

FAQs > Principal Place of Business

1. My head office/corporate office, which I assume should be my Principal Place of Business, is in a different state but I am unable to change the state when filling in the Registration Application.

Principal place of business needs to be located within the state where you are applying for the new GST registration.

Please enter the details of the first/existing place of business within the state where registration is sought.

Note: Principal place of business can be amended at a later date also.

2. There are fields for Latitude and Longitude in the Registration Application. What are they for?

This is an optional field and is there for the purpose of providing as a feature to add additional details of your place of business (principal or additional).

3. I don't have an office e-mail address yet, can I give an alternate e-mail address now and update it later once it has been created?

Yes, you can.

4. My principal place of business is a co-working space. What should I select as Nature of Possession of Premises?

If your principal place of business is a co-working space, please select Shared as Nature of Possession of Premises unless you have a valid (registered) sub-let agreement with the provider of the co-working space.

5. I am performing multiple business activities at my principal place of business. Can I select more than one nature of business activity?

Yes, you can select any number of options from the given list as long as you select a minimum of one.

6. My Principal Place of Business was leased by my father/mother many years ago through pagdi system and he/she has since passed away so I don't have a lease deed my name or in the name of my business. The landlord is also unwilling to register a fresh lease in my name. What should I do?

In this specific case, a bank statement with the business address will suffice.

7. My Principal Place of Business is located in SEZ/ I am a SEZ developer. What should I select as Nature of Possession of Premises?

If the principal place of business is located in SEZ or the applicant is SEZ developer, necessary documents/ certificates issued by Government of India are required to be uploaded by choosing 'Others' value in Nature of possession of premises drop-down and upload the document.

In case you need to upload multiple documents, kindly append all the documents to be uploaded as single file and choose 'Others' value from 'Nature of possession of business' drop-down and select 'Legal Ownership document' value as Proof of Principal Place of Business and upload it.

8. Do I need to provide proof of SEZ Unit/ SEZ Developer approval for the premises?

Proof of SEZ Unit/ SEZ Developer approval for the premises is mandatory if you have selected SEZ unit / Developer in 'Reason to Obtain Registration' in Business Details tab.

9. How is State and Centre Jurisdiction displayed in "Principal Place of Business" tab?

Based on the pincode entered in "Principal Place of Business" tab, State and Centre Jurisdiction gets displayed in the drop-down option for the taxpayer.