

LIST OF DOCUMENTS FOR GST REGISTRATION (Company)

- Certificate of Incorporation of the Company
- Copy of PAN Card of the Company.
- Copy of MOA/AOA of the Company.
- Self attested scanned copy of PAN card, Aadhaar Card of all the directors.
- Photograph of all the directors.
- For Bank account details- a copy of cancelled cheque/Copy of Bank Statement.
- Copy of electricity bill/landline bill/water bill / property tax receipt in case of owned premises.
- Copy of Rent agreement and No objection certificate (NOC) from the owner (if rented).
- Details of Business activity including name of top products/services.
- Copy of Board resolution for getting registration under GST.
- Authorization letter for appointment of authorised signatory.
- Digital signature of the authorised signatory.

Step 1 – Go to GST portal (www.gst.gov.in). Click on Register Now under Taxpayers (Normal)



We are enhancing major services on the site.



Taxpayers (Normal)

[Register Now](#)[Find a GST Practitioner](#)

GST Practitioners

[Register Now](#)[Find a Taxpayer](#)

News and updates

29/08/2017

A webinar has been scheduled on 30th August 2017 at 04:00 PM IST on the topic "Filing of GSTR 1", in Marathi Language.

29/08/2017

A webinar is scheduled on 30th August 2017 at 02:30 PM IST on the topic "Filing of GSTR 1", in English Language.

19/08/2017

For non-TRAN-1 cases, last date for payment and filing return is 25th August 2017.

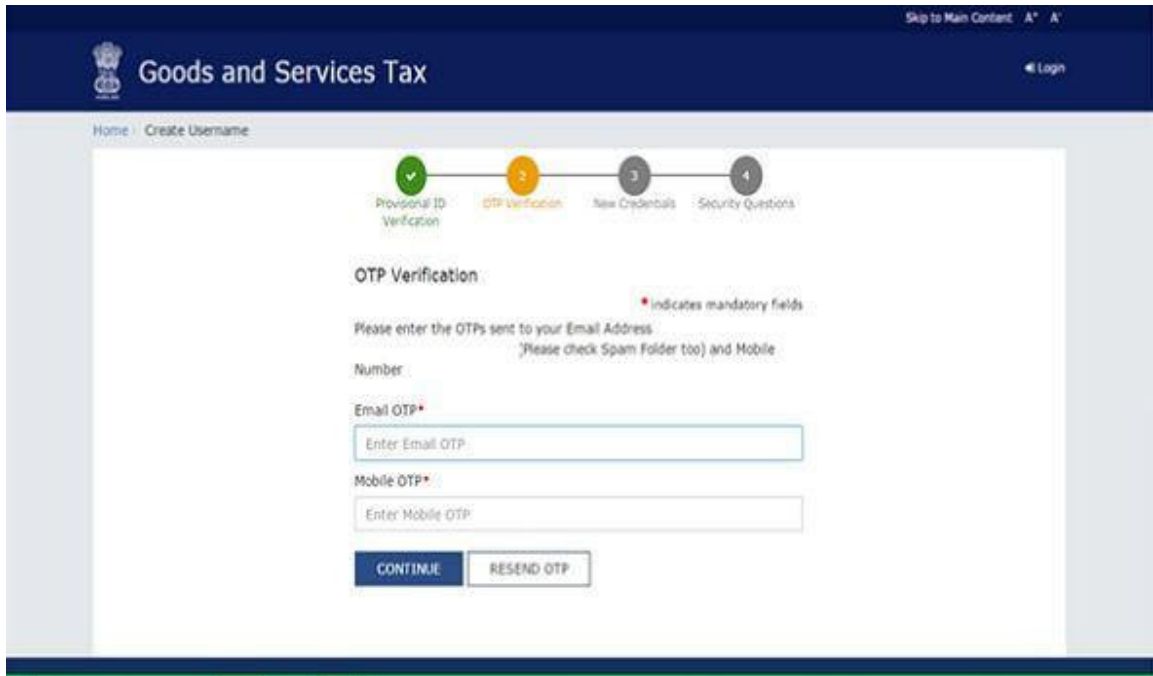
[View all »](#)

Step 2 – Enter the following details in Part A –

- Select New Registration
- In the drop-down under I am a – select Taxpayer
- Select State and District from the drop down
- Enter the Name of Business and PAN of the business
- Enter the Email Address and Mobile Number. The registered email id and mobile number will receive the OTPs.
- Click on Proceed

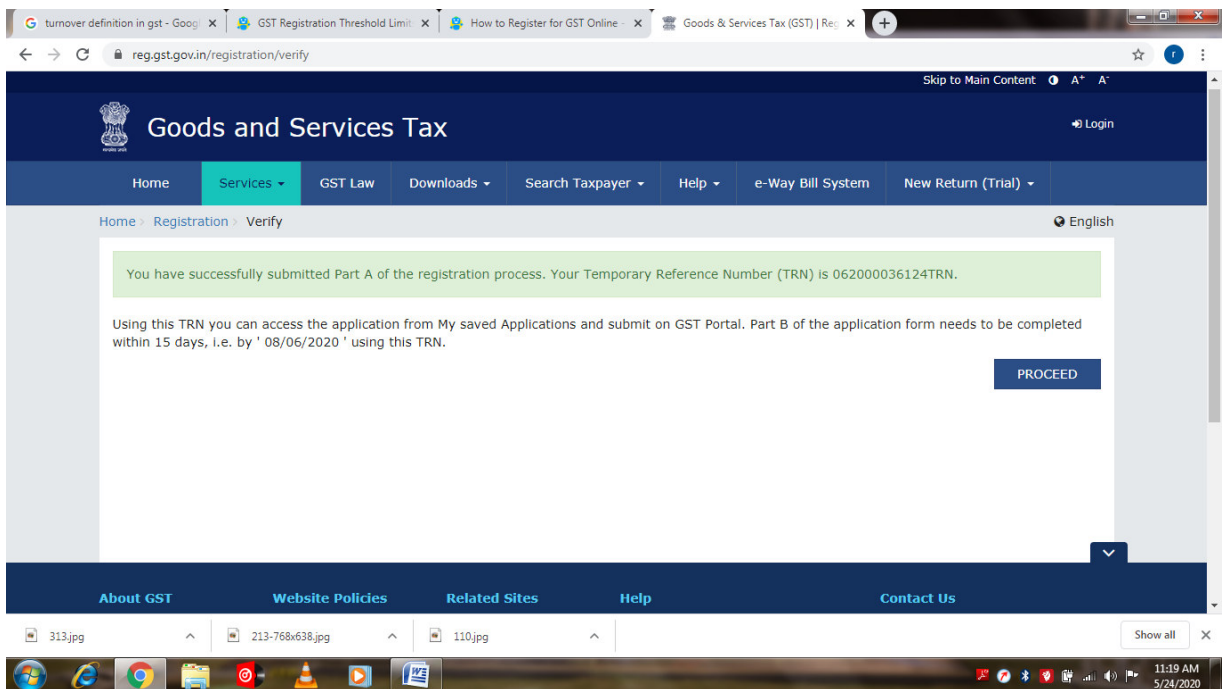
The screenshot displays the 'Goods and Services Tax' registration portal. The header includes the GST logo and the text 'Goods and Services Tax'. A navigation bar contains links for Home, Services, Notifications & Circulars, Acts & Rules, Downloads, and Search Taxpayer. The main content area is titled 'New Registration' and features a progress indicator with two steps: '1 User Credentials' and '2 OTP Verification'. Below the title, there are radio buttons for 'New Registration' (selected) and 'Temporary Reference Number (TRN)'. The form includes several fields: 'I am a' (dropdown menu), 'State / UT' (dropdown menu), 'District' (dropdown menu), 'Legal Name of the Business (As mentioned in PAN)' (text input), 'Permanent Account Number (PAN)' (text input), 'Email Address' (text input with an email icon), and 'Mobile Number' (text input with a '+91' prefix). A 'PROCEED' button is located at the bottom of the form. A legend indicates that a red asterisk (*) denotes mandatory fields.

Step 3 – Enter the OTP received on the email and mobile. Click on Continue. If you have not received the OTP click on Resend OTP.



The screenshot shows the 'Goods and Services Tax' registration portal. At the top, there is a navigation bar with the GST logo and the text 'Goods and Services Tax'. Below this, a progress indicator shows four steps: 1. Provisional ID Verification (completed), 2. OTP Verification (current step), 3. New Credentials, and 4. Security Questions. The main content area is titled 'OTP Verification' and includes the following text: 'Please enter the OTPs sent to your Email Address (Please check Spam Folder too) and Mobile'. There are two input fields: 'Email OTP*' and 'Mobile OTP*'. Below the input fields are two buttons: 'CONTINUE' and 'RESEND OTP'. A small red asterisk indicates mandatory fields.

Step 4 – You will receive the Temporary Reference Number (TRN) now. This will also be sent to your email and mobile. Note down the TRN.



The screenshot shows the 'Goods and Services Tax' registration portal after successful submission of Part A. The page displays a green message box: 'You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is 062000036124TRN.' Below this, it states: '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 '08/06/2020' using this TRN.' A 'PROCEED' button is visible. The page also shows a navigation menu with 'Home', 'Services', 'GST Law', 'Downloads', 'Search Taxpayer', 'Help', 'e-Way Bill System', and 'New Return (Trial)'. The footer contains 'About GST', 'Website Policies', 'Related Sites', 'Help', and 'Contact Us'. The browser address bar shows 'reg.gst.gov.in/registration/verify' and the system tray shows the date '11:19 AM 5/24/2020'.

Step 5 – Once again go to GST portal. Click on Register Now.

Step 6 – Select Temporary Reference Number (TRN). Enter the TRN and the captcha code and click on Proceed.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Downloads Search Taxpayer

Home > Registration

1 User Credentials 2 OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN)*

Enter Temporary Reference Number (TRN)

Type the characters you see in the image below*

Enter characters as displayed in the CAPTCHA image

PROCEED

Step 7 – You will receive an OTP on the registered mobile and email. Enter the OTP and click on Proceed

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration > Verify

1 User Credentials 2 OTP Verification

Verify OTP

• indicates mandatory fields

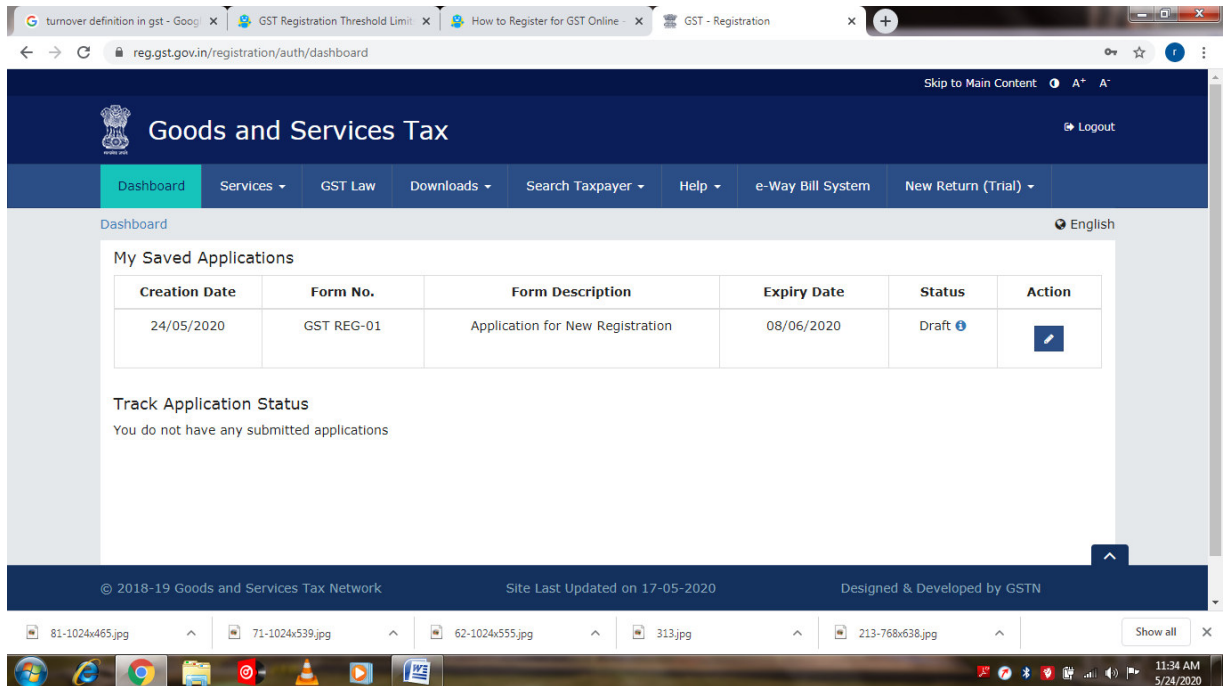
Mobile / Email OTP*

Fill OTP sent to Mobile and Email

Click here to resend the OTP

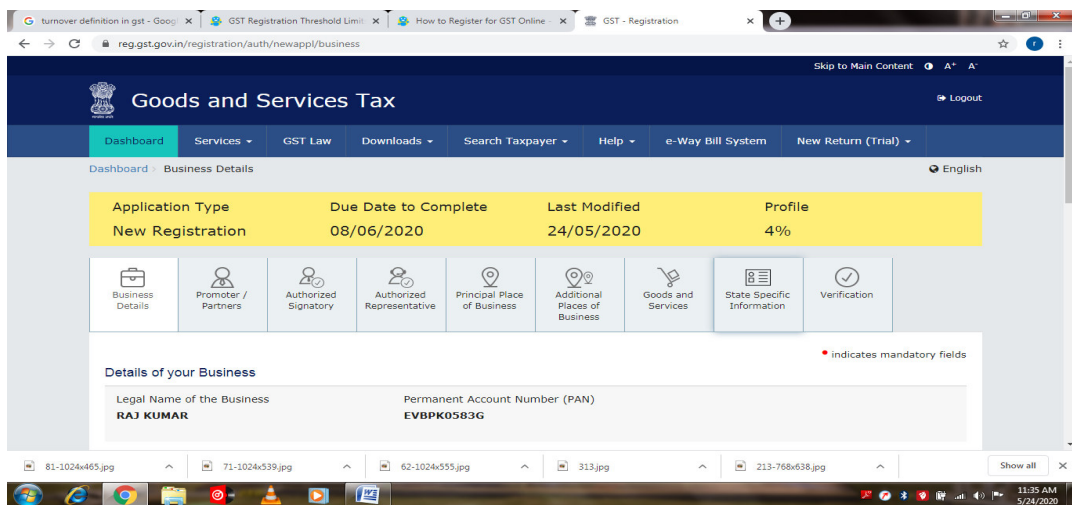
BACK PROCEED

Step 8 - You will see that the status of the application is shown as drafts. Click on Edit Icon.



Step 9 – Part B has 9 sections. Fill in all the details and submit appropriate documents. Here is the list of documents you need to keep handy while applying for GST registration-

- Photographs of all Directors
- Constitution of the taxpayer
- Proof for the place of business
- Bank account details
- Authorization form



Step 10 – Once all the details are filled in go to the Verification page. Tick on the declaration and submit the application using Digital Signature –

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*

📌 DSC is compulsory for Companies & LLP

BACK SUBMIT WITH DSC SUBMIT WITH E-SIGN

Step 11 – A success message is displayed and Application Reference Number(ARN) is sent to registered email and mobile.

Goods and Services Tax Logout

Dashboard Services Notifications & Circulars Acts & Rules Grievance

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

You can check the ARN status for your registration by entering the ARN in GST Portal.