# Manual > Filing an Appeal against Registration Order (FORM GST APL-01)

### How do I file an appeal against a Registration Order?

To file an appeal against a registration order, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.

2. Login to the GST Portal with valid credentials i.e. your User Id and Password.

### Click the links below to know more about it.

- A. Creating Appeal to Appellate Authority
- B. Upload Annexure to GST APL-01
- C. Add any Other Supporting Document
- D. Preview the Application and Proceed to File

E. Open the Application's Case Details screen by <u>searching for your filed Application in My Applications page</u> or from <u>View</u> <u>Additional Notices/Orders page</u>

## A. Creating Appeal to Appellate Authority

3. Click the Services > User Services > My Applications command.

Dashboard	Services 🔻	GST Lav	v Search	Taxpayer 🔻	Help 🔻	e-Way Bill Syster	m
Registration	Ledgers	Returns	Payments	User Servio	es Refu	nds	
My Saved App	lications			My Applicatio	ons		
View/Downloa	d Certificates			View Notices	and Orders		
View My Submissions		Contacts					
Search HSN / Service Classification Code		Holiday List					
Feedback			Grievance / Complaints				
Locate GST Pr	actitioner (GS1	ГР)		Engage / Dis	engage GS1	Practitioner (GSTP)	)

4. The **My Applications** page is displayed. Select the Application Type as **Appeal to Appellate Authority** from the dropdown list.

Application Type•
Select •
Select
Advance Ruling Intimation of Voluntary Payment - DRC-03 Letter Of Undertaking
Appeal to Appellate Authority
Application for rectification of order Application for Restoration of Provisional Attachment REFUNDS
Application for Deferred Payment/Payment in Instalments

#### 5. Click the **NEW APPLICATION** button.

Dashboard > Services > User Services > My Applications		
My Applications		
		<ul> <li>indicates mandatory fields</li> </ul>
Application Type•	From Date	To Date
Appeal to Appellate Authority	DD/MM/YYYY 🛗	DD/MM/YYYY 🛗
		SEARCH NEW APPLICATION

6. The GST APL-01: Appeal to Appellate Authority page is displayed.

Dashboard > Services > User Services > My App	lications > New Application		🛛 English
GST APL-01:Appeal to Appellate Aut	hority		
GSTIN/Temporary ID/UIN - 24AJIPA1572E4ZO	Legal Name - ANGAD JASBIRSINGH ARORA	Trade Name - Appeal Test	
Address - Darbhanga, MG, ECITY, Ahmedabao	d, Gujarat, 382120		
Order Type•	Order No•		
Select	•	SEARCH	

7. Select the Order Type as **Registration Order** from the drop-down list.

	Order Type•
	Select •
	Select
	Demand Order
	Registration Order
D	Refund Order Other Orders

8. In the Order No field, enter the Order Number issued by adjudicating authority.

### 9. Click the **SEARCH** button.

Dashboard > Services > User Services > My Applications > New Application						
GST APL-01:Appeal to Appellate Authori	ty					
GSTIN/Temporary ID/UIN - 24AJIPA1572E4ZO	Legal Name - ANGAD JASBIRSINGH ARORA	Trade Name - Appeal Test				
Address - Darbhanga, MG, ECITY, Ahmedabad, Gu	Address - Darbhanga, MG, ECITY, Ahmedabad, Gujarat, 382120					
Order Type• Registration Order	Order No•	SEARCH				

10. The **Order Details** page is displayed.

	Services	Тах			ANGAD JASBIRSINGH
Dashboard Services -	GST Law	Search Taxpayer 🖥	Help 🕇	e-Way Bill System	
ashboard > Services > User Se	rvices > My Ap	oplications > New App	olication		🛛 Engl
GST APL-01:Appeal to A	Appellate Au	uthority			
<b>GSTIN/Temporary ID/UIN</b> 24AJIPA1572E4ZO	-	Legal Nam	e - ANGAD JA	ASBIRSINGH ARORA	Trade Name - Appeal Test
Address - Darbhanga, MG, EC	CITY, Ahmedab	oad, Gujarat, 382120			
Order Type		Order No•			
Registration Order		ZA240818	0010223		
Order Details					
Order Date•		Date of co	mmunication •		
14/08/2018		14/08/20	)18	<b></b>	
Category of the case under	dispute•				
Select					• ADD
					APL-01 template.
					<ul> <li>O Click here to view the steps for converting the filled application word template to PDF file format.</li> </ul>
Upload Supporting Docum	nents				<ul> <li>O Chick here to download Annexite to GS1 APL-01 template.</li> <li>Maximum file size for upload is 5MB.</li> <li>Click here to view the steps for converting the filled application word template to PDF file format.</li> </ul>
Upload Supporting Docum	nents				<ul> <li>O Click here to view the steps for converting the filled application word template to PDF file format.</li> <li>O nly PDF &amp; JPEG file format is allowed.</li> </ul>
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Upload Supporting Docum Enter Document Description Choose File No file chosen	nents n				<ul> <li>Only PDF &amp; JPEG file format is allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>Click here to view the steps for converting the filled application word template to PDF file format.</li> <li>Only PDF &amp; JPEG file format is allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy</li> <li>Click on Add Document button to add the Supporting Document. Uploaded document will be 'Discarded' if 'Add Document' button is not clicked.</li> </ul>
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11. Select the Category of the case under dispute from the drop-down list.

#### Category of the case under dispute\*

#### Select

#### Select

- 1. Misclassification of any goods or services or both
- 2. Wrong applicability of a notification issued under the provisions of this Act
- 3. Incorrect determination of time and value of supply of goods or services or both
- 4. Incorrect admissibility of input tax credit of tax paid or deemed to have been paid
- 5. Incorrect determination of the liability to pay tax on any goods or services or both
- 6. Whether applicant is required to be registered
- 7. Whether any particular thing done by the applicant results in supply of goods or services or both
- 8. Rejection of application for registration on incorrect ground
- 9. Cancellation of registration for incorrect reasons
- 10. Transfer/Initiation of recovery/ Special mode of recovery
- 11. Tax wrongfully collected/Tax collected not paid to Government
- 12. Determination of tax not paid or short paid
- 13. Refund on wrong ground/Refund not granted/ Interest on delayed refund
- 14. Fraud or wilful suppression of fact
- 15. Anti profiteering related matter
- 16. Others

#### 12. Click the **ADD** button.

Order Type•	Order No•	
Registration Order	ZA2408180010223	
Order Details		
Order Date•	Date of communication •	
14/08/2018	14/08/2018	
Category of the case under dispute•		

#### Note:

- 1. You can add multiple line items from the Category of the case under dispute drop-down list by clicking the **ADD** button.
- 2. You can click the **DELETE** button to delete the details added.

Order Type•		Order No•		
Registration	Order	ZA2408180010223		
Order Details	;			
Order Date•		Date of communication•		
14/08/2018		14/08/2018	<b>m</b>	
Category of	the case under dispute•			
1. Misclas	sification of any goods or services or b	oth		
Selected C	ategory			
1	Misclassification of any goods or serv	rices or both		ŵ

## B. Upload Annexure to GST APL-01

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13. Click the **click here** link to download the Annexure to GST APL-01 Template.

Upload Annexure to GST APL-01•	Only PDF file format is allowed.
Choose File No file chosen	O Click here to download Annexure to GST APL-01 template.
	Maximum file size for upload is 5MB.
	Click here to view the steps for converting the filled application word template to PDF file format.

14. The GST APL-01 Template is downloaded. Open the downloaded template.

	Upload Annexure to GST APL-01• Choose File No file chosen	<ul> <li>Only PDF file format is allowed.</li> <li><u>Click here</u> to download Annexure to GST APL-01 template.</li> <li>Maximum file size for upload is 5MB.</li> <li><u>Click here</u> to view the steps for converting the filled application word template to PDF file format.</li> </ul>
	Upload Supporting Documents	
	Enter Document Description Choose File No file chosen	<ul> <li>Only PDF &amp; JPEG file format is allowed.</li> <li>Maximum file size for upload is 5MB.</li> <li>Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy</li> <li>Click on Add Document button to add the Supporting Document. Uploaded document will</li> </ul>
AplAnnexureTemd	ocx ^	

File	Tools	View	AplAnnexureTemplateRO.docx (Protected \	/iew) - Word
🚺 PROT	ECTED VIEV	N Be careful—files from the Internet can contain viruses. Unle	ess you need to edit, it's safer to stay in Protected View.	Enable Editing
		Annexure to FORM GST APL- Appeal to Appellate Authority	01	
	9. D (i) (ii) (v) <b>App</b> 10. 11. 12. 13. 16. 17. Note:	Details of the case under dispute - Brief issue of the case under dispute – Description and classification of goods/ services in disp Market value of seized goods – Dicable Whether the appellant wishes to be heard in person – Yes / No Statement of facts- Grounds of appeal - Prayer - Whether appeal is being filed after the prescribed period If 'Yes' in item 16– (a) Period of delay – (b) Reasons for delay - Please convert the word file into PDF and uploa	pute- Not Applicable Not 1 - Yes / No	

16. Enter the details.

Annexure to FORM GST APL-01 Appeal to Appellate Authority	I
<ul> <li>9. Details of the case under dispute -</li> <li>(i) Brief issue of the case under dispute -</li> <li>(ii) Description and classification of goods/ services in dispute-</li> <li>(v) Market value of seized goods -</li> </ul>	Not Applicable Not Applicable
10. Whether the appellant wishes to be heard in person – Yes / No	
11. Statement of facts-	
12. Grounds of appeal -	
13. Prayer -	
16. Whether appeal is being filed after the prescribed period - Yes	/ No
17. If 'Yes' in item 16-	
(a) Period of delay –	
(b) Reasons for delay -	
Note: Please convert the word file into PDF and upload whi	le filing appeal online

17. Once you have entered the details, click on the **File** button in top left corner.

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Annexure to FORM GST Appeal to Appellate Aur	APL-01 thority		

18. Click the Save As button.

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Export	Check for	Before publishing this file, be aware that it contains:		Comments	Add comments
Close	Issues *	Headers		Related Dates	
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				Created	17-Apr-18 3:40 PM
Account		Manage Document		Last Printed	
Options	Manage Document •	Check in, check out, and recover unsaved changes.		Related People	

19. Now select the location to save the file and in the File Name list, type or select a name for the document.

20. In the Save as type list, select PDF.

-	Word Document (*.docx)	[
	Word Macro-Enabled Document (*.docm)	l
-	Word 97-2003 Document (*.doc)	l
1	Word Template (*.dotx)	l
	Word Macro-Enabled Template (*.dotm)	l
	Word 97-2003 Template (*.dot)	l
:	PDF (*.pdf)	l
	XPS Document (*.xps)	l
	Single File Web Page (*.mht;*.mhtml)	l
-	Web Page (*.htm;*.html)	l
۱	Web Page, Filtered (*.htm;*.html)	l
	Rich Text Format (*.rtf)	l
	Plain Text (*.txt)	l
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21. Click the Save button.

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Note: You should have a PDF reader installed on your computer to open the PDF file.

22. Click the Choose File button to upload the PDF.

Note: You can upload file with maximum size of upload as 5 MB.

Upload Annexure to GST APL-01•	Only PDF file format is allowed.
Choose File No file chosen	<ul> <li>Click here to download Annexure to GST APL-01 template.</li> </ul>
	Maximum file size for upload is 5MB.
	Olick here to view the steps for converting the filled application word template to PDF file format.

23. Select the PDF file which was saved and click the **Open** button.

0	Open					×
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24. The PDF file is uploaded. You can click the **DELETE** button to delete the uploaded PDF file, till the time appeal is not filed.



## C. Add any Other Supporting Document

25. To upload any other supporting document, enter the document description and click the **Choose File** button. **Note**:

- Only PDF & JPEG file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy

Upload Supporting Documents	
Enter Document Description	Only PDF & JPEG file format is allowed.
	Maximum file size for upload is 5MB.
Choose File No file chosen	Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy
	Click on Add Document button to add the uploaded Supporting Document.

26. Select the file to be uploaded and click the **Open** button.

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27. Click the **ADD DOCUMENT** button to add the uploaded supporting document.

pload Supporting Documents	
Enter Document Description	Only PDF & JPEG file format is allowed.
	• Maximum file size for upload is 5MB.
ADD DOCUMENT	Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy
	Click on Add Document button to add the uploaded Supporting Document.

28. The PDF file is uploaded. You can click the **DELETE** button to delete the uploaded PDF file, till the time appeal is not filed.



### D. Preview the Application and Proceed to File

29. To preview the Application before filing, Click the **PREVIEW** button.

Verification I, ANGAD JASBIRSINGH ARORA, hereby solomenly affirm and declare my / our knowledge and belief and nothing has been concealed therefrom.	that the information given herein above is true and correct to the best of
Name of Authorized Signatory•	Place*
Select v	Enter Place
Designation / Status	Date 05/09/2018
	BACK PREVIEW PROCEED TO FILE

30. The PDF file will be downloaded. Open the pdf file and check if all the details are correctly updated.

	[Refer Rule 108(1)]	
	Appeal to Appellate Authority	
1	GSTIN/Temporary ID/UIN -	24AJIPA1572E4ZO
2	Legal Name -	ANGAD JASBIRSINGH ARORA
3	Trade Name -	Appeal Test
4	Address -	Darbhanga, MG, ECITY, Ahmedabad, Gujarat 382120
	Order Type -	Registration Order
5	Order No - ZA2408180010223 Order Date -	14/08/2018
6	Designation and address of the officer passing the order appealed against	Commercial Tax Officer and Ghatak 1 (Ahmedabad):Range - 1:Division - 1:Gujarat
7	Date of communication of the order to be appealed against -	14/08/2018
8	Name of the authorised representative -	NA
	Category of the case under dispute -	
	1 Misclassification of any goods or services or both	

- 31. Select the Verification checkbox.
- 32. Select the Name of the Authorized Signatory from the drop-down list.
- 33. Enter the Place where application is filled.

#### 34. Click the **PROCEED TO FILE** button.

Verification					
I, ANGAD JASBIRSINGH ARORA, hereby solomenly affirm and declare that the information given herein above is true and correct to the best of my / our knowledge and belief and nothing has been concealed therefrom.					
Name of Authorized Signatory • Place •					
ANGAD ARORA	Enter Place				
Designation / Status	Date				
Director	05/09/2018				
	BACK PREVIEW PROCEED TO FILE				

#### 35. Click the **PROCEED** button.

Dashboard		
Cause List		
		<ul> <li>indicates mandatory fields</li> </ul>
Type of Authority•	State•	
Revisional Authority (u/s 108)	Delhi	<b>v</b>
Jurisdiction	Date	
Select 🔹	24/10/2018	<b>**</b>
		SEARCH
No hearings are scheduled for date - 24/10/2018		

#### 36. Click the SUBMIT WITH DSC or SUBMIT WITH EVC button.

Dashboard > Services > User Services > Submit Application						
GSTIN/Temporary ID/UIN	Legal Name	Trad	le Name			
24AJIPA1572E4ZO	ANGAD JASBIRSINGH ARORA	Арр	peal Test			
Using Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.						
OSC is compulsory for Companies & LLP						
• Facing problem using DSC? Click here for help						
		SUBMIT WITH DSC	SUBMIT WITH EVC			

#### In case of SUBMIT WITH DSC

a. Select the certificate and click the SIGN button.

#### In case of SUBMIT WITH EVC

a. Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VERIFY** button.

OTP Verification					
Please enter OTP					
OTP has been sent to your Email and Mobile number registered at the GST portal					
CLOSE VALIDATE OTP					

37. A confirmation message is displayed that form has been signed. You can click the **DOWNLOAD** button to download the acknowledgement receipt.

Das	Dashboard > Services > User Services > Provisional Acknowledgement				
	Provisional Acknowledgement of				
	♥Your form has been signed successfully through EVC				
	• Please submit certified copies within 7 days to get appeal admitted.				
	Your appeal has been successfully submitted against A	D240918000001P			
	GSTIN/Temporary ID/UIN	24AJIPA1572E4ZO			
	Date of filing	05/09/2018			
	Time of filing	10:43			
	Place of filing	Delhi			
	Name of the Taxpayer	ANGAD JASBIRSINGH ARORA			
	Address	Darbhanga, MG, ECITY, Ahmedabad, Gujarat,			
	Name of the person who is filing Appeal	382120 ANGAD JASBIRSINGH ARORA			
	Amount of pre-deposit	NA			
It is a system constant a skypelyled compart and does not require any signature					
it is a system generated acknowledgement and does not require any signature.					
			DOWNLOAD		

- Once the application is filed, Status of the application gets updated to "Appeal Submitted".
- Your application for appeal is submitted to the First Appellate Authority's queue and becomes a pending item in his/her queue of work-items.
- The Officer may admit/ not admit the application and thus either Approve or Reject your request.
- You can access the generated ARN and view the filed application from the following navigation: Dashboard > Services > User Services > My Applications > select Application type "Appeal to Appellate Authority > From and To date> Case Details > APPLICATIONS.
- Once an appeal against a registration order is filed, an email and SMS is sent to the taxpayer (or an unregistered person, as the case may be) and Appellate Authority.
- The appellant is required to submit physical copy of supporting documents along with appeal application, duly signed and verified to the office of the appellate authority within 7 days of filing appeal on the GST Portal. Upon receipt of complete documents, the final acknowledgement will be issued to him.