

Application for registration for Normal taxpayer/Composition/Casual taxable person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit.

Every person who is liable to be registered under GST Law or the person seeking voluntary registration other than the Non-resident taxable person (NRTP), TDS deductor, TCS collector and the person supplying the OIDAR services from a place outside India to a non-taxable online recipient, has to apply for registration by filing the registration application in **FORM GST REG-01**.

The applicant can process the GST registration procedure through the GST portal. After submission of the application, the portal generates GST Application reference Number (ARN) immediately. Using the GST ARN, the applicant can check the application status and post queries if necessary. Within 7 days of ARN generation, the taxpayer shall receive a GST registration certificate in **FORM GST REG-06** showing the principal place of business and additional place of business and GST Identification Number (GSTIN).

Broadly, there are three steps required to be followed for obtaining the registration as under:

- A. Submit Registration application (FORM GSTR REG-01)
- B. Authenticate Aadhaar Number
- C. Verification of application

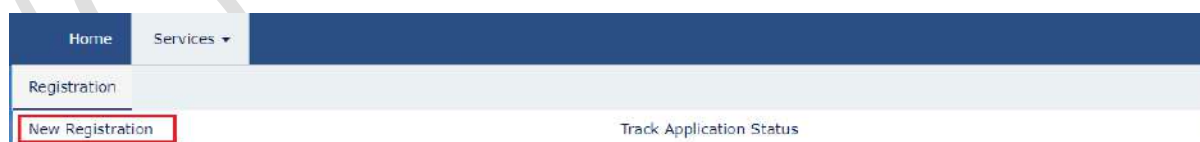
A. Submission of registration application in FORM GST REG-01

The Registration application form is divided into two parts as **PART-A** and **PART-B**.

Follow the following steps to fill the application

STEP-1: Go to the GST Portal

- Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
- Click the **Services > Registration > New Registration** option.
Alternatively, you can also click **REGISTER NOW** link.

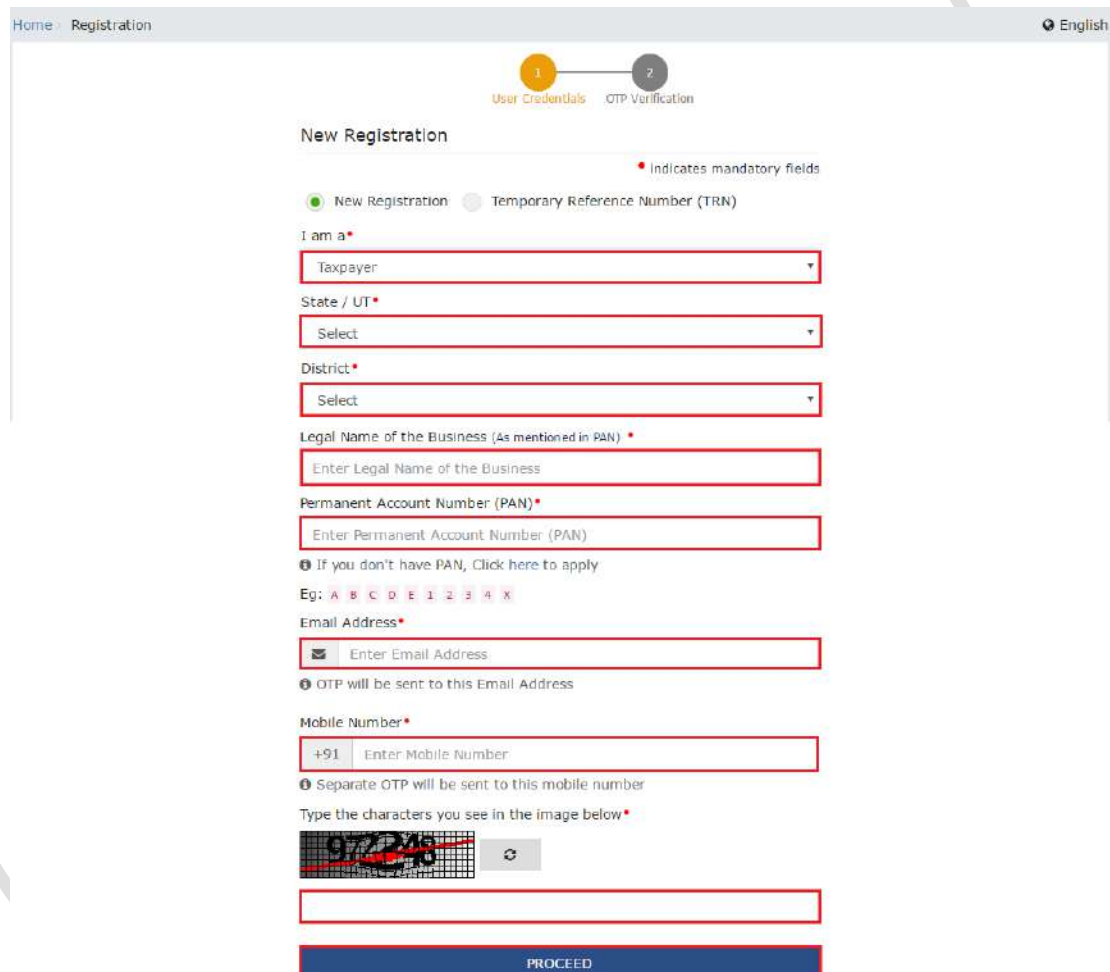


STEP-2: Fill (PART-A) of the Registration Application

- Select the **New registration** option, from the New registration page displayed.
- Select the **type of taxpayer** to be registered from the drop-down list provided.
- Select the **State/Union territory** for which the registration is required along with the **District**.
- Enter the **legal name** of the business/entity, as mentioned in the PAN database. As the portal verifies the PAN automatically, the applicant should provide details as mentioned in the card.

- Enter **Permanent Account Number (PAN)** of the business or PAN of the Proprietor in the PAN field. GST registration is linked to PAN. Hence, in the case of a company or LLP, enter the PAN of the company or LLP.
- Enter the **E-mail address** of the Primary Authorized Signatory in the E-mail Address field. *
- Enter the **valid Indian mobile number** of the Primary Authorized Signatory in the Mobile number field.*
- Enter the captcha text from the image provided and Click the **PROCEED** button.

*Different One Time Password (OTP) will be sent on the e-mail address and mobile number for authentication.



Home > Registration English

1 User Credentials 2 OTP Verification

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)

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

OTP will be sent to this Email Address

Mobile Number *

+91 Enter Mobile Number

Separate OTP will be sent to this mobile number

Type the characters you see in the image below *

97298

PROCEED

STEP-3 OTP verification

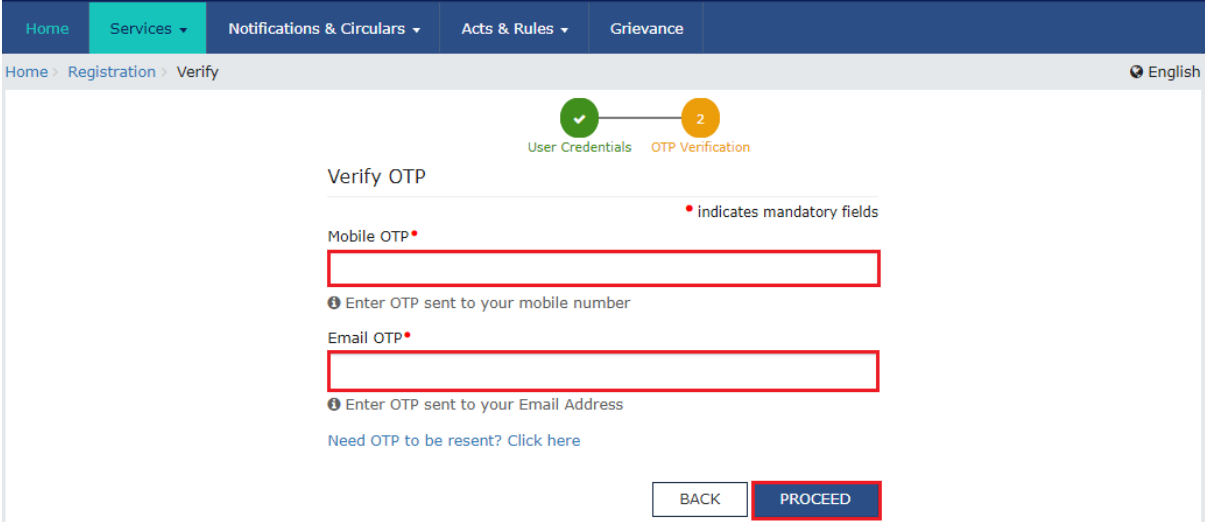
Once the information required under STEP-2 is submitted, the OTP Verification page is displayed.

Two different OTPs will be sent on the e-mail and mobile number provided, to validate the same. The OTP sent will be valid for 10 minutes.

- Enter mobile OTP, in the Mobile OTP field.
- Enter e-mail address OTP, in the E-mail OTP field.

In case OTP is invalid, try again by clicking the **Click here to resend** the OTP link. Again, two different OTPs will be sent on the registered mobile number and e-mail ID. Enter the same.

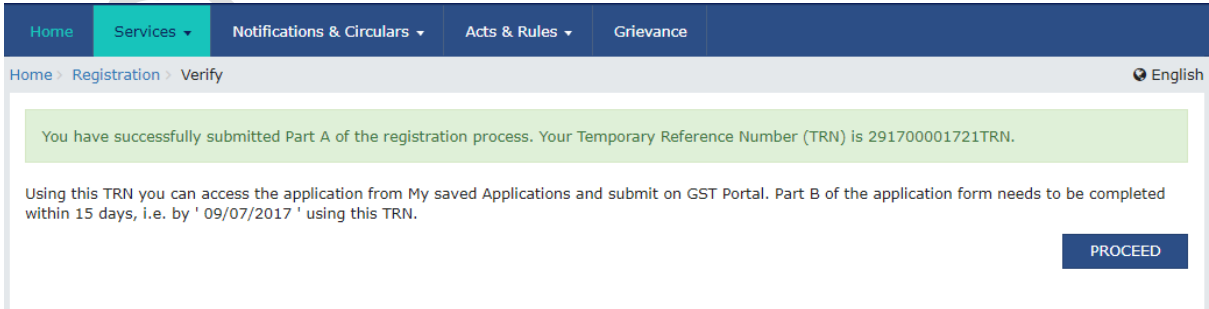
- Click PROCEED



STEP-4 Temporary Reference Number (TRN) Generation

On successfully completing the verification of the PAN, mobile number, e-mail address, TRN will be generated and TRN acknowledgment will be communicated on the registered mobile number and e-mail address. TRN will now be used to complete and submit the GST registration application.


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



PART -B of Registration Application

STEP-5: Log-in using TRN

- Enter the TRN generated in the Temporary Reference Number (TRN) field and the captcha text as shown on the screen and click **PROCEED**.



Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration English

1 User Credentials 2 OTP Verification

New Registration

• indicates mandatory fields

☐ New Registration ☒ Temporary Reference Number (TRN)

Temporary Reference Number (TRN)*

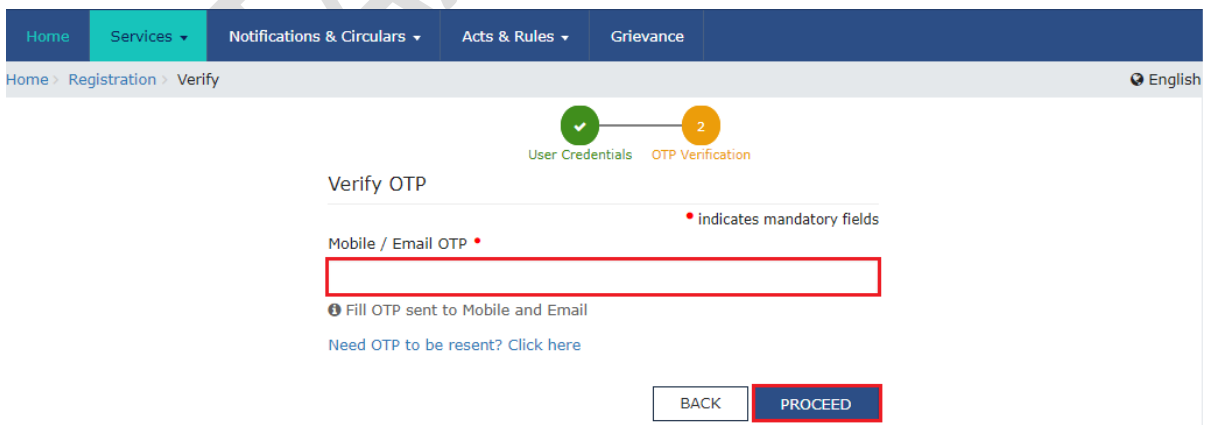
Enter Temporary Reference Number (TRN)

Type the characters you see in the image below*

Enter characters as displayed in the CAPTCHA image

PROCEED

- Complete the verification of OTP sent on the mobile number and the e-mail address. OTP will be valid for only 10 minutes. (The OTPs sent here will be different from the OTPs in the earlier STEP. In this STEP, the same OTP will be sent to the mobile number and e-mail address. Also, in case OTP is invalid, **click here** to resend the OTP and enter the newly received OTP again.)



Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration Verify English

1 User Credentials 2 OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP *

Fill OTP sent to Mobile and Email

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


BACK PROCEED

- Once TRN is generated and OTP verification is done. My Saved Application page is displayed. Under the Action column, click the icon marked in red.

Dashboard
Services
Notifications & Circulars
Acts & Rules
Grievance

Dashboard
English

My Saved Application

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

Track Application Status

You do not have any submitted applications

- The 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'.
- Here, the applicant has to **submit the application** within 15 days, TRN and the entire information filled against that TRN will be purged after 15 days.
- 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, State Specific Information, Aadhaar Authentication and Verification**. Click each tab to enter the details.

Note: Details to be entered in Bank Accounts tab has been made optional and non-mandatory w.e.f. 27th Dec 2018. Now, the Bank Account details can be filled by an Amendment application only. Post grant of GSTIN, when the login is done for the first time on the GST Portal, the applicant will be prompted to file a non-core amendment application to enter Bank Accounts details.

STEP-6: Submit Business Information

Dashboard
Business Details
English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	30/10/2020	15/10/2020	0%

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

* indicates mandatory fields

Details of your Business

Legal Name of the Business

Permanent Account Number (PAN)

ANGAD JASBIRSINGH ARORA

AJIPA1572E

Trade Name

Constitution of Business (Select Appropriate) *

Enter Trade Name

Select

Name of the State

District *

Karnataka

Bengaluru (Bangalore) Urban

Are you applying for registration as a casual taxable person? ⓘ

☒ No

Option For Composition ⓘ

☒ No

Reason to obtain registration *

Date of commencement of Business *

Date on which liability to register arises *

Select

From DD/MM/YYYY

DD/MM/YYYY

Indicate Existing Registrations

Type of Registration

Registration No. *

Date of Registration *

Select

DD/MM/YYYY

+ ADD

✕ CANCEL

Type of Registration	Registration No.	Date of Registration	Actions
Temporary ID	072100000003TMP	24/02/2021	<div>EDIT</div> <div>DELETE</div> <div>DOWNLOAD</div>

BACK

SAVE & CONTINUE

Various information is required to be submitted for obtaining GST registration. In the first tab, information to be filled for the business details required for registration.

- Enter the **Trade Name** of the business, in the Trade Name field.
(Note - Trade name of the business is different from the legal name of the business).
- Select the type of Constitution of the business from the **Constitution of Business** drop-down list. This will be validated with the CBDT Database for a match with the PAN entered in Part A of the form.
- Select the district of the business from the **District** drop-down list.
- Select 'Yes' in case to opt for the Composition Levy, or else select 'No' in the '**Option for Composition**' field.
Where option for composition levy is opted, category of registered person to be selected from the given checkbox, and declaration for opting for composition levy to be accepted.
- Select the **Date of commencement of business** using the calender.
- Select the **Date on which liability to register** arises using the calender.
(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).
- Select **Yes** in case the applicant is a casual taxpayer, in the field **Are you applying for registration as a casual taxable person?** Else **No**.

(In case of option 'Yes')

- a) Enter the estimated turnover and Net Tax Liability in the **Estimated supplies and Estimated Net Tax Liability** field.
- b) The casual taxpayer may opt to pay the estimated tax liability by clicking the **CREATE CHALLAN** button and a Provisional GSTIN is generated by the GST Portal, for enabling taxpayer to make advance deposit of tax. An acknowledgement is issued electronically only after the deposit is made in the electronic cash ledger.
- c) Multiple challans can be created, if the payment status is shown as failed for the previous challan).

Are you applying for registration as a casual taxable person? ⓘ

☒ Yes

Period for which registration is required*

From To

Estimated supplies and Estimated Net Tax Liability*

Type of Tax	Turnover (Rs.)	Net Tax Liability (Rs.)
Integrated Tax	<input type="text" value="Enter Integrated Tax"/>	<input type="text" value="Enter Integrated Tax"/>
Central Tax	<input type="text" value="Enter Central Tax"/>	<input type="text" value="Enter Central Tax"/>
UT Tax/ State Tax	<input type="text" value="Enter UT Tax/ State Tax"/>	<input type="text" value="Enter UT Tax/ State Tax"/>
Cess	<input type="text" value="Enter CESS"/>	<input type="text" value="Enter CESS"/>

Warning! As a casual taxable person, period of registration and Net Tax Liability (IGST, CGST, SGST and Cess) values are non-editable once generate the Challan.

[GENERATE CHALLAN](#)

- Select the reason to obtain registration for the business from **Reason to obtain registration** drop-down list.
(Different options like voluntary basis, Input Service Distributor only, SEZ unit etc. is available in the drop-down list)
- As per the requirement, select the required option and fill the necessary mandatory information relating to the same.
- Click the **SAVE & CONTINUE** button.
- In case, where the option of composition taxpayer has been opted and selected the **Category of Registered Person** as "Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available", then below screen will appear.

Confirmation

Manufacturers of the below mentioned commodities are not allowed to opt for levy of Composition. Kindly confirm that you are not in the business of manufacturing any or/all of the below mentioned commodities or else de-select 'Opt for Composition' from your application.

S.No.	Tariff item, subheading, heading or Chapter	Description
1.	2105 00 00	Ice cream and other edible ice, whether or not containing cocoa.
2.	2106 90 20	Pan masala
3.	24	All goods, i.e. Tobacco and manufactured tobacco substitutes

☒ Confirmed that I/we am/are not in the business of manufacturing of any of the commodities mentioned above.

[CONFIRM](#)

[CANCEL](#)

- Select the checkbox to confirm that the taxpayer is not in the business of manufacturing of any of the commodities as shown in the screenshot above and then click **CONFIRM**.
- A blue tick on the Business Details section indicating the completion of the tab information will appear.

STEP-7: Submit Promoter/Partners information

In this STEP, the details of the stakeholders chosen in the constitution of the business is displayed. Details of upto of 10 Promoters or Partners can be entered here. In case of proprietorship, the information of the proprietor must be submitted.

(C) TAXO Academy

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

* Indicates mandatory fields

Details of Proprietor

Personal Information

Name of Person

First Name* Middle Name Last Name

Name of Father

First Name* Middle Name Last Name

Date of Birth* Mobile Number* Email Address*

Gender* ☐ Male ☐ Female ☐ Others Telephone Number (with STD Code)

Identity Information

Designation / Status* Director Identification Number* Are you a citizen of India? ☒ Yes

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

Residential Address

Locate your address

Country* PIN Code* State*

District* City / Town / Village* Locality/Sub Locality

Road / Street* Name of the Premises / Building Building No. / Flat No.*

Floor No. Nearby Landmark

RESET ADDRESS

Document Upload

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

Only JPEG file format is allowed

Maximum file size for upload is 100 KB

No file chosen

OR

You can use your device camera to take selfie photograph.

Other Information

Also Authorized Signatory

☐ No

- The following details must be submitted for the stakeholders:
- a) Personal details of the stakeholder like name, date of birth, address, mobile number, email address and gender.
 - b) Designation/status of the stakeholder.
 - c) Directors Identification Number (DIN) of the Stakeholder as issued by the Ministry of Corporate Affairs. DIN is mandatory in case of following applicants:
 - Private Limited Company
 - Public Limited Company
 - Public Sector Undertaking
 - Unlimited Company
 - Foreign Company registered in India
- (Not mandatory in case of proprietorship)
- d) Details of citizenship
 - e) PAN & Aadhaar Number. (In case the applicant provides Aadhaar Number, the applicant can use Aadhaar e-sign for filing GST returns instead of a digital signature).
 - f) Residential address. To change the address, the user can click the **Reset Address** button.
- Navigate and upload the photograph of the stakeholder, in the **Document Upload** section, (Upload PDF or JPEG files with maximum file size for upload of as 1 MB).
- Select the **Also Authorized Signatory** as Yes, in case the promoter or partner is also the authorized signatory and in that case the details will be auto-populated in the Authorized Signatory tab.
- Click the **ADD NEW** button and repeat the steps each time after adding the details of the stakeholder, in case to add more details of promoter or partner. Else, click **SAVE & CONTINUE** button.

STEP-8: Submit Authorised Signatory information

The details of the Authorized Signatory shall be displayed. Details of upto 10 Authorized Signatories can be entered.

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

Details of Authorized Signatory

Primary Authorized Signatory

Personal Information

Name of Person

First Name *

Middle Name

Last Name

Name of Father

First Name *

Middle Name

Last Name

Date of Birth *

Mobile Number *

Email Address *

Gender *

Telephone Number (with STD Code)

Identity Information

Designation / Status *

Director Identification Number

Are you a citizen/resident of India?

Permanent Account Number (PAN) *

Passport Number (In case of Foreigner)

Aadhaar Number

Residential Address

Country *

PIN Code *

State *

District *

City / Town / Village *

Locality/Sub Locality

Road / Street *

Name of the Premises / Building

Building No. / Flat No. *

Floor No.

Nearby Landmark

RESET ADDRESS

Document Upload

Proof of details of authorized signatory *

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File

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

Only JPEG file format is allowed

Maximum file size for upload is 100 KB

Choose File

TAKE PICTURE

You can use your device camera to take selfie photograph

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

© TAXO

Page 12 of 26

- Enter the details in the Authorized signatory tab. Attach the relevant document also.
- Select the checkbox in case of **Primary Authorized Signatory**.
- All the other information as filled for the stakeholders in the above STEP-7, is required to be filled in this Step for Authorised Signatory.
- Also, the details of promoters or partners filled in the previous step shall be auto-populated to this step, where the promoter or partner is also the authorized signatory.
- Click the **ADD NEW** button and repeat the steps each time after adding the details of the authorized signatory, to add more details. Else, click **SAVE & CONTINUE** button.

(Note: An authorised signatory is a person nominated by the promoters of the company. The nominated person shall hold responsibility for filing GST returns of the company. Further, the person shall also maintain the necessary compliance of the company. The authorised signatory will have full access to the GST Portal. The person shall undertake a wide range of transactions on behalf of the promoters.)

STEP-9: Submit Authorized Representative information

The details of Authorized representative will be displayed here.

- Select **Do you have any Authorized Representative** using the radio button.
- In case of GST Practitioner
 - a) Enter the enrolment ID of the authorized representative, in the **Enrolment ID** field.
 - 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) Enter the name, designation, mobile number and email address of the authorized representative, in the **Name of Person** section.
- Click the **SAVE & CONTINUE** button.

Do you have any Authorized Representative?

☒ Yes ☐ No

Type of Authorised Representative
☒ GST Practitioner ☐ Other

Enrolment ID *

Name of Person

First Name Middle Name Last Name

Designation / Status Mobile Number Email Address

Permanent Account Number (PAN) * Aadhaar Number

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

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

STEP-10: Principal Place of Business

The details of the Principal Place of Business will be displayed. The 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.

In this step, details of the principal place of the business will be entered as follows.

- Enter the address details of the principal place of business, in the **Address field**. Based on the State selected, select the district and enter the corresponding pin code.
- Select the district and sector/circle/ward/charge/unit number of the business, from the **District** and **Sector/ Circle/Ward/Charge/Unit** drop-down list.
- In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.
 (Note: The State cannot be edited in this tab. It is displayed on the basis of the State selected Part A of the Registration process. Also, in cases where Center Jurisdiction is not known then click the link to know about the Center Jurisdiction).
- Enter the Official contact details such as Email address, telephone number (with STD Code), mobile number field and fax number (with STD Code), in the **Contact Information** section.
- Enter the Nature of Possession of premises from the drop-down list provided.

(Note: In case there is a need to upload multiple documents, then append all the documents to be uploaded as single file and choose '**Others**' value from 'Nature of possession of business' drop-down and select '**Legal Ownership document**' value as Proof of Principal Place of Business and upload the same).

- Upload the documents to provide proof of ownership or occupancy of the property, in the **Document upload** section as under:
 - a) 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.
 - b) 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.
 - c) 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.
- Where the principal place of business is located in SEZ or the applicant acts as SEZ developer, necessary documents/certificates issued by Government of India are required to be uploaded by choosing '**Others**' value in Nature of possession of premises drop-down and upload the document. This attachment section is mandatory only if SEZ unit / Developer is selected in 'Reason to Obtain Registration' in Business Details tab (Step-7).
- Select the appropriate checkbox for **Nature of Business activities being carried out at above mentioned premises**.
- Select **Yes** for **Have Additional Place of Business**, in case the applicant have additional place of business.
- Click the **SAVE & CONTINUE** button.

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

Indicates mandatory fields

Details of Principal Place of Business

Address

Locate your address

Map

100 km

Map data ©2022 Mapbox India Live Corona Guide Report

drag the marker to your location

Shimla

PIN Code *

State

District *

City / Town / Village *

Locality/Sub Locality

Road / Street *

Name of the Premises / Building

Building No. / Flat No. *

Floor No.

Nearby Landmark

Latitude

Longitude

RESET ADDRESS

State Jurisdiction

Sector / Circle / Ward / Charge / Unit *

Center Jurisdiction (Refer the link for Center Jurisdiction)

Commissionerate *

Division *

Range *

Contact Information

Office Email Address *

Office Telephone Number (with STD Code)

Mobile Number *

Office FAX Number (with STD Code)

Nature of possession of premises *

Please Select

Select

Document Upload *

Proof of Principal Place of Business *

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File No file chosen

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

Bonded Warehouse

Factory / Manufacturing

Leasing Business

Retail Business

Works Contract

EQU / STP / EHTP

Import

Office / Sale Office

Warehouse / Depot

Others (Please Specify)

Export

Supplier of Services

Recipient of Goods or Services

Wholesale Business

Have Additional Place of Business

No

© TA

BACK

SAVE & CONTINUE

e 16 of 26

STEP-11 Additional Places of Business

The details of additional place of the business will be displayed.

The details of such place is required to be entered as under:

- Enter the number of additional places of business and click the **ADD NEW** button.
- Enter the details of address for additional place of business in the similar manner as provided for Principal Place of Business in Step-10 above.

(Note: No additional places of business can be entered here if the applicant has selected '**NO**' in **Have Additional Place of Business** in Principal Place of Business Tab in the previous Step.)

STEP-12 Details of Goods and Services

In this step, the details of the goods and services supplied by the business are displayed.

- In case the applicant deals with **Goods or Commodities**, the **HSN Code in the Goods tab** need to be mentioned. Whereas for dealing in services, Service Classification Code (**SAC**) need to be mentioned in the **Services tab**.
- Maximum 5 goods and 5 services can be added. In case, the applicant having more than 5 goods or services, top 5 goods or services need to be mentioned.

- **Goods Tab:**

a) **Where HSN Code is known**- In the **Search HSN Chapter by Name or Code** field, enter the first four digits from the HSN Code. HSN Code is successfully added.

(For example: HSN Code to be entered is 6105, then enter the first four digits 6105 from the HSN code).

b) **Where HSN Code is not known**- In the **Search HSN Chapter by Name or Code** field, type the nature of goods, and related HSN Chapter list will be displayed.

(For example: the dealer deals with cotton textile, so type cotton and related HSN Chapter list will be displayed. From the displayed list, scroll and select the appropriate option (in this case 5208). HSN Code is successfully added.

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

Goods

Services

Details of Goods / Commodities supplied by the business

Please specify top 5 Commodities

Search HSN Chapter by Name or Code

5208

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

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

BACK

SAVE & CONTINUE

➤ Services Tab:

a) **Where SAC is known-** In the **Search Service Classification Code** field, enter the first four digits from the SAC. SAC is successfully added.

(For example: SAC to be entered is 995478, then enter the first four digits 9954 from the Service Classification Code).

b) **Where SAC is not known-** In the **Search Service Classification Code** field, type the nature of services, and related Service Classification Code list will be displayed.

For example: the dealer deals with other building completion and finishing services, so type other building; related Service Classification Code list will be displayed. From the displayed list, scroll and select the appropriate option (in this case 995478). Service Classification Code is successfully added.

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

Goods

Services

Details of Services offered by the Business

Please specify top 5 services

Search by Name or Code

Search Service Classification Code

BACK

SAVE & CONTINUE

- In case, the applicant has opted for composition scheme in Business Details tab and selected the **Category of Registered Person** as "Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available", then below screen will appear.

[Goods](#)
[Services](#)

Details of Goods / Commodities supplied by the business

Please specify top 5 Commodities

Search HSN Chapter by Name or Code

i Select HSN in compliance with the eligibility to opt for composition levy under Section 10 of the CGST Act. The registered person shall be eligible to opt, if he is not a manufacturer of such goods as may be notified by the Government on the recommendations of the Council. Please ensure you are not a manufacturer of any of the below commodities:

S.No.	Tariff item, subheading, heading or Chapter	Description
1.	2105 00 00	Ice cream and other edible ice, whether or not containing cocoa.
2.	2106 90 20	Pan masala
3.	24	All goods, i.e. Tobacco and manufactured tobacco substitutes

BACK

SAVE & CONTINUE

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

STEP-12 State Specific Information

This tab page displays the details of the state.

- Enter Professions tax E.C number in the **Professional Tax Employee Code (EC) No.** field.
- Enter Professions tax R.C number in the **Professional Tax Registration Certificate (RC) No.** field.
- Enter State Excise License Number in the **State Excise License No.** field.
- Enter the name of the person in whose name excise license is held, in the **Name of the person in whose name Excise License is held** field.
- Click the **SAVE & CONTINUE** button.

Dashboard
State Specific Information
English

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

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

State Specific Information

Professional Tax Employee Code (EC) No.

Enter Professions Tax E.C. Number

Professional Tax Registration Certificate (RC) No.

Enter Professions Tax R.C Number

State Excise License No.

Enter State Excise License Number

Name of the person in whose name Excise Licence is held

Enter Name of the Person in whose name Excise License is held

BACK

SAVE & CONTINUE

B. Aadhaar Authentication

The details of the verification for Aadhaar authentication submitted in the form is displayed.

Aadhaar authentication is based on Constitution of Business (COB). The following table explains and lists the Aadhaar authentication for different constitution of business:

S.No.	Constitution of Business	Nature of Person	Aadhaar Authentication Required
1	Proprietorship Concern	Proprietor	Yes (only 1 Proprietor + Primary Authorized Signatory)
		Authorized Signatory	
2	Partnership Firm	Partners	Yes (only 1 Partner + Primary Authorized Signatory)
		Authorized Signatory	
3	HUF	Karta	Yes (1 Karta + Primary Authorized Signatory)
		Authorized Signatory	
4	Company (Public, Private, Unlimited)	Authorized Signatory	Yes (Primary Authorized Signatory)
		Directors	One Director only
5	Company (Foreign Limited)	Authorized Signatory	Yes (Primary Authorized Signatory)

		Authorized Person in charge in India	Yes
6	Limited Liability Partnership	Designated Partners	One partner only
		Authorized Signatory	Yes (Primary Authorized Signatory)
7	Society/Club/Trust/Association of Person	Members of Managing Committee	One member only
		Authorized Signatory	Yes (Primary Authorized Signatory)
8	Other	Person in Charge	One person only
		Authorized Signatory	Yes (Primary Authorized Signatory)

- The option can be opted as **‘Yes’** or **‘No’** for Aadhaar authentication of Promoters/ Partners, Authorized Signatories.
- In case option for Aadhaar authentication of Promoters/ Partners, Authorized Signatories has been opted as **YES** while registering on the GST Portal and registration application is submitted, an authentication link will be shared on mobile number & e-mail (as given in registration application on GST Portal) of Promotor/Partner, and Primary Authorized Signatory which are selected upon submission of registration application. The link will be valid only for 15 days.
 - A common OTP on mobile number and E-mail ID linked with the Aadhaar will be sent for its authentication.
 - ARN would be generated once Aadhaar Authentication exercise is completed for all applicable persons whose name are selected in this table.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	10/12/2020	25/11/2020	98%

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

Aadhaar Authentication

Do you want to opt for Aadhaar Authentication of details of Promoter/Partner, Primary Authorized Signatory added by you? *

☒ Yes

1. Authentication request shall be shared on mobile number, email upon submission of application of Promoter/Partner, and Primary Authorized Signatory which are selected.
2. ARN would be generated once Aadhaar Authentication exercise is completed for all applicable persons whose name are selected in this table.
3. Kindly select at least one person from Promoter/Partner for Aadhaar authentication.

Select	SI No	Name	Citizen/ Resident of India	Promoter/ Partner	Primary Authorized Signatory	Designation	Email Address	Mobile Number	Status
<input checked="" type="checkbox"/>	1	Mayesh	Yes	No	Yes	Senior Manager	angad67@gmail.com	7531222222	Authentication Required
<input checked="" type="checkbox"/>	2	ANGAD JASBIRSINGH ARORA	Yes	Yes	No	Manager	angad7@gmail.com	3568888888	Authentication Required

Note: Please make sure that email and mobile number of Promoters/Partners, Primary Authorized Signatory provided by you are correct. The Aadhaar validation links shall be forwarded on the emails/ mobile Nos provided by you.

BACK

SAVE & CONTINUE

d) Once Aadhaar authentication has been successfully validated, the registration application will be deemed to be approved within 7 working days from the date of submission of application. If the Tax Officials raises Show cause notice in FORM GST REG-03 within 7 working days from the date of submission of registration application, then the applicant will have 7 working days from the date of the receipt of such notice to reply in FORM GST REG-04. Tax Official can take further action on that reply within 7 working days. If Tax Official doesn't take any action in 7 working days, thereafter, then application will get deemed approved after 7 working days.

e) In case, Option for Aadhaar authentication is opted as 'No'.

A warning message will be received, that the applicant has not opted for Aadhaar authentication. Click OK.

Note: In case, the applicant has opted "No" for Aadhaar authentication, while registering on the GST Portal. Registration application will not be deemed approved within 7 Working days. Registration will be marked for mandatory site visit (i.e. physical verification of the place of business to be conducted) and approval thereafter by the Tax Official. Registration application will get deemed approved after 30 calendar days from the date of submission of application, if Tax Official doesn't take any action. If Tax Official raises show cause notice in FORM GST REG-03 within 30 calendar days, then the applicant will have 7 working days to reply to it in FORM GST REG-04. Tax Official can take further action on that reply within 7 working days. If Tax Official doesn't take any action within 7 working days, then application will get deemed approved.

- f) Upload E-KYC documents for Primary Authorized Signatory and at least one Promoter/Partner.

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative

Principal Place of Business ✓

Additional Places of Business

Goods and Services ✓

State Specific Information

Aadhaar Authentication

Verification ✓

Aadhaar Authentication

Do you want to opt for Aadhaar Authentication of details of Promoter/Partner, Primary Authorized Signatory added by you? *

☐ No

1. Application will be marked for Site visit mandatorily.
 2. If you wish you can upload E-KYC documents for Primary Authorized signatory and at least one Promotor/Partner to proceed further.

Select	SI No	Name	Citizen/ Resident of India	Promoter/ Partner	Primary Authorized Signatory	Designation	Document Upload
<input checked="" type="checkbox"/>	1	Mayesh	Yes	No	Yes	Senior Manager	Type of E-KYC Document <div style="border: 1px solid red; padding: 2px;">Select ▼</div> <small>File with PDF or JPEG format is only allowed.</small> <input type="button" value="Choose File"/> No file chosen
<div style="border: 1px solid red; padding: 2px;"><input checked="" type="checkbox"/></div>	2	ANGAD JASBIRSINGH ARORA	Yes	Yes	No	Manager	Type of E-KYC Document <div style="border: 1px solid red; padding: 2px;">Select ▼</div> <small>File with PDF or JPEG format is only allowed.</small> <input type="button" value="Choose File"/> No file chosen

- Click the **SAVE & CONTINUE** button. (Note: Delete option is also available to delete any uploaded document).

C. Verification

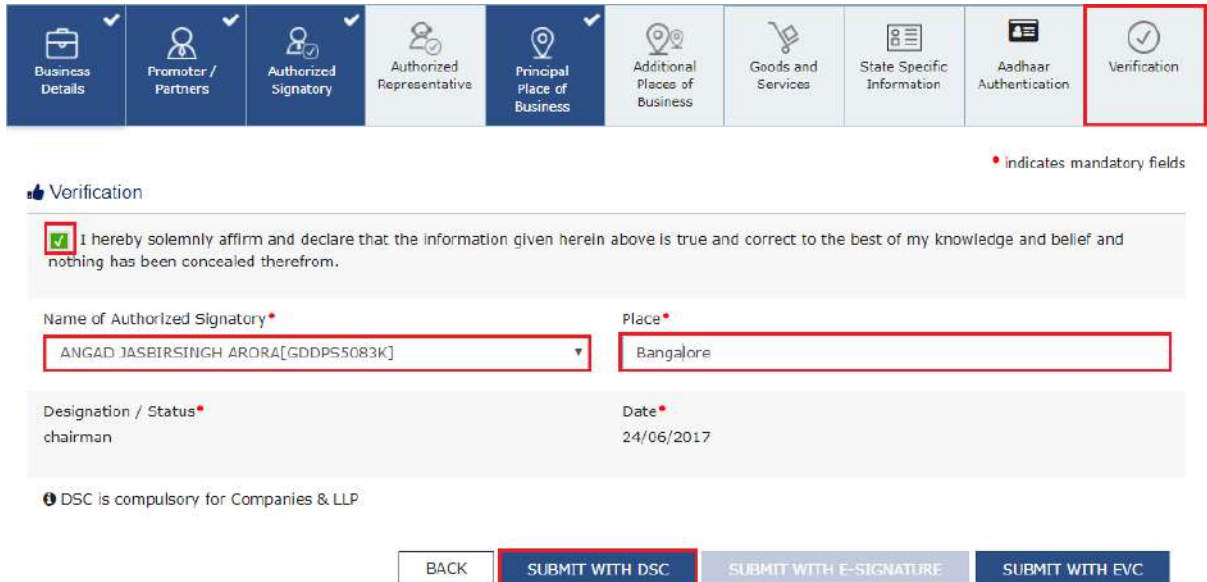
The details of Promoters/ Partners, Authorized Signatories for getting the Aadhaar authentication link will be displayed here.

- Select the **Verification** checkbox.
- Select the name of authorized signatory, from the **Name of Authorized Signatory** drop-down list.
- Enter the place where the form is filed in the **Place** field.
- Sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC, after filling the enrolment application. 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.

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

a) Verification using Digital Signature Certificate

- Click the **SUBMIT WITH DSC** button. In case, the DSC is not registered, first register DSC.



Verification

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

Name of Authorized Signatory* ANGAD JASBIRSINGH ARORA[GDDPS5083K] Place* Bangalore


Designation / Status* chairman Date* 24/06/2017

• indicates mandatory fields

! DSC is compulsory for Companies & LLP

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

- Click the **PROCEED**.
- Select the certificate and click the **SIGN** button.



Goods and Services Tax **Digital Signature Signer**

Content To Sign

e322305b51fc7e86c6e92d164d23f06f6b85d9e006780b36a9d101b3155f57f4

Select Certificate

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

Cancel
View Certificate
Sign

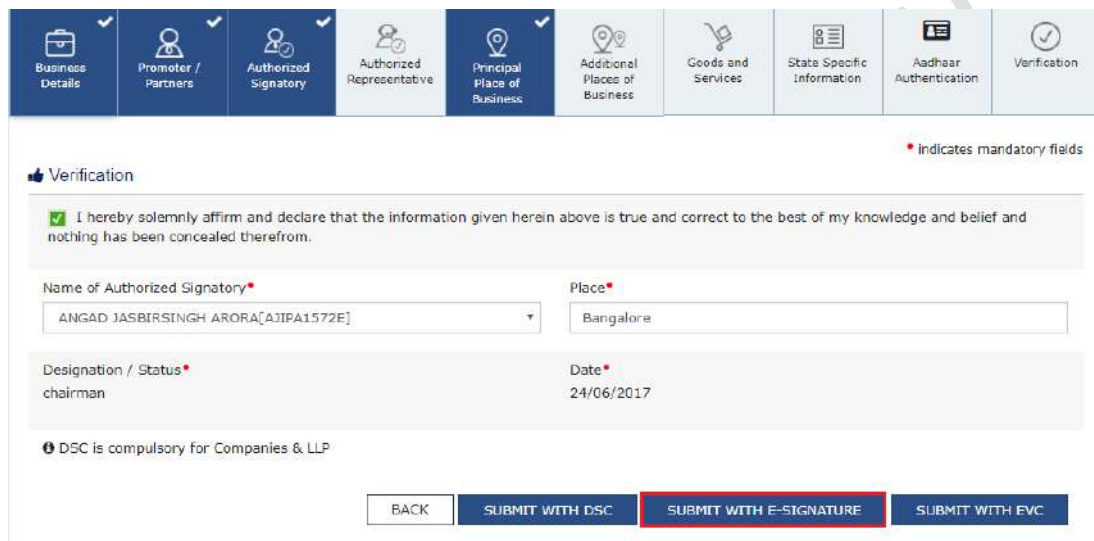
Copyright © 2017 - 18. eMudhra Limited. All Rights Reserved

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

To track the status of the registration application use **Services > Registration > Track Application Status** command.

b) Verification using E-signature

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



The screenshot shows the GST registration process. At the top, a progress bar indicates the status of various steps: Business Details, Promoter / Partners, Authorized Signatory, Authorized Representative, Principal Place of Business, Additional Places of Business, Goods and Services, State Specific Information, Aadhaar Authentication, and Verification. The 'Verification' step is currently active. Below the progress bar, there is a declaration section with a checkbox and text: '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.' This is followed by input fields for 'Name of Authorized Signatory' (ANGAD JASBIR SINGH ARORA[AJIPA1572E]), 'Place' (Bangalore), 'Designation / Status' (chairman), and 'Date' (24/06/2017). A note states 'DSC is compulsory for Companies & LLP'. At the bottom, there are four buttons: 'BACK', 'SUBMIT WITH DSC', 'SUBMIT WITH E-SIGNATURE' (highlighted with a red border), and 'SUBMIT WITH EVC'.

- Select the appropriate Service Provider, in the **Please select Service Provider** option. C-DAC and NSDL are e-sign Service Providers (Both are free of cost).
- Select the checkbox for declaration. OTP will be sent to the e-mail address and mobile phone number registered with Aadhaar.
- Click the **CONTINUE** button.
- **Verify Aadhaar OTP** screen will be displayed. Enter the OTP received on the e-mail address and mobile phone number registered with Aadhaar. Click the **SUBMIT** button.
- The success message is displayed. The acknowledgement will be received in next 15 minutes on the registered e-mail address and mobile phone number. **ARN** receipt will be sent on the e-mail address and mobile phone number.

c) Verification using EVC

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

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

• indicates mandatory fields

Verification

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

Name of Authorized Signatory* Place*

ANGAD JASBIRSINGH ARORA[AJIPA1572E] Bangalore

Designation / Status* Date*

chairman 24/06/2017

❗ DSC is compulsory for Companies & LLP

[BACK](#)
[SUBMIT WITH DSC](#)
[SUBMIT WITH E-SIGNATURE](#)
[SUBMIT WITH EVC](#)

- Enter the OTP sent to the email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.
 - The success message will be displayed. The acknowledgement will be received in next 15 minutes on the registered e-mail address and mobile phone number. ARN receipt is sent on the e-mail address and mobile phone number.
- Click the authentication link received on GST registered mobile number and e-mails IDs of the Promoters/ Partners, Authorized Signatories. Select the **Consent for Authentication**. Enter the **VID or Aadhaar Number**.
 - Enter the OTP sent to the e-mail and mobile number of the Authorized Signatory registered at the UIDAI and click the **VALIDATE OTP** button.
(Note: Request for Aadhaar OTP can be made again only after 45 seconds has passed from the previous request of Aadhaar OTP)
 - A success message is displayed when Aadhaar is successfully verified for e-KYC authentication. Click **OK**.
 - Navigate to **My Saved Applications > Aadhaar Authentication Status > RESEND VERIFICATION LINK**, to resend the authentication link to mobile number and e-mails IDs of the Promoters/ Partners or Authorized Signatories mentioned in the application. Verification of the Aadhaar details to be completed within 15 days of the generation of the TRN. A sample screenshot has been provided below for reference.