

# Online Procedure To Opt For Composition Levy & File CMP 02

## How to file gst form cmp 02 online on the GST Portal?

The steps to opt for composition scheme under GST are as follows:

1. To opt for composition levy access the URL <https://www.gst.gov.in/>. The GST Home page will be displayed.

In case of **New Registration**:



2. Log into the GST Portal by entering your login Credentials.

**Goods and Services Tax** Login

Home **Services** Notifications & Circulars Acts & Rules Grievance

Home > Login English

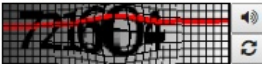
### Login

• indicates mandatory fields

Username •

Password •

Type the characters you see in the image below •



**LOGIN**

[Forgot Username](#) [Forgot Password](#)

**First time login:** If you are logging in for the first time, click [here](#) to log in.

3. Once you have logged in, select **'Application to Opt for Composition Levy'** from the Registration Menu.

**Goods and Services Tax** DL TaxPayer 500 Ltd

Dashboard **Services** Notifications & Circulars Acts & Rules Downloads Grievance

**Registration** Ledgers Returns Payments User Services

New Registration Registration by Non-Resident Foreign Taxpayer

Amendment of Registration Core Fields Amendment of Registration Non - Core Fields

Application to withdraw from composition Scheme **Application to Opt for composition Scheme**

Track Application Status

	IGST (₹)	CGST(₹)	SGST / UTGST (₹)	CESS (₹)	View Profile
<b>Liability related to Return</b>	5	5	5	5	
<b>Cash</b>	0	0	0	0	Notices/Orders <span style="margin-left: 20px;">Saved Forms</span>
<b>Input tax Credit</b>	0	0	0	0	No record found
<b>(Net Liability)/Net Credit</b>	0	0	0	0	
<b>Liability other than Return</b>	0	0	0	0	

**FILE RETURNS >**
**PAY TAX >**
**UTILIZE ITC / CASH >**

4. You will be directed to a new screen – Application to Opt for Composition Levy. Your GSTIN, Legal Name of Business, Trade Name (if any), and Address of Principal Place of Business will be displayed.

The screenshot shows the 'Goods and Services Tax' portal. The user is logged in as 'deeksha sindhuri vi'. The navigation menu includes 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', 'Downloads', and 'Grievance'. The current page is 'Application to Opt for composition Scheme'. The form displays the following information:

- GSTIN:** 07ASLPV5297P4ZD
- Name of Business (Legal):** deeksha sindhuri vissapragada
- Trade name, if any:** checking
- Address of Principal Place of Business:** flat---road-city--111111
- Nature of Business:** Wholesale business, Retail Business, Factory/Manufacturing

A red dot indicates mandatory fields.

5. Below that, your Nature of business and Jurisdiction will be listed.

Nature of Business

Wholesale business       Retail Business       Factory/Manufacturing

Other      Bonded Warehouse,Office / Sale O

Financial Year for which composition scheme is sought  
**2018-2019**

Jurisdiction

State	Centre
<b>1</b>	<b>ALIGARH</b>

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.

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.

^  
Top

6. Below these details, there is a Composition Declaration that you must check to pledge to abide by the conditions and restrictions for Taxpayers who are under the Composition Levy.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.

7. Before submission, you must also check the box for Verification (below the Composition Declaration) that states that all the information given is true and that nothing has been concealed from the authority.

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.

8. Finally, before submission, select the **Authorized Signatory** from the drop-down menu and enter the Place.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.


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

Date  

9. Once you select the Authorized Signatory and enter the Place, the options to submit the form will get activated. Select the desired mode – DSC, E-sign, or EVC – and click the corresponding submission option. For the purpose of this manual, we will submit the application using DSC.



## Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.

## 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\*

ANGAD JASBIRSINGH ARORA[AJIPA1572E]

Place\*

Bangalore

Designation

TE

Date

15/06/2017

SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGN

SUBMIT WITH EVC

10. You will get a prompt to confirm your action, click on **PROCEED** to move forward.

## Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these Rules.

## 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\*

ANGAD JASBIRSINGH ARORA[AJIPA1572E]

Designation

TE

15/06/2017



## Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016

CANCEL

PROCEED

SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGN

SUBMIT WITH EVC

11. The system will retrieve the installed digital signatures available on your system using the emSigner and you will get a pop-up to select the desired DSC. Select the desired signature.

Composition Declaration

I hereby declare that aforesaid business shall abide by the conditions and restrictions specified for opting composition scheme in the Act and these

Verification

I hereby solemnly affirm and declare knowledge and belief and nothing has be

Name of Authorized Signatory\*

ANGAD JASBIRSINGH ARORA[AJIPA15

Designation

TE

SAVE

Retrieving installed digital signatures..

Goods and Services Tax Digital Signature Signer

Content To Sign

11b90aa6284bdcd048dd0cb0e1cd6e4d859651c3e8c23cafd9095ce9f396764

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
AJIPA1572E	e-Mudhra Sub CA for ...	2000001253	12-09-2018

Cancel View Certificate Sign

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12. Once you select the desired digital signature (it will get highlighted in blue), click Sign. If your digital signature is authenticated, you will get a **SUCCESS** message.

Dashboard Services Notifications & Circulars Acts & Rules Downloads Grievance

Dashboard > Registration > Application to Opt for composition Scheme > Acknowledgement English

**SUCCESS**  
Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

13. The system will perform some validations and if they are successful your ARN for the work item will be generated and sent to you via e-mail and SMS within the next 15 minutes.