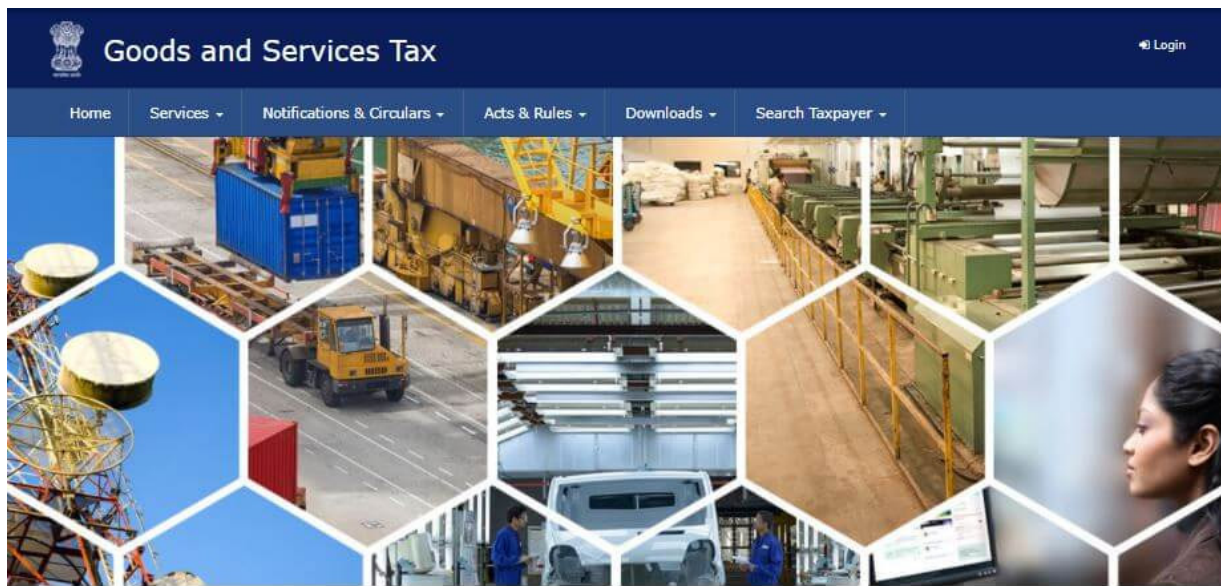


LIST OF DOCUMENTS FOR GST REGISTRATION (**PROPRIETOR**)

1. Self attested scanned copy of PAN card, Aadhaar Card of the Sole Proprietor.
2. Photograph of the Sole Proprietor.
3. For Bank account details- a copy of cancelled cheque/Copy of Bank Statement/Copy of Passbook.
4. Copy of electricity bill/landline bill/water bill / property tax receipt.
5. Copy of Rent agreement and No objection certificate (NOC) from the owner (if rented)
6. Details of Business activity including name of top products/services.(For HSN Purpose)

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



The screenshot shows the GST portal homepage. At the top, there is a navigation bar with the following items: Home, Services, Notifications & Circulars, Acts & Rules, Downloads, and Search Taxpayer. Below the navigation bar is a large collage of images related to industry and business, including a forklift, a factory interior, a woman looking at a computer, and various industrial equipment. A notification bell icon is visible on the left side of the page.

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

Goods and Services Tax Login

Home Services Notifications & Circulars Acts & Rules Downloads Search Taxpayer

Home Registration English

1 — 2
 User Credentials — OTP Verification

New Registration * indicates mandatory fields

New Registration
 Temporary Reference Number (TRN)

I am a *

Select ▼

State / UT *

Select ▼

District

Select ▼

Legal Name of the Business (As mentioned in PAN) *

Enter Legal Name of Business

Permanent Account Number (PAN) *

Enter Permanent Account Number (PAN)

Email Address *

Enter Email Address

📧 OTP will be sent to this Email Address

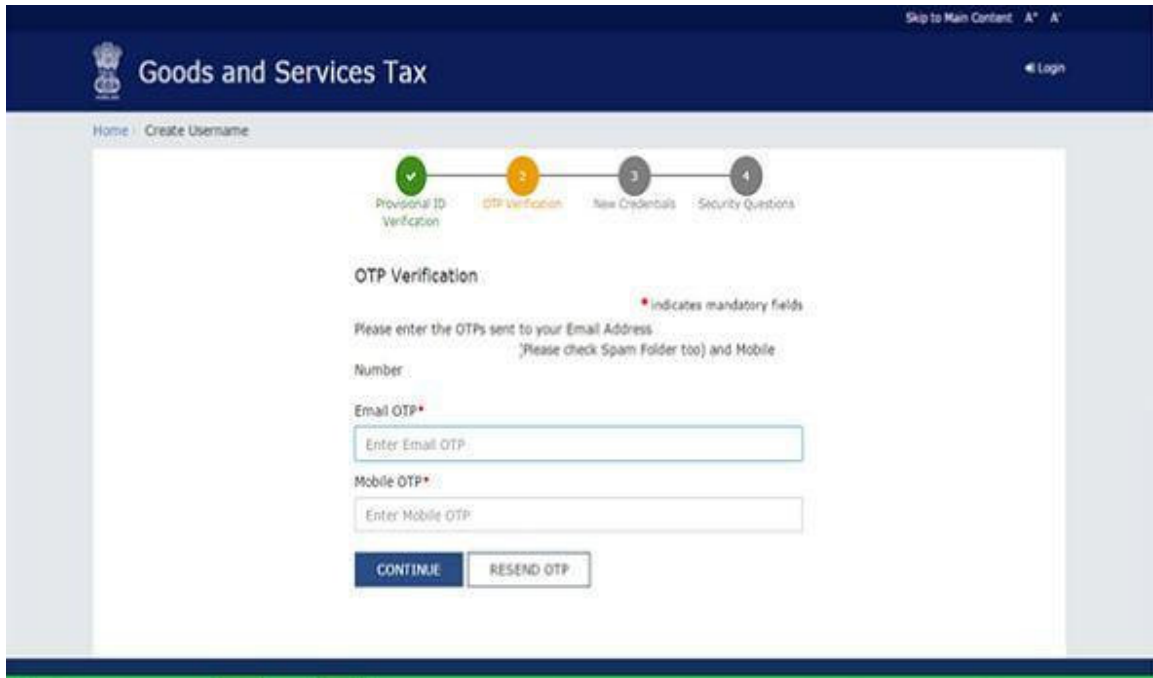
Mobile Number *

+91 Enter Mobile Number

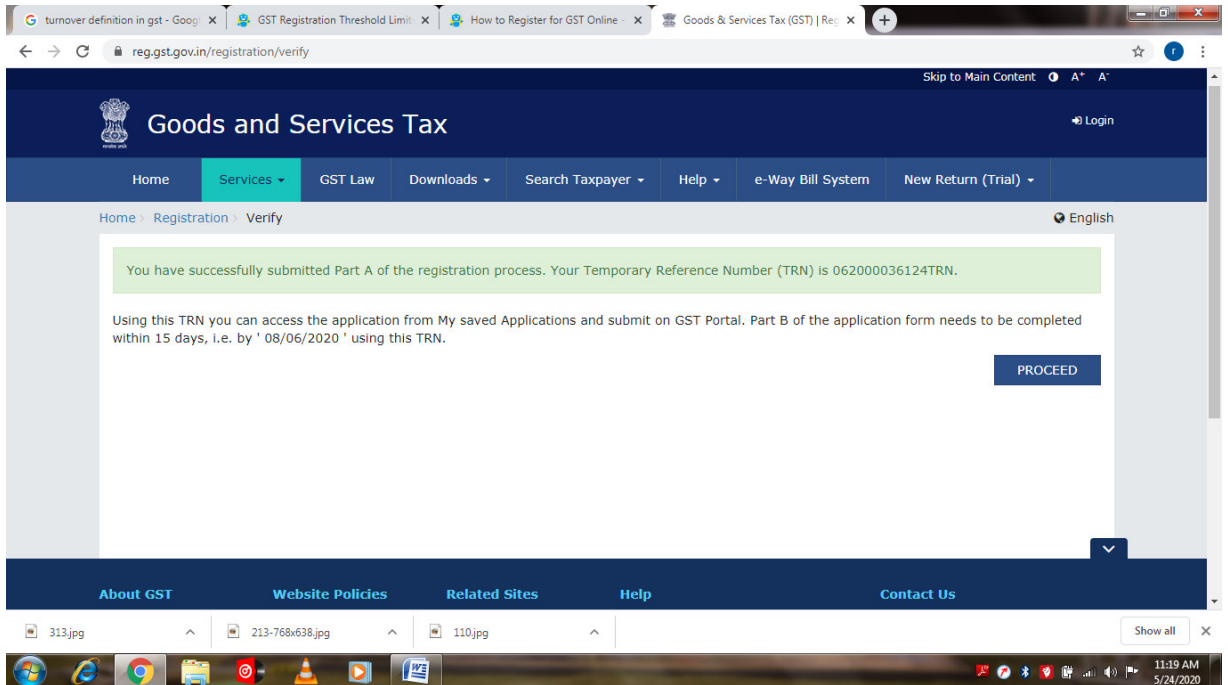
📱 Separate OTP will be sent to this mobile number

PROCEED

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.



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.



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

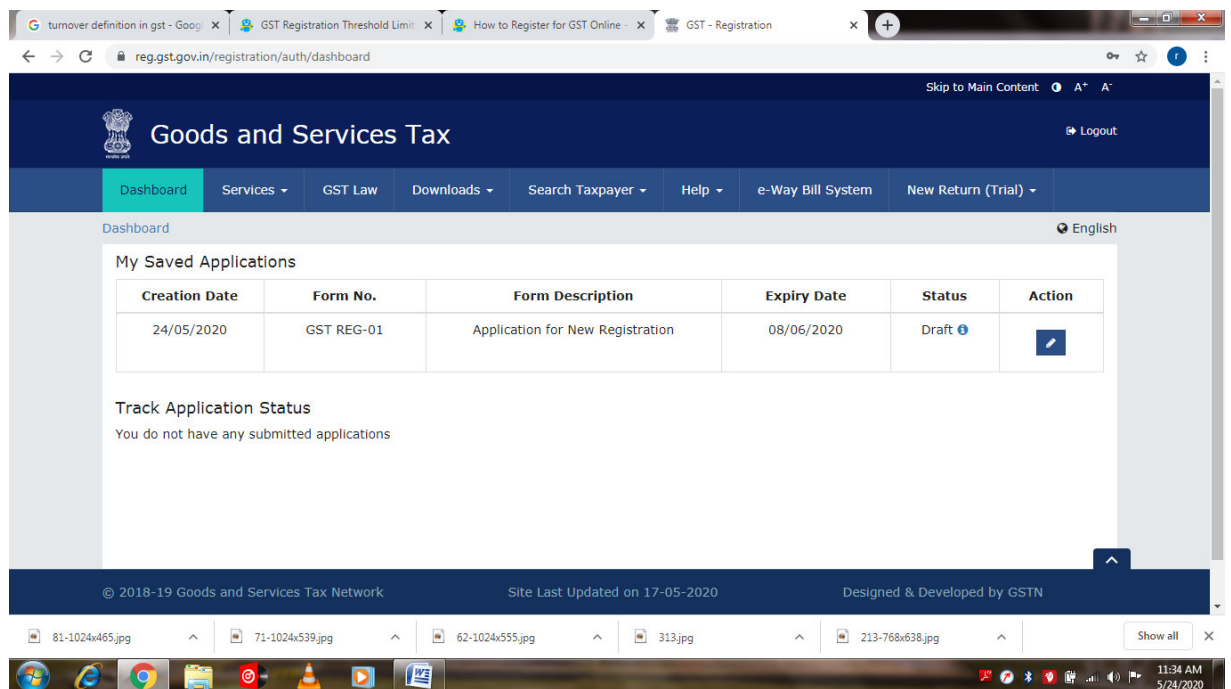
Step 6 – Select Temporary Reference Number (TRN). Enter the TRN and the captcha code and click on Proceed.

The screenshot shows the 'Goods and Services Tax' portal. The navigation bar includes 'Home', 'Services', 'Notifications & Circulars', 'Acts & Rules', 'Downloads', and 'Search Taxpayer'. The breadcrumb trail is 'Home > Registration'. A progress indicator shows '1 User Credentials' (completed) and '2 OTP Verification' (current step). The 'New Registration' section has two radio buttons: 'New Registration' (unselected) and 'Temporary Reference Number (TRN)' (selected). Below are two mandatory fields: 'Temporary Reference Number (TRN)' and 'Type the characters you see in the image below'. A CAPTCHA image is displayed with a speaker icon and a refresh icon. A blue 'PROCEED' button is at the bottom.


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

The screenshot shows the 'Goods and Services Tax' portal. The navigation bar includes 'Home', 'Services', 'Notifications & Circulars', 'Acts & Rules', and 'Grievance'. The breadcrumb trail is 'Home > Registration > Verify'. A progress indicator shows '1 User Credentials' (completed) and '2 OTP Verification' (current step). The 'Verify OTP' section has a mandatory field 'Mobile / Email OTP' which is highlighted with a red border. Below the field is an information icon and the text 'Fill OTP sent to Mobile and Email', and a link 'Click here to resend the OTP'. At the bottom are 'BACK' and 'PROCEED' buttons.

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



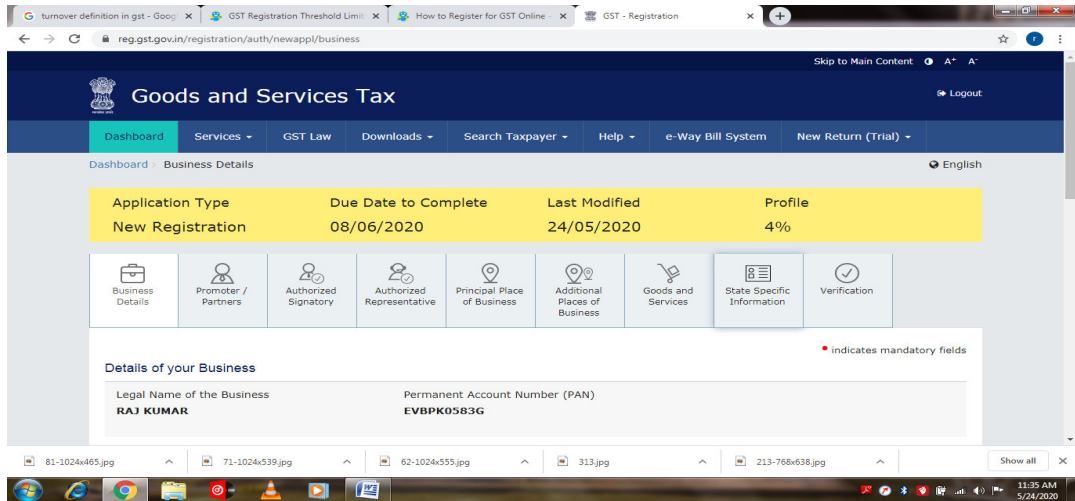
The screenshot shows the GST Registration dashboard on the website reg.gst.gov.in. The page title is "Goods and Services Tax". The navigation menu includes "Dashboard", "Services", "GST Law", "Downloads", "Search Taxpayer", "Help", "e-Way Bill System", and "New Return (Trial)". The "Dashboard" section is active, displaying "My Saved Applications". A table lists one application with the following details:

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
24/05/2020	GST REG-01	Application for New Registration	08/06/2020	Draft	

Below the table, there is a section titled "Track Application Status" with the message "You do not have any submitted applications". The footer of the page includes "© 2018-19 Goods and Services Tax Network", "Site Last Updated on 17-05-2020", and "Designed & Developed by GSTN". The browser's taskbar shows several open files and the system clock displays 11:34 AM on 5/24/2020.

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
- 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 any of the following ways –

- Using e-Sign – OTP will be sent to Aadhaar registered number
- Using EVC – OTP will be sent to the registered mobile

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

The screenshot displays the GST portal interface. At the top, the header includes the Indian national emblem and the text "Goods and Services Tax" on the left, and a "Logout" link on the right. Below the header is a navigation menu with the following items: "Dashboard" (highlighted in teal), "Services" (with a dropdown arrow), "Notifications & Circulars" (with a dropdown arrow), "Acts & Rules" (with a dropdown arrow), and "Grievance". Below the navigation menu, the breadcrumb trail shows "Dashboard" followed by "Application for New Registration". On the right side of this breadcrumb area, there is a language selector set to "English". The main content area features a green checkmark icon followed by the word "SUCCESS" in bold. Below this, the text reads: "Thank you for submission." and "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.