

Update Suo Moto Registration



Steps to Update Mobile



- TO role should be Registration Enforcement
- Under Registration > Suo Moto Registration, temp registrations created by a tax officer will be listed
- Let's say Tax official A has a created a Temp ID, now A cannot view the Temp ID created by other Tax officials
- When 90 days have not passed from the date of generation of Temp Registration, the action column of the table will show VIEW and EDIT button against the respective Temp ID's.
- Clicking on the EDIT button will open the application to edit the taxpayer's Email and Mobile number and rest of the fields will be non-editable.



Steps to Update Mobile



Father's Name

First Name

DHANJIBHAI

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Address of the person

Building No. / Flat No. *

12

Floor No.

12

Name of the Premises / Building

12

Road / Street *

12

City / Town / Locality / Village *

12

State/UT *

Karnataka

District *

Bengaluru (Bangalore) Urban

PIN Code *

560070

Contact Information

Mobile Number *

+91 9447925025

Email Address

Enter Email Address

Do you have a PAN? *

Yes No

PAN of the person *

ACXPK3463A

Date of creation of PAN

2020-08-26

Attachment of ID Proof *



DELETE

Attachment of ID Proof



Steps to Reactivate



- TO role should be Registration Enforcement
- Under Registration > Suo Moto Registration, temp registrations created by a tax officer will be listed
- Let's say Tax official A has a created a Temp ID, now A cannot view the Temp ID created by other Tax officials
- When 90 days have passed from the date of generation of Temp Registration and the Temp ID holder has not applied for new registration, we will expire the Temp ID password once the 90 days have passed from the date of generation of Temp ID.
- Action column of the table will show VIEW and REACTIVATE button against the respective Temp ID's.
- Clicking on the REACTIVATE button will open the application to edit the taxpayer's Email and Mobile number and rest of the fields will be non-editable.



Steps to Reactivate



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Goods and Services Tax

V Deeksha Sindhuri
1, Delhi



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English

Existing Registrations

Navigation cards for Existing Registrations:

- [TaxPayer Details](#) ✓
- [Seized Documents](#) ✓
- [Declaration](#) ✓

• indicates mandatory fields

Declaration

You are hereby directed to file application for proper registration within 90 days of the issue of this Order.

Name of the Officer *

V Deeksha Sindhuri

Place *

(Delhi),(Zone 1),(1)

Designation/Jurisdiction *

Additional Commissioner

Date *

01/03/2021

BACK

SUBMIT WITH DSC

