
Choose File No file chosen

BACK     SHOW LIST     ADD NEW     SAVE & 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 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.

## Verification:

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 **Authorized Signatory** drop-down list, select the name of the authorized signatory.

c. In the **Place** field, enter the place of your principal place of business.

d. 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:**

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



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

*Click here to know more about how to register DSC.*

f. 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 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.

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.



**In Case of E-Signature:**

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



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.



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.



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.

✅ 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 •

Suyash1 [DPDPD2223P]

Designation

engineer

**Declaration** ✕

I hereby give my free consent to use EVC for the required verification and authentication on GST Portal and generation of OTP on my AADHAAR linked mobile number.

CANCEL    AGREE    SUBMIT WITH EVC

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.

✅ 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 •

Suyash1 [DPDPD2223P]

Designation

engineer

**Verify Aadhaar OTP** ✕

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

Please enter OTP here

CANCEL    CONTINUE    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.

Dashboard ▾    Help ▾

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

# 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.
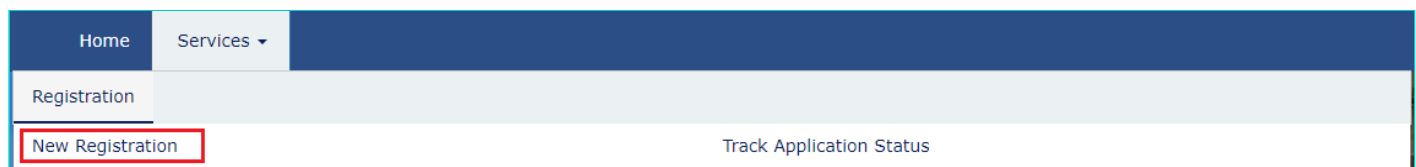


The Application form is divided into two parts as **Part A** and **Part B**.

**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



**New Registration**

• indicates mandatory fields

⦿ New Registration    ○ Temporary Reference Number (TRN)

I am a •

| Taxpayer | ▼ |

State / UT •

| Select | ▼ |

District •

| Select | ▼ |

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

| Enter Legal Name of the Business |

Permanent Account Number (PAN) •

| Enter Permanent Account Number (PAN) |

❶ 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 |

❶ OTP will be sent to this Email Address

Mobile Number •

| +91 | Enter Mobile Number |

❶ Separate OTP will be sent to this mobile number

Type the characters you see in the image below •

| 972D48 | ⟳ |

| |

| **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.

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.



**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.

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.



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'.

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.



**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.



**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.

**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.



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
[ Enter Trade Name ]

Constitution of Business (Select Appropriate)•
[ Select ▼ ]

Name of the State
Delhi

District•
[ Select ▼ ]

State Jurisdiction
ward

Sector / Circle / Ward /Charge / Unit•
[ Select ▼ ]

Center Jurisdiction ( ❶ Refer the link ↗ for Center Jurisdiction )

Commissionerate Code•
[ Select ▼ ]

Division Code•
[ Select ▼ ]

Range Code•
[ Select ▼ ]

Are you applying for registration as a casual taxable person? ❶
[ ⬤ No ]

Option For Composition ❶ ❶
[ ⬤ No ]

Reason to obtain registration•
[ Select ▼ ]

Date of commencement of Business•
From [ DD/MM/YYYY 📅 ]

Date on which liability to register arises•
[ DD/MM/YYYY 📅 ]

### Indicate Existing Registrations

Type of Registration
[ Select ▼ ]

Registration No.
[ Enter Registration Number ]

Date of Registration
[ DD/MM/YYYY 📅 ]

[ + ADD ] [ ✕ CANCEL ]

[ BACK ] [ SAVE & CONTINUE ]

| 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

First Name                           Middle Name                          Last Name

[ Enter First Name ]                 [ Enter Middle Name ]                [ Enter Last Name ]

Name of Father

First Name•                          Middle Name                          Last Name

[ Enter First Name ]                 [ Enter Middle Name ]                [ Enter Last Name ]

Date of Birth•                       ▯ Mobile Number •                    ✉ Email Address •

[ DD/MM/YYYY                    📅 ]  [ +91 | Enter Mobile Number ]        [ Enter Email Address ]

Gender•                              ☎ Telephone Number (with STD Code)

[ ○ 👤 Male   ○ 👤 Female   ○ 👤 Others ]   [ STD | Enter Telephone Number ]

### 🆔 Identity Information

Designation / Status•               Director Identification Number ❶       Are you a citizen of India?

[ Enter Designation ]               [ Enter DIN Number ]                   [ Yes ⬤ ]

Permanent Account Number (PAN)•     Passport Number (In case of Foreigner)  Aadhaar Number ❶

[ GDDPS5083K ]                      [ Enter Passport Number ]              [ Enter Aadhaar Number ]

### ✉ Residential Address

Building No. / Flat No.•            Floor No.                              Name of the Premises / Building

[ Enter Building No. / Flat No. / Door No. ]  [ Enter Floor No. ]        [ Enter Name of Premises / Building ]

Road / Street•                      City / Town / Locality / Village•      Country•

[ Enter Road / Street / Lane ]      [ Enter Locality / Area / Village ]    [ Select ▾ ]

State•                              District•                              PIN Code•

[ Enter State Name ]                [ Enter District Name ]                [ Enter PIN Code ]

### ☁ Document Upload

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

❶ File with JPEG format is only allowed.

❶ Maximum file size for upload is 1 MB

[ Choose File ] No file chosen

OR

[ 📷 TAKE PICTURE ]

❶You can use your device camera to take selfie photograph.

Other Information

Also Authorized Signatory

[ ⬤ No ]

[ BACK ]   [ SHOW LIST ]   [ ADD NEW ]   [ SAVE & CONTINUE ]

**Authorized Signatory tab:**

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

a) In case you are the **Primary Authorized Signatory**, select the checkbox for Primary Authorized Signatory.

b) In the Personal Information section, enter the personal details of the authorized signatory like name, date of birth, mobile number, email address and gender.

c) In the Identity Information section, enter the official information of the stakeholder.

i. 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 Aadhar 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.

Name of Father

| First Name* | Middle Name | Last Name |
|---|---|---|

| Date of Birth* | 📱 Mobile Number * | ✉ Email Address * |
|---|---|---|
| 📅 | +91 | |

Gender*
◉ 👤 Male    ◯ 👤 Female    ◯ 👤 Others

📞 Telephone Number (with STD Code)
STD    Enter Telephone Number

### 🪪 Identity Information

| Designation / Status* | Director Identification Number ❶ | Are you a citizen of India? |
|---|---|---|
| | Enter DIN Number | Yes ◯ |

| Permanent Account Number (PAN)* | Passport Number (In case of Foreigner) | Aadhaar Number ❶ |
|---|---|---|
| | Enter Passport Number | Enter Aadhaar Number |

### ✉ Residential Address

| Building No. / Flat No.* | Floor No. | Name of the Premises / Building |
|---|---|---|
| | | Enter Name of Premises / Building |

| Road / Street* | City / Town / Locality / Village* | Country* |
|---|---|---|
| | | India ▾ |

| State* | District* | PIN Code* |
|---|---|---|
| Delhi ▾ | East Delhi ▾ | 110092 |

### ☁ Document Upload

📄 JPEG
Photograph

🗑 DELETE

Proof of details of authorized signatory*
Select ▾
❶ File with PDF or JPEG format is only allowed.
❶ 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.

BACK    SHOW LIST    ADD NEW    SAVE & CONTINUE

**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.



**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 ▼
❶ File with PDF or JPEG format is only allowed.
❶ Maximum file size for upload is 1 MB
Choose File   No file chosen

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

| | | |
|---|---|---|
| ☐ Bonded Warehouse | ☐ EOU / STP / EHTP | ☐ Export |
| ☐ Factory / Manufacturing | ☐ Import | ☐ Supplier of Services |
| ☐ Leasing Business | ☐ Office / Sale Office | ☐ Recipient of Goods or Services |
| ☐ Retail Business | ☐ Warehouse / Depot | ☐ Wholesale Business |
| ☐ Works Contract | ☐ Others (Please Specify) | |

**Have Additional Place of Business**
◯ No

BACK    SAVE & CONTINUE

**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.



**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.

**Services Tab**:

a) 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.

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



**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.

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.

**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.

**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.

f. Click the **PROCEED** button.



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

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-SIGNATURE** button.

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.



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.

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.



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 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.

**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 **GST Practitioner** 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 **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.



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.

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.
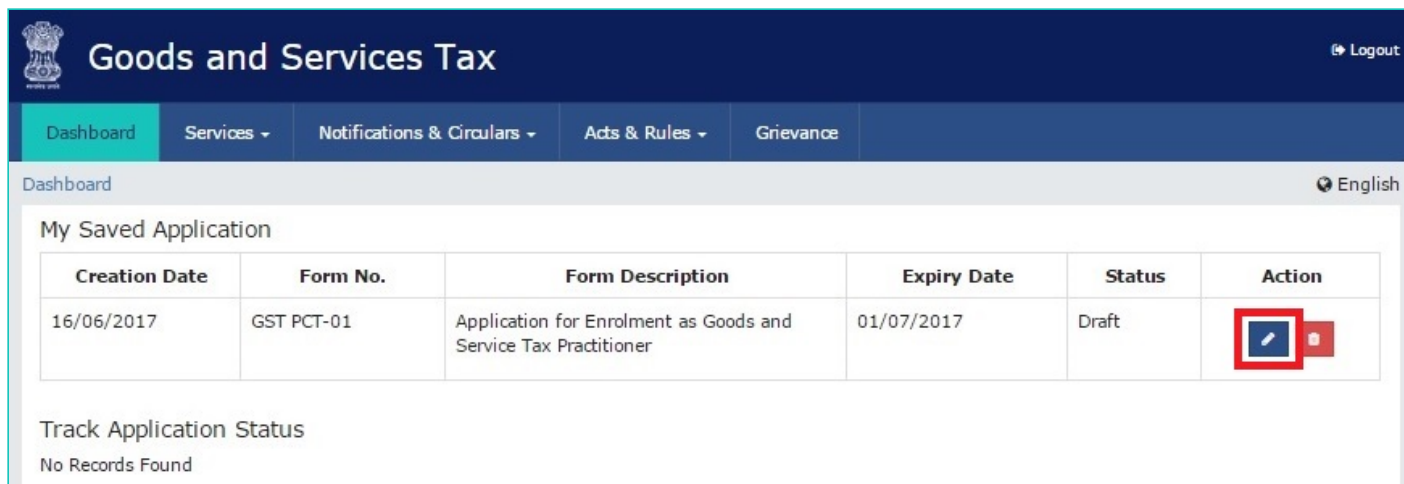


5. The **My Saved Application** page is displayed. Under the **Action** column, click the **Edit** icon (icon in blue square with white pen).

**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'.

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.

a) Under **Enrolling Authority**, select the radio button **Centre** or **State/UT**

b) Under enrolment sought as, please select an option from the dropdown given.

c) Enter the name of your University/Institute where you received your academic credentials.

d) Select your year of passing from the dropdown menu.

e) Enter the name of the Qualifying Degree for enrolment as a GST Practitioner

f) Under Proof of Qualifying Degree for enrolment as a GST Practitioner, select the document type from the dropdown given.

g) Upload the document in PDF or JPEG format only (file size must be less than 1 MB.

h) Once you have filled in all the sections, click on **SAVE AND CONTINUE** to move to the next section.

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 | Date of Birth • |
|---|---|
| Palsin Shira | DD/MM/YYYY |

Name of Father

| First Name • | Middle Name | Last Name |
|---|---|---|
| Enter First Name | Enter Middle Name | Enter Last Name |

| Gender• | Permanent Account Number (PAN) | Aadhaar Number ❶ |
|---|---|---|
| ○ 👤Male  ○ 👤Female  ○ 👤Others | GDDPS5083K | Enter Aadhaar Number |

| Mobile Number | Landline Number (with STD Code) | Email Address• |
|---|---|---|
| 8860058000 | STD  Enter Landline Number | palsinshira@gmail.com |

## ☁ Document Upload

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

❶ File with JPEG format is only allowed.

❶ Maximum file size for upload is 100 KB

Choose File   No file chosen

BACK   SAVE & CONTINUE

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

a) Enter the address with the correct PIN Code. State and District will be auto populated from PART-A of the form.

b) Select the appropriate proof of professional address from the dropdown menu.

c) Upload the selected proof of professional address in JPEG or PDF format with a file size not exceeding 1 MB.

d) 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.** •

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** •
South West Delhi

**PIN Code** •

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
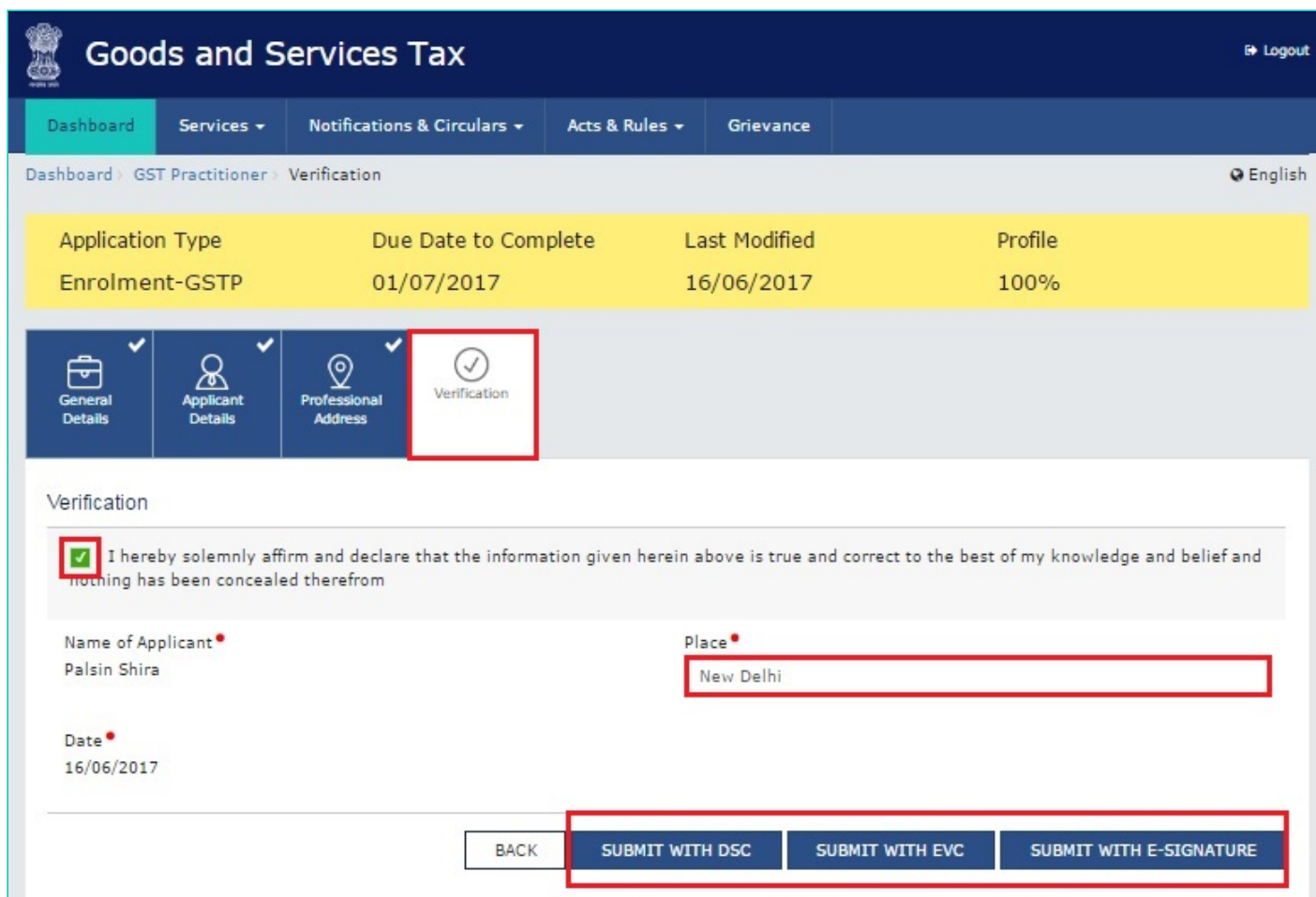
Choose File   No file chosen

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)

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.

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.



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. 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.



    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.

**In case of Existing Registration:**

1. Login to the GST Portal with valid credentials.

2. Click **Services > Registration> Application for Filing Clarifications** command.



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.



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.
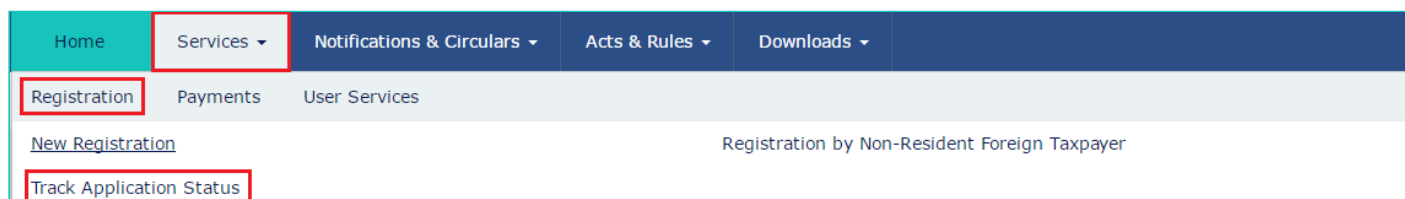
6. **Success** message is displayed.

**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.
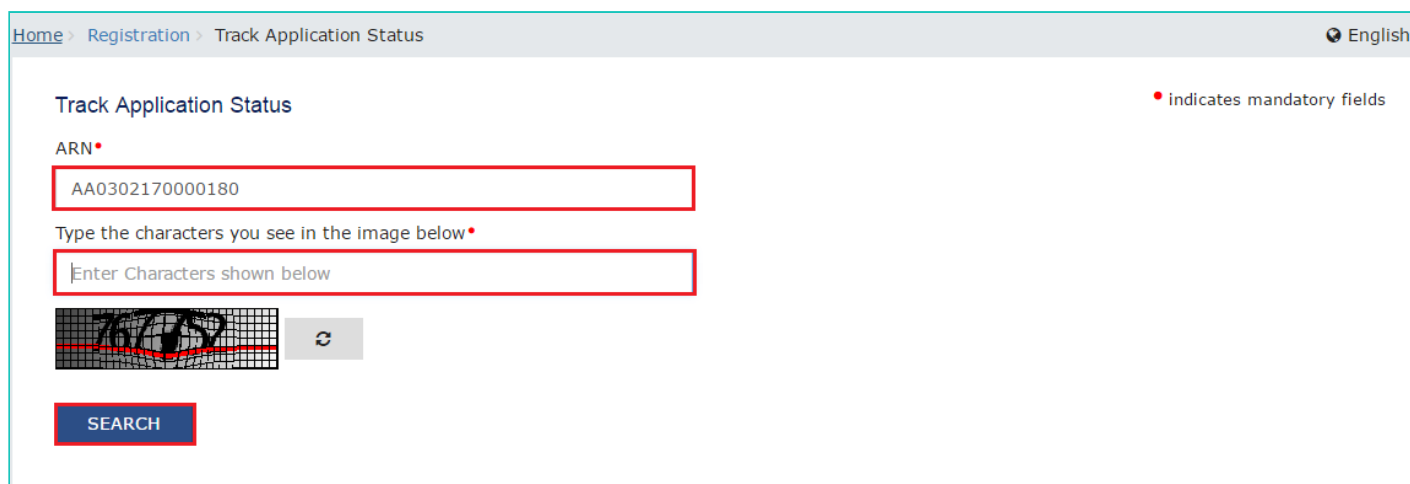
# Track Application Status > Pre Login

## 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.

| Home | Services ▾ | Notifications & Circulars ▾ | Acts & Rules ▾ | Downloads ▾ | |
|---|---|---|---|---|---|
| Registration | Payments | User Services | | | |
| New Registration | | | Registration by Non-Resident Foreign Taxpayer | | |
| Track Application Status | | | | | |

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.

Home > Registration > Track Application Status                                                 ◉ English

**Track Application Status**                                                  • indicates mandatory fields

ARN•

AA0302170000180

Type the characters you see in the image below•

Enter Characters shown below

SEARCH

The Application status is displayed.

## Track Application Status

ARN●

| AA0302170000180 |

Type the characters you see in the image below●

| Enter Characters shown below |

657747  ↻

**SEARCH**

### 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.**
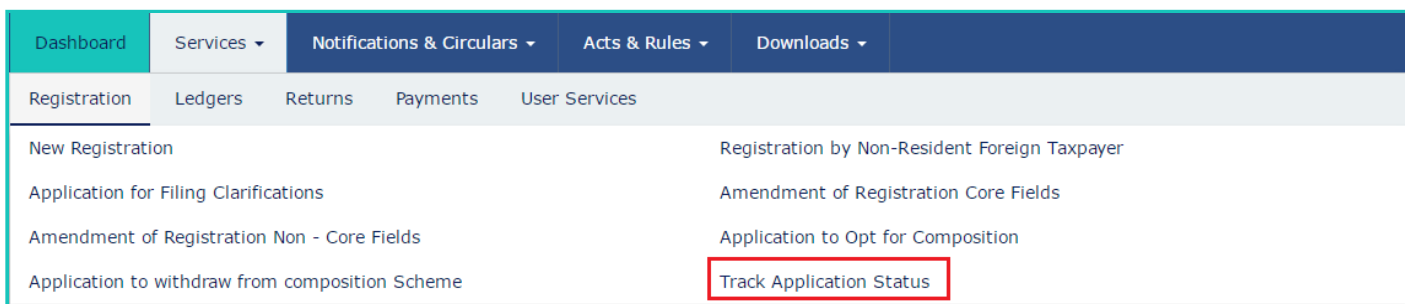


**In Case of ARN:**

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.
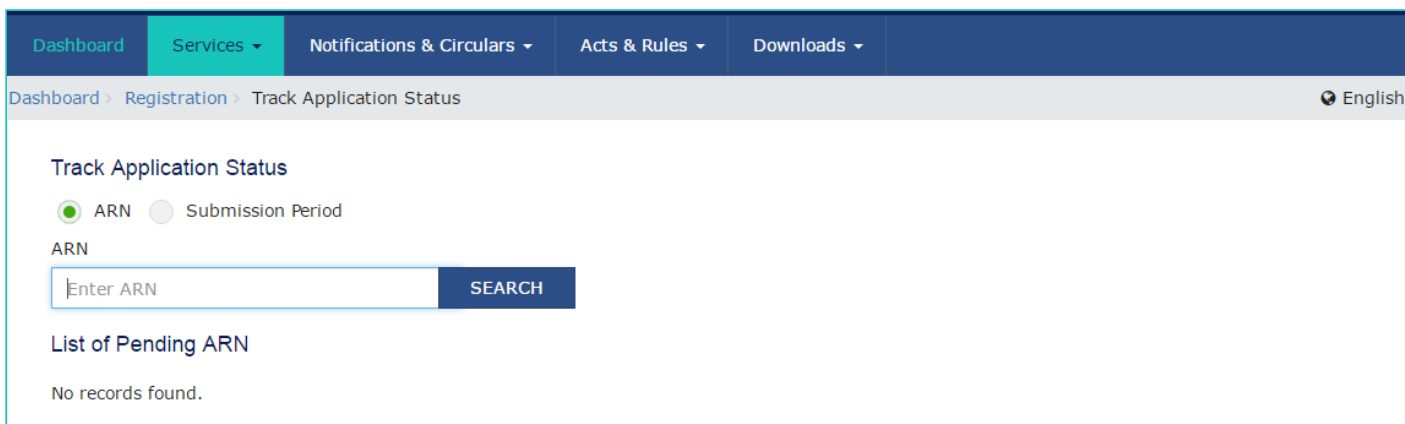


The Application status is displayed.

**In Case of Submission Period:**

a) Select the Submission Period of the application using the calendar.

b) Click the **SEARCH** button.

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 **Check Registration Status** page is displayed.



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.

| Dashboard | Services ▾ | Notifications & Circulars ▾ | Acts & Rules ▾ | Downloads ▾ | Grievance |
|---|---|---|---|---|---|
| Registration | Ledgers | Returns | Payments | User Services | |
| My Saved Applications | | | | View/Download Certiflactes | |
| View Notices and Orders | | | | View My Submissions | |
| Contacts | | | | Search HSN / SAC | |
| Search Taxpayer | | | | Holiday List | |
| Search Taxpayer Opted In / Out of Composition | | | | | |
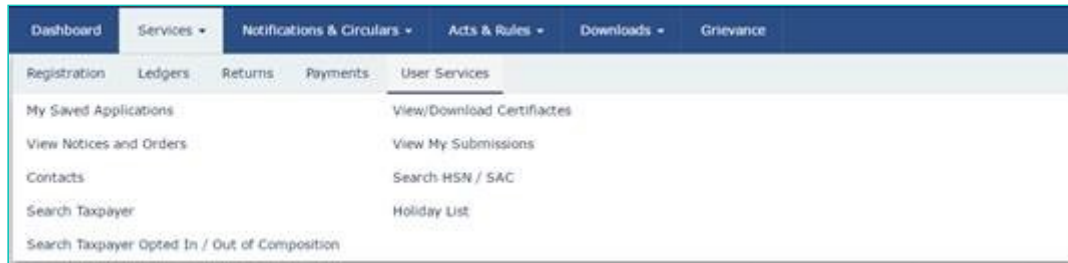
3. The **View / Download Certificates** page is displayed. Click the **Download** button to download the certificate.

| Dashboard | Services ▾ | Notifications & Circulars ▾ | Acts & Rules ▾ | Downloads ▾ | Grievance |
|---|---|---|---|---|---|

Dashboard | GST Services | User Services | View/Download Certificates    ◉ English

### View / Download Certificates

| Form No. | Form Description | Date of Issue ▾ | Download |
|---|---|---|---|
| GST REG-01 | Application for Registration of Goods and Services Tax Act, 2017 | 20/04/2017 | ⬇ |
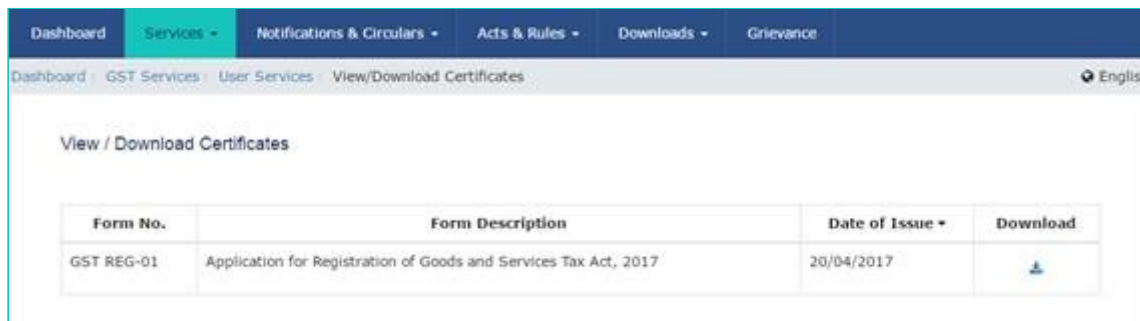
Open the **downloaded certificate** to view the **Registration Certificate**.

**Government of India**
**And**
**Government of** Assam

**Form GST REG-06**
*[See Rule ----]*

**Registration Certificate issued under Section -----**
Central Goods and Services Tax Act, 2016 and Assam      Goods and Services Tax Act, 2016

**Registration Number:** 18GDDPS5160P3ZP

| 1 | Legal Name | GAMSENG N SANGMA |
|---|---|---|
| 2 | Trade Name, if any | ABC |
| 3 | Constitution of Business | Proprietorship |
| 4 | Address of Principal Place of Business | asdas, asdas, Jorhat, 781001, Assam |
| 5 | Date of Liability | 05/04/2017 |
| 6 | Type of Registration | Regular |

# Composition Scheme

## How do I opt for the Composition Scheme?
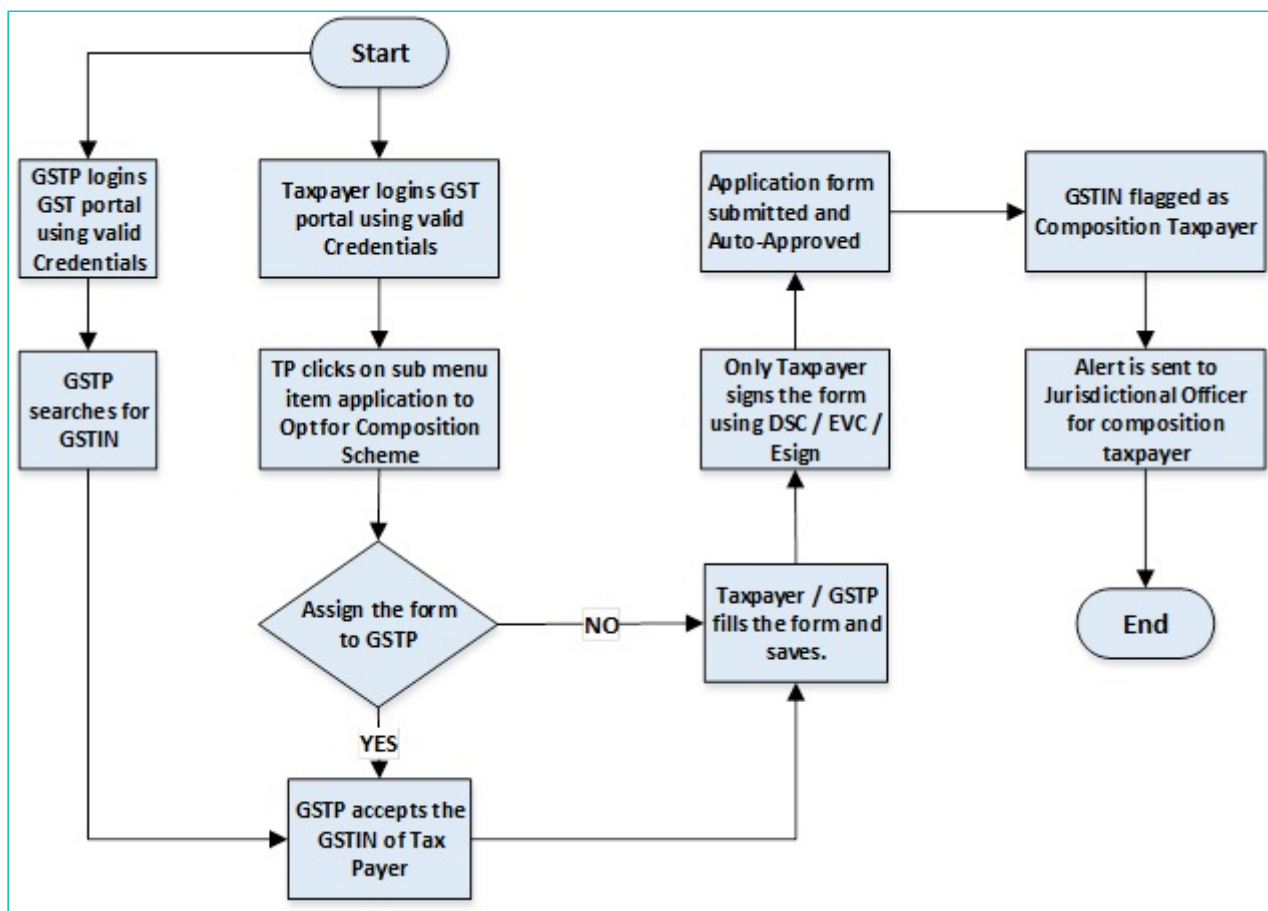


## What are the steps involved in applying to Opt for the Composition Scheme on the GST Portal?

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.

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.



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

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.



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.



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

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.



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

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.
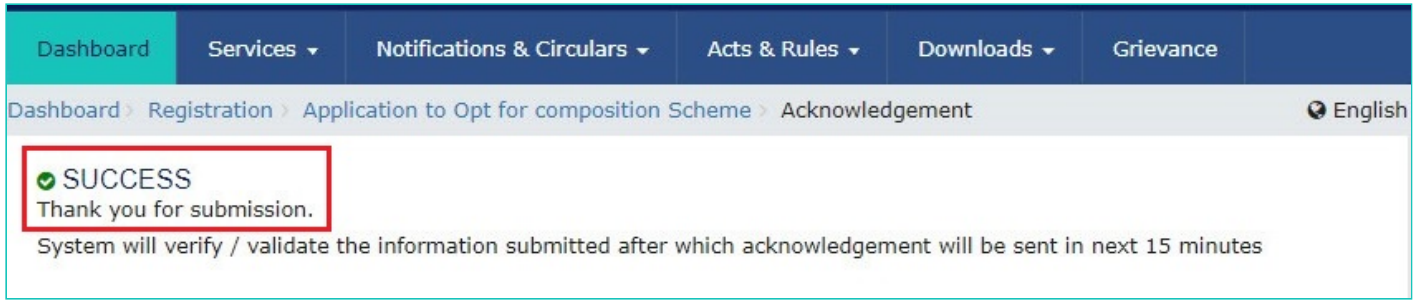


12. Once you select the desired digital signature (it will get highlighted in blue), click Sign. If your digital signature is authenticated, you will get a **SUCCESS** message.

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.