

# 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

User Credentials | 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 \*

Enter the characters from the image below

**PROCEED**

The OTP Verification page is displayed.

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

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

Note:

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

13. Click the PROCEED button.

Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration Verify English

User Credentials OTP Verification

### Verify OTP

• indicates mandatory fields

Mobile OTP \*

Enter OTP sent to your mobile number

Email OTP \*

Enter OTP sent to your Email Address

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

BACK PROCEED

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

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

14. Click the PROCEED button.

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

Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration Verify English

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

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

PROCEED

Part B:

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

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

Home Registration English

1 — 2  
User Credentials OTP Verification

### New Registration

• indicates mandatory fields

New Registration  Temporary Reference Number (TRN)

Temporary Reference Number (TRN) •

Enter Temporary Reference Number (TRN)

Type the characters you see in the image below •

Enter characters as displayed in the CAPTCHA image



**PROCEED**

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

Note:

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

Enter the newly received OTP again.

18. Click the PROCEED button.

Home Registration Verify English

✓ — 2  
User Credentials OTP Verification

### Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

Need OTP to be 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'.

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 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.

Dashboard

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

Dashboard > Registration English

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

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

• Indicates mandatory fields

Business Details tab:

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

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

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

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

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

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

Note:

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

e) In the Option for Composition field, select Yes in case you want to opt for the Composition 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.

<div style="border: 1px solid blue; padding: 2px;"> <b>Select</b>            Crossing the Threshold            Inter-State supply            Liability to pay as recipient of goods or services            Transfer / Succession of business            Death of the Proprietor            De-merger            Change in constitution of business            Merger /Amalgamation            E-Commerce Operator            Selling through e-Commerce portal            Voluntary Basis  <div style="border: 2px solid red; padding: 2px;">Input Service Distributor only</div>           Supplies on behalf of other taxable Person            SEZ Unit            SEZ Developer            Others            Select         </div>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
	Date of commencement of Business* From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises* <input type="text" value="DD/MM/YYYY"/>
Indicate Existing Registrations		
Type of Registration	Registration No.	Date of Registration

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

<div style="border: 1px solid blue; padding: 2px;"> <b>Select</b>            Crossing the Threshold            Inter-State supply            Liability to pay as recipient of goods or services            Transfer / Succession of business            Death of the Proprietor            De-merger            Change in constitution of business            Merger /Amalgamation            E-Commerce Operator            Selling through e-Commerce portal            Voluntary Basis            Input Service Distributor only            Supplies on behalf of other taxable Person  <div style="border: 2px solid red; padding: 2px;">SEZ Unit</div>           SEZ Developer            Others            Select         </div>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
	Date of commencement of Business* From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises* <input type="text" value="DD/MM/YYYY"/>
Indicate Existing Registrations		
Type of Registration	Registration No.	Date of Registration

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

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

Indicate Existing Registrations

Type of Registration	Registration No.	Date of Registration
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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.

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

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

Commissionerate Code* <input type="text" value="Select"/>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>
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Are you applying for registration as a casual taxable person? [?](#)

No

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

No

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

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

Application Type	Due Date to Complete	Last Modified	Profile

New Registration	08/07/2017	24/06/2017	24%
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\* Indicates mandatory fields

### Details of Proprietor

#### Personal Information

**Name of Person**

<b>First Name *</b> <input style="width: 95%;" type="text" value="Enter First Name"/>	<b>Middle Name</b> <input style="width: 95%;" type="text" value="Enter Middle Name"/>	<b>Last Name</b> <input style="width: 95%;" type="text" value="Enter Last Name"/>
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**Name of Father**

<b>First Name *</b> <input style="width: 95%;" type="text" value="Enter First Name"/>	<b>Middle Name</b> <input style="width: 95%;" type="text" value="Enter Middle Name"/>	<b>Last Name</b> <input style="width: 95%;" type="text" value="Enter Last Name"/>
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**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  No

**Permanent Account Number (PAN) \***

**Passport Number (In case of Foreigner)**

**Aadhaar Number ⓘ**

#### Residential Address

**Building No. / Flat No. \***

**Floor No.**

**Name of the Premises / Building**

**Road / Street \***

**City / Town / Locality / Village \***

**Country \***

**State \***

**District \***

**PIN Code \***

#### Document Upload

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

ⓘ File with JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

No file chosen

OR

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

#### Other Information

Also Authorized Signatory

The screenshot shows a web interface with a status indicator at the top left that says 'No'. Below it, there are four buttons: 'BACK', 'SHOW LIST', 'ADD NEW', and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted in red.

#### 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 Aadhaar number of the authorized signatory.

#### Note:

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

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

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

#### Note:

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

f) Click the SAVE & CONTINUE button.

Note:

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

Dashboard - Authorized Signatory English

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

\* indicates mandatory fields

### Details of Authorized Signatory

Primary Authorized Signatory

#### Personal Information

Name of Person

First Name*	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Father

First Name*	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth\*

Mobile Number\*

Email Address\*

Gender\*  Male  Female  Others

Telephone Number (with STD Code)

STD	Enter Telephone Number
-----	------------------------

#### 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

Building No. / Flat No.\*

Floor No.

Name of the Premises / Building

Road / Street\*

City / Town / Locality / Village\*

Country\*

State\*

District\*

PIN Code\*

Photograph

Proof of details of authorized signatory\*

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File No file chosen

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

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.

Do you have any Authorized Representative?

Yes  No

Type of Authorised Representative  
 GST Practitioner  Other

Enrolment ID \*

Name of Person

First Name  Middle Name  Last Name

Designation / Status  Mobile Number  Email Address

Permanent Account Number (PAN) \*  Aadhaar Number

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

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

#### Principal Place of Business tab:

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

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

\* indicates mandatory fields

### Details of Principal Place of Business

**Address**

Building No. / Flat No. * <input type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of the Premises / Building <input type="text" value="Enter Name of Premises / Building"/>
Road / Street * <input type="text" value="Enter Road / Street / Lane"/>	City / Town / Locality / Village * <input type="text" value="Enter Locality / Area / Village"/>	
State Delhi	District * <input type="text" value="Select"/>	PIN Code * <input type="text" value="Enter PIN Code"/>
Latitude <input type="text" value="Enter Latitude"/>	Longitude <input type="text" value="Enter Longitude"/>	

**Contact Information**

Office Email Address <input type="text" value="XYZ@GMAIL.COM"/>	Office Telephone Number (with STD Code) STD <input type="text" value="Enter Telephone Number"/>	Mobile Number +91 <input type="text" value="9898989898"/>
Office FAX Number (with STD Code) STD <input type="text" value="Enter Fax Number"/>		

**Nature of possession of premises \***

Please Select

**Document Upload \***

Proof of Principal Place of Business \*

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

No file chosen

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

Bonded Warehouse
  EOU / STP / EHTP
  Export

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

Have Additional Place of Business

No

### Additional Places of Business tab:

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

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

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

Dashboard > Additional Places of Business English

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

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

Bank Accounts

State Specific Information

Verification

#### Details of Additional Places of your Business

Number of additional places\*

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

### Goods and Services tab:

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

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

**Goods Tab:**

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

In case you know the HSN Code:

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

In case you do not know the HSN Code:

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

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

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
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	<div style="text-align: right;"> <span style="background-color: red; color: white; padding: 2px 5px;">DELETE</span> </div>						
<div style="display: inline-block; border: 1px solid black; padding: 2px 10px; margin-right: 10px;">BACK</div> <div style="display: inline-block; background-color: #0056b3; color: white; padding: 2px 10px;">SAVE &amp; CONTINUE</div>									

**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 ✓	Authorized Representative	Principal Place of Business ✓	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
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Goods Services

**Details of Services offered by the Business**

Please specify top 5 services offered by your business

Search by Name or Code

BACK SAVE & 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.

Dashboard > Bank Accounts English

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

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

**Details of Bank Accounts (s)**

Total Number of Bank Accounts maintained\*

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

BACK ADD NEW CONTINUE

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

Note:

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

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

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

Note:

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

MB. e) Click the SAVE & CONTINUE button.

Note:

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

Dashboard > Bank Accounts
English

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

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

Bank Accounts

State Specific Information

Verification

Details of Bank Accounts (s)

• indicates mandatory fields

**Details of Bank Account**

Account Number\*

Type of Account\*

Select

Enter Bank IFSC\*

GET ADDRESS

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

**Document Upload**

Proof of Details of Bank Accounts\*

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

State Specific Information tab:

[https://tutorial.gst.gov.in/userguide/registration/index.htm#t=Apply\\_for\\_Registration\\_Normal\\_Taxpayer.htm](https://tutorial.gst.gov.in/userguide/registration/index.htm#t=Apply_for_Registration_Normal_Taxpayer.htm)

22/29

This tab page displays the details of the state.

- In the Professional Tax Employee Code (EC) No. field, enter professions tax E.C number.
- In the Professional Tax Registration Certificate (RC) No. field, enter professions tax R.C number.
- In the State Excise License No. field, enter state excise license number.
- 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.
- Click the SAVE & CONTINUE button.

Dashboard > State Specific Information English

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

  
 Business Details ✓

  
 Promoter / Partners ✓

  
 Authorized Signatory ✓

  
 Authorized Representative

  
 Principal Place of Business ✓

  
 Additional Places of Business

  
 Goods and Services ✓

  
 Bank Accounts ✓

  
 State Specific Information

  
 Verification

### State Specific Information

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

Verification tab:

This tab page displays the details of the verification for authentication of the details submitted in the form. a. Select the Verification checkbox.

- In the Name of Authorized Signatory drop-down list, select the name of authorized signatory.
- In the Place field, enter the place where the form is filed.
- 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:

- Click the SUBMIT WITH DSC button.

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

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.

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

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

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

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

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

👍 Verification

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

Name of Authorized Signatory *	Place *
<input type="text" value="ANGAD JASBIRSINGH ARORA[GDDPS5083K]"/>	<input type="text" value="Bangalore"/>
Designation / Status *	Date *
chairman	24/06/2017

ⓘ DSC is compulsory for Companies & LLP

- f. Click the PROCEED button.

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

Business Details Promoter / Partners

State Specific Information Verification

**Warning**

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

CANCEL PROCEED

Verification

I hereby solemnly affirm and nothing has been concealed there

Name of Authorized Signatory \*

ANGAD JASBIRSINGH ARORA

Designation / Status \*

chairman

Date \*

24/06/2017

DSC is compulsory for Companies & LLP

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

g. Select the certificate and click the SIGN button.

GST Digital Signature Signer

Goods and Services Tax Digital Signature Signer

Content To Sign

e322305b51fc7e86c6e92d164d23f06f6b85d9e006780b36a9d101b3155f57f4

Select Certificate

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

Cancel View Certificate Sign

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

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

Dashboard | Application for New Registration | English

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

In Case of E-Signature:

e. Click the SUBMIT WITH E-SIGNATURE button.

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

**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\*

Designation / Status\*  Date\*

**i** DSC is compulsory for Companies & LLP

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

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

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.

The screenshot shows a 'Service Provider' dialog box with the following content:

Please select Service Provider\*

- C-DAC
- NSDL

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

CANCEL CONTINUE

The background shows the 'Verification' section of the application form with the following details:

- Name of Authorized Signatory\*: ANGAD JASBIRSINGH ARORA
- Designation / Status\*: chairman
- Date\*: 24/06/2017

Buttons at the bottom: BACK, SUBMIT WITH DSC, SUBMIT WITH E-SIGNATURE, SUBMIT WITH EVC.

- 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 screenshot shows a 'Verify Aadhaar OTP' dialog box with the following content:

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

[Input field for OTP]

CANCEL SUBMIT

The background shows the 'Verification' section of the application form with the following details:

- Name of Authorized Signatory\*: ANGAD JASBIRSINGH ARORA
- Designation / Status\*: chairman
- Date\*: 24/06/2017

Buttons at the bottom: BACK, SUBMIT WITH DSC, SUBMIT WITH E-SIGNATURE, SUBMIT WITH EVC.

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

In Case of EVC:

e. Click the SUBMIT WITH EVC button.

The screenshot shows the 'Verification' step of the GST registration process. At the top, a navigation bar contains icons for 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. The 'Verification' step is currently active. Below the navigation bar, a red dot indicates mandatory fields. The main content area includes a confirmation statement: '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.' Below this, there are two rows of input fields. The first row contains 'Name of Authorized Signatory\*' (with a dropdown menu showing 'ANGAD JASBIRSINGH ARORA[AJIPA1572E]') and 'Place\*' (with a text box containing 'Bangalore'). The second row contains 'Designation / Status\*' (with a text box containing 'chairman') and 'Date\*' (with a text box containing '24/06/2017'). A note below the fields states 'DSC is compulsory for Companies & LLP'. At the bottom, there are four buttons: 'BACK', 'SUBMIT WITH DSC', 'SUBMIT WITH E-SIGNATURE', and 'SUBMIT WITH EVC' (which is highlighted with a red border).

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

The screenshot shows the 'OTP Verification' step of the GST registration process. A modal dialog box is open in the center of the screen. The dialog has a title 'OTP Verification' and a text prompt 'Please enter OTP' above a red-bordered input field. Below the input field, a green message box states 'OTP has been sent to your Email and Mobile number registered at the GST portal'. At the bottom of the dialog, there are two buttons: 'CLOSE' and 'VALIDATE OTP' (which is highlighted with a red border). The background shows the same 'Verification' step of the registration form as in the previous screenshot, but it is dimmed.

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.

