

FAQs > My Account - View User Profile

1. How can I view details of my profile?

The View User Profile is a post login functionality that allows you to view your profile details as registered with the GST System.

2. How can I check the status of the field visit conducted at my premises?

You can check if the Field Visit has been conducted or not, under 'My Profile' Section after logging in to the GST Portal, navigate to **My Profile** section.

If any field visit has been conducted for your GSTIN, "**Field Visit Conducted?**" would be displayed as "**Yes**".

In case, no field visit has been conducted or field visit report not submitted, "**Field Visit Conducted?**" would be displayed as "**No**".

3. Where can I view my registration certificate?

To view your Registration Certificate, login to **GST portal** > click **username** down arrow > click **My Profile** option. Under the Quick Links section, click **My Registration Certificate** link.

4. Can I download my registration certificate?

Yes, the registration certificate is available in PDF format, which can be downloaded.

5. The status my GSTIN is showing as "Suspended" under My Profile. Why?

When a taxpayer files an application for cancellation of registration or Suo Moto cancellation has been initiated by the Tax Official, the status of the GSTIN is shown as "Suspended". This will be changed to "Active" only when application for cancellation of registration is rejected by the Tax Official or Suo Moto cancellation proceeding is dropped, after hearing.

6. The status my GSTIN is showing as "Suspended" under My Profile. Can I perform any activity on the GST Portal?

When the status of your GSTIN is showing as "Suspended" status, you can perform certain activities on GST Portal like filing Appeal, making payment, filing for Refunds, reply to Assessment/Recovery/ Enforcement related orders/ notices, even make non-core amendment etc..

However, once GSTIN is suspended:

- During the suspension status, taxpayer will be allowed to file return or upload invoices only for the period before the registration was suspended.
- Taxpayer will not be able to file core amendment application till the time registration is suspended. However, email address and mobile number can be updated till dues/ refund are cleared.

7. What is the effective date of suspension?

- **When a taxpayer files an application for cancellation of registration:** Date of Suspension will be the date on which Cancellation application was filed.
- **Suo Moto cancellation has been initiated by the Tax Official:** Date of Suspension will be the date on which notice for Cancellation of registration (Form GST REG-17) is issued.

8. What will happen once the status is changed from “Suspended” to “Active”?

Once the status of GSTIN is changed from “Suspended” to “Active”, you will be again treated as an Active taxpayer and all the accesses given to the Active taxpayers on GST Portal will be enabled for you immediately.