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.

Home	Services +	
Registration		
New Registrat	ion	Track Application Status

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.

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PROCEED		PROCEED	

The OTP Verification page is displayed.

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

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

Note:

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

13. Click the PROCEED button.

Home	Services 🗸	Notifications & Circulars 🗸	Acts & Rules 🗕	Grievance	
Home Re	gistration Veri	fy			English
		Verify OTP	User Cred	lentials OTP Ver	2 (erification
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				BA	BACK PROCEED

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

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

14. Click the PROCEED button.

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

	Services 🗸	Notifications & Circulars 🗸	Acts & Rules 🗕	Grievance	
Home Re	gistration > Verif	ý			English
You ha Using this within 15	ve successfully s s TRN you can ao days, i.e. by ' 0	ubmitted Part A of the registrat ccess the application from My s 9/07/2017 ' using this TRN.	ion process. Your Te	emporary Refere	nce Number (TRN) is 291700001721TRN. T Portal. Part B of the application form needs to be completed PROCEED

Part B:

- 15. In the Temporary Reference Number (TRN) field, enter the TRN generated and enter the captcha text as shown on the screen.
- 16. Click the PROCEED button. The Verify OTP page is displayed. You will receive same Mobile OTP and Email OTP. These OTPs are different from the OTPs you received in previous step.

Home	Services +	Notifications & Circulars +	Acts & Rules 👻	Grievance	
Home Re	gistration				English
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17. In the Mobile / Email OTP field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

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

Enter the newly received OTP again. 18. Click the PROCEED button.

Home	Services +	Notifications & Circulars 🗸	Acts & Rules 🗸	Grievance	
Home Re	gistration Veri	fy			English
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		Need OTP to be	e resent? Click here		
				BACK PROCEED	

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'.

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y Saved App <mark>l</mark> i	cation							
Creation Date		Form No.		Form Descriptio	n	Expiry Date	Status	Action
24/06/2017		GST REG-01	Appl	ication for New Regi	stration	09/07/2017	Draft	1
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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:

Apply for Registration Normal Taxpayer

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 Levy, or else select No. In case of Yes

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

Note:

A regular taxpayer can opt under the Composition Levy if the

Taxpayer expects likely aggregate turnover will remain below the threshold limit specified for availing the Composition Levy. 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.

Select	Division	Code•		Range Code•	
Crossing the Threshold	Bimbion	0000		range code	
Inter-State supply	Select			Select	
Liability to pay as recipient of goods or services	6		1	1	
Transfer / Succession of business					
Death of the Proprietor					
De-merger					
Change in constitution of business					
Merger / Amalgamation					
E-Commerce Operator					
Voluntary Radia					
Input Service Distributor only	1				
Supplies on behalf of other taxable Person	1				
SEZ Unit					
SEZ Developer					
Others	Date of o	commencement of Busines	s*	Date on which liability to regis	ster arises
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cate Existing Registrations					
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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.

Crossing the Threshold		Division	Code•		Range Code*	
Inter-State supply		Select			Select	,
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SEZ Unit						
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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.

		Code-		Range Code*	
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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.

I) 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.

11/8/2017

Application Type	Due	Date to Con	nplete	Last Modified		Profile	e	
New Registration	08/0	07/2017		24/06/2017	'	24%		
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usiness Promoter / Details Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verifica
etails of your Business			51 - 22				• indicates m	andatory fi
Legal Name of the Business PALSIN SHIRA		Perman GDDPS	ent Account Nur 5083K	mber (PAN)				
Trade Name		Constitu	ition of Busines	s (Select Appropriat	te)*			
Enter Trade Name		Selec	t					
Name of the State Delhi	t		State ward	a Jurisdiction				
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Applicatio	n Type	be Due Date to Complete Las		Last Modifi	Last Modified Profile			_	
New Reg	Iistration	tion 19/04/2017 04		04/04/20	04/04/2017 32%				
Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Eank Accounts	State Spedfic Information	Verification

Promoter/ Partners tab:

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

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

- b) In the Identity Information section, enter the official information of the stakeholder.
 - i. In the Designation / Status field, enter the designation of the stakeholder.
 - ii. In the Director Identification Number (DIN) field, enter the DIN of the stakeholder issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
- Public Limited Company
- Public Sector Undertaking
- Unlimited Company
- Foreign Company registered in India iii. In case you are a citizen of India, select Yes or else select No. In case of NO, In the Passport Number field, enter the passport number. iv. In the Permanent Account Number (PAN) field, enter the PAN of the stakeholder. v. In the Aadhaar Number field, enter the Aadhar number of the stakeholder.

Note:

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

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

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

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

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

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

Dashboard Promoter / Partners				@ English
Application Type	Due Date to Complete	Last Modified	Profile	

Image: Second	New Registration	08/	07/2017		24/06/20	17	24%			
elais of Proprietor Personal Information Name of Person First Name Information Name of Farane Enter Phildle Name Enter Chall Address Enter Chall Name Enter Status Name <th>Insiness Details</th> <th>Authorized Signatory</th> <th>25 Authorized Representative</th> <th>Principal Place of Business</th> <th>Additional Places of Business</th> <th>Goods and Services</th> <th>Eank Accounts</th> <th colspan="2">Bank Accounts</th>	Insiness Details	Authorized Signatory	25 Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Eank Accounts	Bank Accounts		
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Permanent Account Number (PAN)* Passport Number (In case of Foreigner) Aadhaar Number I GDDP55083K Enter Passport Number Enter Aadhaar Number Is Residential Address Enter Passport No. Enter Aadhaar Number Building No. / Flat No.* Floor No. Enter Floor No. Enter Name of the Premises / Building Road / Street* City / Town / Locality / Village* Country* Enter Road / Street* District* PIN Code* Enter State* District Name Enter PIN Code Document Upload Upload Photograph (of person whose information has been given above)* Off TAKE PICTURE Office can use your device camera to take selfie photograph. Off Office can use your device camera to take selfie photograph.	enter designation		Enter	Dan outribei		_				
GDDPSS083K 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 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)* Other TAKE PICTURE Other State Name Other No. Other Country	Permanent Account Numbe	er (PAN)*	Passpor	t Number (In ca	se of Foreigner)	A	Aadhaar Number			
	GDDPS5083K		Enter	Passport Numbe	r		Enter Aadhaar Number			
Building No. / Flat No. * Floor No. Enter Name of the 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 Document Upload Upload Photograph (of person whose information has been given above)* O File with JPEG format is only allowed. O Maximum file size for upload is 1 MB Choose File No file chosen	Residential Address									
Enter Building No. / Flat No. / Door No. Enter Floor No. Enter Floor No. 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 Optionent Upload Upload Photograph (of person whose information has been given above)* Or TAKE PICTURE O Haximum file size for upload is 1 MB Ore Conserved evice camera to take selfie photograph.	Building No. / Flat No.*		Floor N	0.		N	ame of the Premis	es / 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)* • File with 3PEG format is only allowed. • Maximum file size for upload is 1 MB Choose File No file chosen • Upload Information • Upload big 1 MB • Other Picture • Other •	Enter Building No. / Flat	No. / Door No.	Enter	Floor No.			Enter Name of Premises / Building			
Enter Road / Street / Lane Enter Road / Street / Lane Enter Locality / Area / Village State* District* Enter State Name PIN Code* Enter PIN Code Document Upload Upload Photograph (of person whose information has been given above)* OF File with JPEG format is only allowed. Of TAKE PICTURE Of TAKE PICTURE Of the chosen Other Units on the selfie photograph.	Road / Street*		City / T	own / Locality / 1	/illage*	с	ountry*			
State* District* Enter State Name Enter District Name	Enter Road / Street / Lan	ne.	Enter	Locality / Area /	Village		Select		,	
Enter State Name Enter District Name Enter PIN Code Document Upload Upload Photograph (of person whose information has been given above)* • Take PICTURE • File with 3PEG format is only allowed. • Take PICTURE • Maximum file size for upload is 1 MB • On • Choose File No file chosen	State*		District	•		p	IN Code*			
Document Upload Upload Photograph (of person whose information has been given above)* File with 3PEG format is only allowed. Maximum file size for upload is 1 MB Choose File No file chosen Office off	Enter State Name		Enter	District Name			Enter PIN Code			
Upload Photograph (of person whose information has been given above)* O File with 3PEG format is only allowed. O Maximum file size for upload is 1 MB Choose File No file chosen Other Information	Document Unload		17							
File with 3PEG format is only allowed. Maximum file size for upload is 1 MB OR ON	Upload Photograph (of per	son whose inform	nation has been	given above)*						
Choose File No file chosen	File with 3PEG format is Maximum file size for up	only allowed. sload is 1 MB			0.8		TAKE PIO	TURE		
other Information	Choose File No file chose	n				O'You can	use your device camer	a to take selfie photo	graph.	
ther Information					_					
Ther Information										
	Whee Information									
Also Authorized Signatory	Also Authorized Signatory									

BACK	SHOWLIST	ADD NEW	SAVE & CONTINUE
DACA	SHOW LIST	910. 10-W	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.

Apply for Registration Normal Taxpayer

f) Click the SAVE & CONTINUE button.

Note:

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

Application Type Due Da New Registration 08/07/	te to Con 2017	nplete	Last Modified	1 7	Profile 89%			
esiness Promoter / Authorized Signatory Rep	20 uthorized resentative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verifica	
atails of Authorized Signatory						• indicates ma	andatory i	
Primary Authorized Signatory								
Personal Information								
Name of Person								
First Name*	Middle I	Vame		La	st Name			
	6							
Name of Father								
First Name*	Middle ((ame		La	st Name			
Date of Birth*	D Mobile	e Number *		0	Email Address *			
	+91							
Gender*	C Telep	hone Number (v	with STD Code)	_				
Male	STD	Enter Tele	phone Number					
Identity Information								
Designation / Status*	Director	Identification N	lumber 0	Ar	e you a citizen of	India?		
	Enter	DIN Number		Y	Yes			
Permanent Account Number (PAN)*	Passpor	t Number (In ca	ise of Foreigner)	Aa	dhaar Number O			
, , , , , , , , , , , , , , , , , , ,	Enter	Passport Numbr	ar		Enter Aadhaar Nu	mber		
Residential Address								
Building No. / Flat No.*	Floor No	o.		Na	ame of the Premis	es / Building		
					Enter Name of Pre	mises / Building		
Road / Street	City / To	own / Locality /	Village•	C	Country*			
					India			
State*	District	1		PI	PIN Code*			
Delhi	East Delhi 🔹			•	110092			

Proof of details of authorized signatory* Select *
Select *
and a state of the
File with PDF or JPEG format is only allowed. Maximum file size for upload is 1 MB Choose File No file chosen

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.

Type of Authorised Representative GST Practition <mark>e</mark> r Other	Enrolmer Enter E	nrolment ID SEARCH		
Name of Person				
First Name	Middle Na	ame	Last Name	
Enter First Name	Enter M	liddle Name	Enter Last Name	
Designation / Status	🛛 Mobile	Number	🖸 Email Address	
Select •	+91	Enter Mobile Number	Enter Email Address	
Permanent Account Number (PAN) •	Aadhaar	Number		
Enter Permanent Account Number (PAN)	Enter A	adhaar Number		
	If you than com forms/ret without r	provide your Aadhaar here, (other panies/LLP) you can sign your urns using e-Sign based on Aadhaar equirement of Digital Signature.		
C Telephone Number (with STD Code)	FAX N	umber (with STD Code)		
STD Telephone Number	STD	Fax Number		

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.

https://tutorial.gst.gov.in/userguide/registration/index.htm#t=Apply_for_Registration_Normal_Taxpayer.htm

- 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.

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Application Type	Due Date to Con	nplete	Last Modified	t	Profil	e		
New Registration	08/07/2017		24/06/201	7	91%			
Business Details Promoter / Auth Partners Sign	erized autory	Principal Place of Business	Additional Places of Business	Geods and Services	Bank Accounts	State Specific Information	(Verification	
Details of Principal Place of Busi	iness					• indicates m	andatory fiel	
Address								
Building No. / Flat No.*	Floor No	к.		Nan	ne of the Premis	es / Building		
Enter Building No. / Flat No. / De	oor No. Enter	Floor No.		E	nter Name of Pre	mises / Building		
Road / Street*	City / To	wn / Locality /	Village*					
Enter Road / Street / Lane	Enter	Locality / Area /	/ Village					
State	District			PIN	Code*			
Delhi	Selec			• 8	nter PIN Code			
atitude	Longitude	2						
Enter Latitude	Enter L	ongitude						
Contact Information								
) Office Email Address	C Office	Telephone Num	ber (with STD Cod	e) 🛛 Mo	bile Number			
XYZ@GMAIL.COM	stD	Enter Telep	hone Number	+9	1 989898989	в		
Goffice FAX Number (with STD Co	de)							
STD Enter Fax Number								
Nature of possession of prem Please Select	nises •		Document U Proof of Principal	pload • Place of Busir	ness*			
Select			Select.				٠	
			File with PDF o	r JPEG format	is only allowed.			
			Maximum file s Choose File No	ize for upload file chosen	l is 1 MB			
		1						
Nature of Business Activity hoi	ing carried out at about	mentioned n	· sasima					

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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		
Have Additional Place of Business		
Have Additional Place of Business		
Have Additional Place of Business		BACK SAVE & CONTINUE
Have Additional Place of Business		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.

Dashboard A	ditional Places of	f Business							🛛 English
Applicati New Re	on Type gistration	Due Date to Complete 08/07/2017		Last Modif 24/06/20	ied)17	Profile 99%			
Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	E Bank Accounts	State Specific Information	Verification
Details of A Number of a	Additional Place	s of your Busir	ness						
No record	added for Additi	onal Place of Bu	siness. Add at lea	ast one record	to proceed.				
							ВАСК	DD NEW	CONTINUE

Goods and Services tab:

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

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

Goods Tab:

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

In case you know the HSN Code:

Let us take an example that you need to add the HSN Code 6105. To add the HSN Code, perform the following steps: a. In the Search HSN Chapter by Name or Code field, enter the first four digit 6105 from the HSN Code. HSN Code is successfully added.

In case you do not know the HSN Code:

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

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

Business Details	Promoter / Partners	Authorized Signatory	20 Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	±	State Specific Information	Verification
Goods Details of G	Services Goods / Commo	dities supplied	d by the busine:	SS					
Please specif	y top 5 Commodi	ities							
Search HSN (Chapter by Name	e or Code							
5208									
5208 WOVEN FAE OF COTTON	BRICS OF COTTO	N, CONTAINING T MORE THAN 2	85% OR MORE I 00 G/M2 - Unblea	BY WEIGHT ached :					
SI No	HSN Code (4	digit)	De	scription of G	oods			Action	
1	0902		TEA	A, WHETHER OF	R NOT FLAVOURE	0		DELETE	
							BACK	SAVE & C	CONTINUE

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.

Business Details	Promoter / Partners	Authorized Signatory	2 Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	E Bank Accounts	State Specific Information	Verification
Goods	Services								
Details of S	ervices offered	by the Busin	955						
Please specify	y top 5 services o	ffered by your I	business						
Search by Na	me or Code								
Search SAG	5)								
							BACK	SAVE & C	CONTINUE

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.

ashboard Ba	ank Accounts								🛛 English
Application	on Type gistration	Due Date to Complete 08/07/2017		Last Modif 24/06/20	fied)17	Profil 93 %			
Business Details	Promoter / Partners	Authorized Signatory	2 Authorized Representative	Principal Place of Business	QQ Additional Places of Business	Goods and Services	= Bank Accounts	State Specific Information	Verification
Details of B Total Numb	ank Accounts (ber of Bank Accou	s) unts maintained							
No recor	ds added for Ban	k Accounts. Add	i at least one reco	ord to proceed	l.,				
						B	ACK ADD	NEW CO	NTINUE

- 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.

							🛛 Englis	
Application Type New Registration	Due Date to 0 08/07/2017	te to Complete La 2017 24		Last Modified 24/06/2017		e		
Business Details	Authorized Signatory	Ve Principal Place of Business	Additional Places of Business	Goods and Services	= Bank Accounts	State Specific Information	() Verification	
Details of Bank Accounts (s	;)					• indicates ma	andatory fields	
Account Number®	Typ	e of Account® elect		Y				
Enter Bank IFSC • Enter IFSC for Bank	GET ADDRESS	Don't know your If lick <mark>here</mark> to find yo	-SC? ur bank					
Document Upload								
Proof of Details of Bank Acco	unts*							
Select	at is only allowed.							
I File with PDF or JPEG form	ad to a MD							
 File with PDF or JPEG form Maximum file size for uplo Choose File No file chosen 	ad is I MB							
 File with PDF or JPEG form Maximum file size for uplo Choose File No file chosen 	ad is 1 MB							

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)/ ESignature 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 ESignature 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.

Jusiness Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
Verificatio	20							• indicates m	andatory field
🔽 I herel	by solemnly affir	rm and declare t	that the informati	ion given hereir	n above is true a	nd correct to the	best of my kno	owledge and belie	f and
nothing ha	s been conceale	d therefrom.							
Name of Au	thorized Signate	ory•			Place*				
We Grow and a second			ank]		-				
ANGAD J	ASBIRSINGH AR	ORA[GDDPS50	DONJ		Bangalore				
ANGAD 3. Designation	ASBIRSINGH AR	ORA[GDDPS50	55KJ		Date•				
ANGAD 3 Designation chairman	ASBIRSINGH AR	ORA[GDDPS50	555.]:		Date• 24/06/2017				
ANGAD J. Designation chairman	ASBIRSINGH AR	ORA[GDDPS50	1465	5.00 	Date • 24/06/2017				
ANGAD J Designatior chairman ODSC is co	ASBIRSINGH AR	ORA[GDDPS504	1465	1	Date• 24/06/2017				
ANGAD J Designatior chairman O DSC is co	ASBIRSINGH AR	ORA[GDDPS504	ВАСК	SUBMIT V	Date® 24/06/2017	SURMIT WITH F	SIGNATURE	SUBMIT WI	TH EVC

f. Click the PROCEED button.

Apply for Registration Normal Taxpayer

New Registration	08/07/2017	24/06/201	17	100%	
Business Promoter / Aut Details Partners Sig				State Specific Information	Verification
Verification	These informations are being Goods and Services Tax Act, annexure are subject to veri	• indicates mandatory fields			
I hereby solemnly affirm and nothing has been concealed ther	misleading / wrong / incorre- provisions of cancellation as Tax Act, 2017	ct information with / without per the Provisions of Propos	t evidence shall attract ed Goods and Services	y knowledge and belie	fand
Name of Authorized Signatory*	c	CANCEL PROCEED	l .		
Decignation / Status		Data			
chairman		24/06/2017			
O DSC is compulsory for Compani	es & LLP BACK	SUBMIT WITH DSC		URE SUBMIT WI	TH EVC

g. Select the certificate and click the SIGN button.

	GST Digital	l Signature Signer		×
Goods and	l Services Tax		Digital Signature	Signer
Content To Sign e322305b51fc7e86c	6e92d164d23f06f6b85d9e006	5780b36a9d101b3155f57f4	k.	
Select Certificate	Issuer Name	Serial No	Expiry Date	
AJIPA1572E	SAP SSO User Sub CA	78470550260168771571	01-07-2017	~
				-
				~
Cancel		View Certificat	te Sign	
		Copyright © 2017 - 18.	eMudhra Limited, All Rights	Reserved

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.

Business Details Promoter / Partners Signatory Details	Additional Places of Business Services Eank Accounts Early Coords and Services Early Accounts Early Coords and Services Early Coords and Se
Verification	• indicates mandatory fields
I hereby solemnly affirm and declare that the information given here nothing has been concealed therefrom.	ein above is true and correct to the best of my knowledge and belief and
Name of Authorized Signatory•	Place
ANGAD JASBIRSINGH ARORA[AJIPA1572E]	Bangalore
Designation / Status•	Date*
chairman	24/06/2017
ODSC is compulsory for Companies & LLP	
BACK SUBMI	WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT WITH EVC

f. In the Please select Service Provider option, select the appropriate Service Provider. Note: C-DAC and NSDL are esign Service Providers (Both are free of cost).

g. 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.

Verification	Please select Service Provider*	• indicates mandatory fields
I hereby solemnly affirm and nothing has been concealed ther Name of Authorized Signatory •	 NSDL I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form. 	knowledge and belief and
ANGAD JASBIRSINGH ARORA[Designation / Status* chairman	CANCEL	
O DSC is compulsory for Companies 8	LLP	

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

Business Details Promoter / Aut Partners Sig	Zo Qo Verify Aadhaar OTP	`¥ * _⊡⁼	State Specific Information	Verification
verification	TP has been sent to your mobile number and ema ith AADHAAR. Please provide your OTP. I	ail address registered	• indicates ma	ndatory fields
I hereby solemnly affirm and nothing has been concealed ther	I		y knowledge and belief	and
Name of Authorized Signatory• ANGAD JASBIRSINGH ARORA[CAN			
Designation / Status*	Date*			
chairman	24/06/2017			
ODSC is compulsory for Companies &	LLP			
	BACK SUBMIT WITH DSC	SUBMIT WITH E-SIGNATU	RE SUBMIT WI	TH EVC

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

In Case of EVC:

e. Click the SUBMIT WITH EVC button.

Business Details	Promoter / Partners	Authorized Signatory	2 Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	 Bank Accounts	State Specific Information	Verification
👍 Verificatio	on							• indicates m	andatory fields
☑ I here nothing ha	by solemnly affir as been conceale	rm and declare t d therefrom.	hat the informat	ion given herein	above is true ar	nd correct to the	best of my kno	wledge and belie	f and
Name of A	uthorized Signate	ory•			Place*				
ANGAD 3	ASBIRSINGH AR	ORA[AJIPA1572	2E]	٠	Bangalore				
Designation chairman	Designation / Status* Date* chairman 24/06/2017								
O DSC is o	DSC is compulsory for Companies & LLP								
			BACK	SUBMIT W	ITH DSC	SUBMIT WITH E	-SIGNATURE	SUBMIT WI	TTH EVC

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

Business Details Promoter / Aut Partners Details OTP	26 Verification	Q * Q2	¥ *	<u>=@</u> = s	State Specific Information	Verification
Verification	enter OTP				• indicates m	andatory fields
I hereby solemnly affirm and nothing has been concealed ther por	has been sent to yo al	our Email and Mobile numbe	er registered at the G	ST y know	ledge and belie	f and
Name of Authorized Signatory*						
ANGAD JASBIRSINGH ARORA[/		CLOSE	VALIDATE O	тр		
Designation / Status*						
chairman		24/06/2013	7			
ODSC is compulsory for Companies & LL	,					
	BACK	SUBMIT WITH DSC	SUBMIT WITH E-S	SIGNATURE	SUBMIT WI	TH 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.