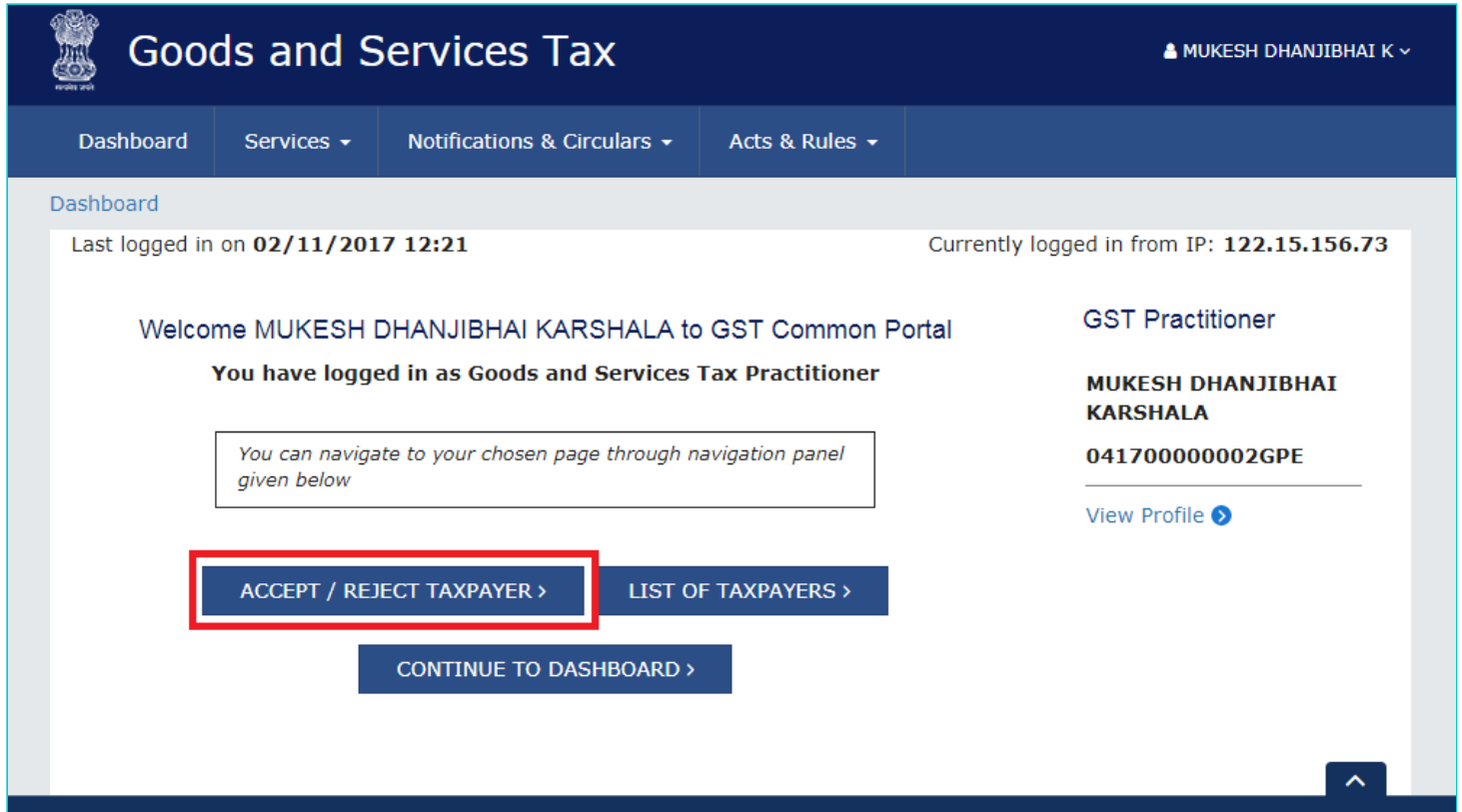


Manual > Accepting/ Rejecting Taxpayer

I want to Accept / Reject a Taxpayer's Engagement request. How do I do that?

Perform the following steps to Accept / Reject a Taxpayer's engagement request:

1. As a GST Practitioner, visit the URL: <https://www.gst.gov.in>, and login to the GST Portal with your user-ID and password.
2. Once the GST Practitioner's dashboard is displayed, click the **ACCEPT/ REJECT TAXPAYER** button from the Home screen.



The screenshot displays the GST Practitioner dashboard. At the top, there is a dark blue header with the Government of India logo and the text 'Goods and Services Tax'. The user's name 'MUKESH DHANJIBHAI K' is visible in the top right corner. Below the header is a navigation bar with tabs for 'Dashboard', 'Services', 'Notifications & Circulars', and 'Acts & Rules'. The main content area shows a welcome message: 'Welcome MUKESH DHANJIBHAI KARSHALA to GST Common Portal' and 'You have logged in as Goods and Services Tax Practitioner'. A box contains the instruction: 'You can navigate to your chosen page through navigation panel given below'. On the right, the user's profile information is shown: 'GST Practitioner', 'MUKESH DHANJIBHAI KARSHALA', and '04170000002GPE', with a 'View Profile' link. At the bottom, there are three buttons: 'ACCEPT / REJECT TAXPAYER >', 'LIST OF TAXPAYERS >', and 'CONTINUE TO DASHBOARD >'. The 'ACCEPT / REJECT TAXPAYER >' button is highlighted with a red rectangular box.

Notes:

- There are several ways of viewing the Taxpayer's engagement request. The one shown in above screen is the most direct and simplest approach. You can also use the paths mentioned in below two points:
 - o Click the **Services > User Services > Accept / Reject Taxpayer** option.

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

Dashboard > Services > Accept / Reject Taxpayer

Accept / Reject Taxpayers

Date of Request	GSTIN / UIN	Legal Name Of Business	Centre Jurisdiction	State Jurisdiction	Address	Mobile Number	Actions
02/11/2017	29GDDPS5160P51H	GST Training	AGARTALA I RANGE	LVO 010 - BENGALURU	1, MG, ECITY, Bagalkot, Karnataka, 587101	3351265736	View
31/10/2017	04AQXCV8540MLZZ	gst training	HOSPET-A	Ward 1	1, tt, tt, Chandigarh, Chandigarh, 160101	9686144043	View

o Go to the Dashboard screen.

Dashboard Services Notifications & Circulars Acts & Rules

2 Pending Requests

Legal Name of Business	GSTIN / UIN	Action
GST Training	29GDDPS5160P51H	View
gst training	04AQXCV8540MLZZ	View

MUKESH DHANJIBHAI KARSHALA
04170000002GPE
[View Profile](#)

Recent Activities

0 Taxpayers Engaged

Taxpayer Classification

Turnover Nature

3. Using any of the navigation path, click the 'View' link corresponding to the engagement request that you wish to approve or reject.

Dashboard Services Notifications & Circulars Acts & Rules

2 Pending Requests

Legal Name of Business	GSTIN / UIN	Action
GST Training	29GDDPS5160P51H	View
gst training	04AQXCV8540MLZZ	View

MUKESH DHANJIBHAI
KARSHALA
041700000002GPE
[View Profile](#)

Recent Activities

0 Taxpayers Engaged

Taxpayer Classification

Turnover Nature

4. On clicking 'View', system will open the form of "Authorization / withdrawal of authorization for Goods and Services Tax Practitioner".

Notes:

- The list of activities show all the check boxes enabled by default and the system does not allow un-checking any of these five options.
- As per the current functionality in GST Portal, a Taxpayer will have to engage the GST Practitioner for all the listed five activities.
- The GST Portal may allow un-checking the activities in future.

APPROVE:

5. Check the Consent box.
6. Click the **SUBMIT WITH DSC/ SUBMIT WITH EVC** button.



Form GST PCT-05 | [See Rule-83(6)]

Authorisation / withdrawal of authorisation for Goods and Services Tax Practitioner

To

The Authorized Officer
Central Tax/State Tax.

PART A

Sir / Madam

I **MUKESH DHANJIBHAI KARSHALA** do hereby

- solemnly authorize
 withdraw authorization of

MUKESH DHANJIBHAI KARSHALA, bearing Enrolment Number **041700000002GPE** for the purposes of Section 48 read with rule 83(6) to perform the following activities on behalf of **GST Training** bearing GSTIN-**29GDDPS5160P31J** :

SI No.	List of Activities	Check Box
1	To furnish details of outward and inward supplies	<input checked="" type="checkbox"/>
2	To furnish monthly, quarterly, annual or final return	<input checked="" type="checkbox"/>
3	To make deposit for credit into the electronic cash ledger	<input checked="" type="checkbox"/>
4	To file an application for claim for refund	<input checked="" type="checkbox"/>
5	To file an application for amendment or cancellation of registration	<input checked="" type="checkbox"/>

The consent of the **MUKESH DHANJIBHAI KARSHALA** is attached herewith.

Date-**16/11/2017**

Place-**Bangalore**

Name-**MUKESH DHANJIBHAI KARSHALA**

Designation / Status-**Director**

PART B

Consent of the Goods and Services Tax Practitioner

I **MUKESH DHANJIBHAI KARSHALA 041700000002GPE** do hereby solemnly accord my consent to act as the Goods and Services Tax Practitioner on behalf of **GST Training, GSTIN-29GDDPS5160P31J** only in respect of the activities specified by **GST Training, GSTIN-29GDDPS5160P31J**

Date-**16/11/2017**

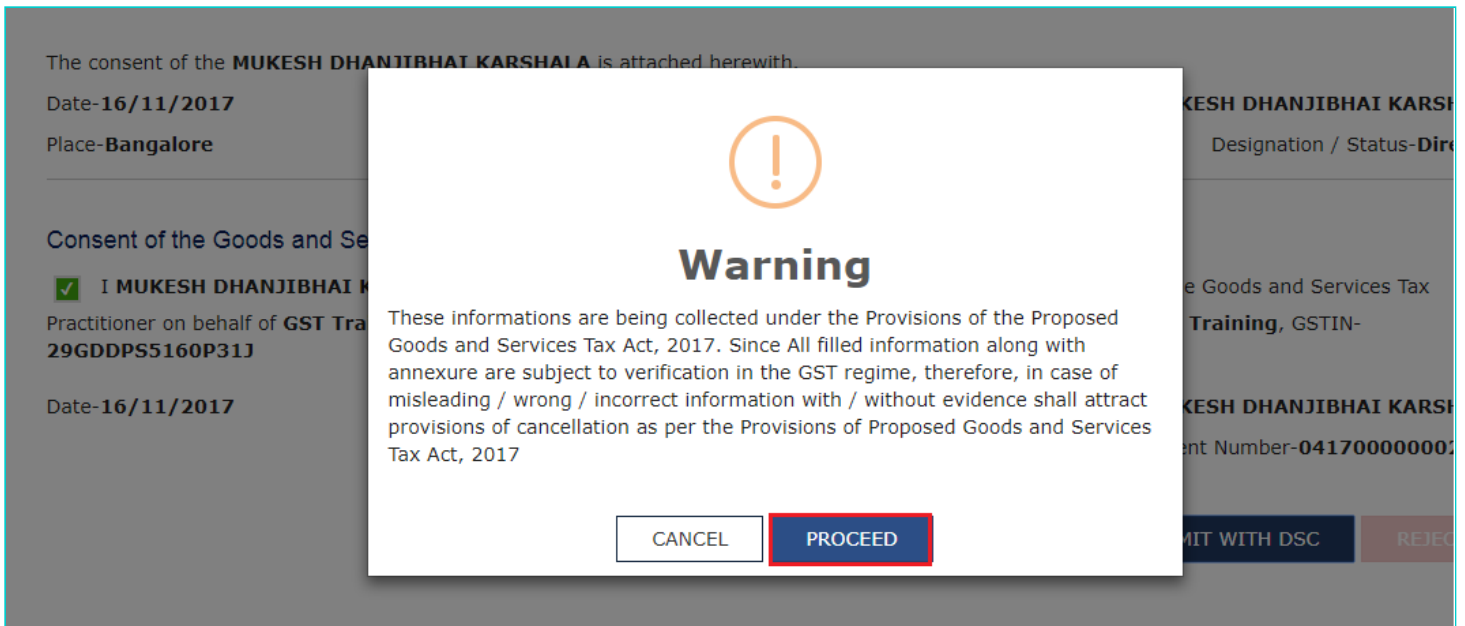
Name-**MUKESH DHANJIBHAI KARSHALA**

Enrolment Number-**041700000002GPE**

[BACK](#) [SUBMIT WITH EVC](#) [SUBMIT WITH DSC](#) [REJECT](#)

In case of SUBMIT WITH DSC

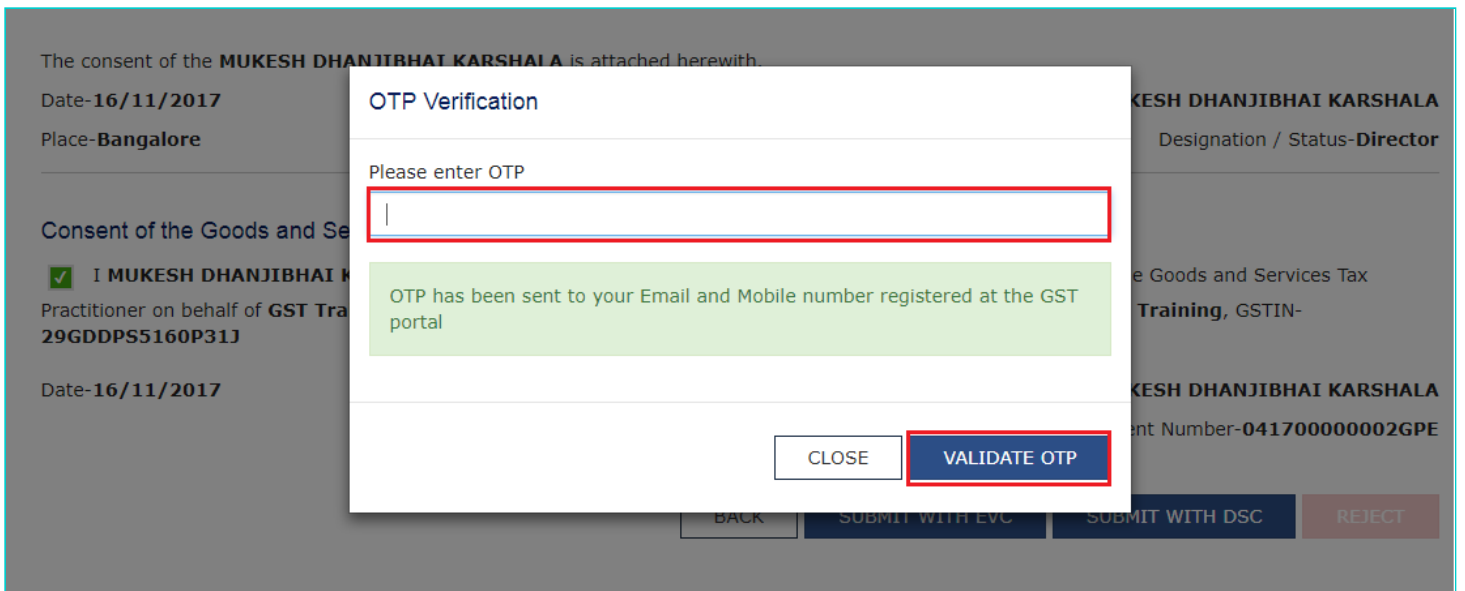
7. Once you click **SUBMIT WITH DSC**, the system will show a warning message; Click **PROCEED**.



8. Select the certificate and click the Sign button.

In case of SUBMIT WITH EVC.

7. Enter the OTP and click the **VALIDATE OTP** button.



Notes:

- The system will display a confirmation message.
- An Email will be sent to the GST Practitioner and the Taxpayer.
- The newly engaged Taxpayer will show on the GST Practitioner's dashboard and the numeric count in front of 'Taxpayers Engaged' section on the dashboard will increase by one.
- The Taxpayer will get added to the GST Practitioner's client list.

Success You have successfully accepted the request.



REJECT:

5. Click the '**REJECT**' button. (Do not check the Consent box.)



Form GST PCT-05 | [See Rule-83(6)]

Authorisation / withdrawal of authorisation for Goods and Services Tax Practitioner

To

The Authorized Officer
Central Tax/State Tax.

PART A

Sir / Madam

I **MUKESH DHANJIBHAI KARSHALA** do hereby

- solemnly authorize
 withdraw authorization of

MUKESH DHANJIBHAI KARSHALA, bearing Enrolment Number **04170000002GPE** for the purposes of Section 48 read with rule 83(6) to perform the following activities on behalf of **GST Training** bearing GSTIN-**29GDDPS5160P31J** :

SI No.	List of Activities	Check Box
1	To furnish details of outward and inward supplies	<input checked="" type="checkbox"/>
2	To furnish monthly, quarterly, annual or final return	<input checked="" type="checkbox"/>
3	To make deposit for credit into the electronic cash ledger	<input checked="" type="checkbox"/>
4	To file an application for claim for refund	<input checked="" type="checkbox"/>
5	To file an application for amendment or cancellation of registration	<input checked="" type="checkbox"/>

The consent of the **MUKESH DHANJIBHAI KARSHALA** is attached herewith.

Date-**16/11/2017**

Place-**Bangalore**

Name-**MUKESH DHANJIBHAI KARSHALA**

Designation / Status-**Director**

PART B

Consent of the Goods and Services Tax Practitioner

- I **MUKESH DHANJIBHAI KARSHALA 04170000002GPE** do hereby solemnly accord my consent to act as the Goods and Services Tax Practitioner on behalf of **GST Training**, GSTIN-**29GDDPS5160P31J** only in respect of the activities specified by **GST Training**, GSTIN-**29GDDPS5160P31J**

Date-**16/11/2017**

Name-**MUKESH DHANJIBHAI KARSHALA**

Enrolment Number-**04170000002GPE**

BACK

SUBMIT WITH EVC

SUBMIT WITH DSC

REJECT

The consent of the **MUKESH DHANJIBHAI KARSHALA** is attached herewith.


Date-16/11/2017
Place-Bangalore

Consent of the Goods and Services Tax Practitioner on behalf of **GST Training, GSTIN-29GDDPS5160P31J**

Date-16/11/2017

MUKESH DHANJIBHAI KARSHALA
Designation / Status-Director

MUKESH DHANJIBHAI KARSHALA
Enrolment Number-041700000002GPE

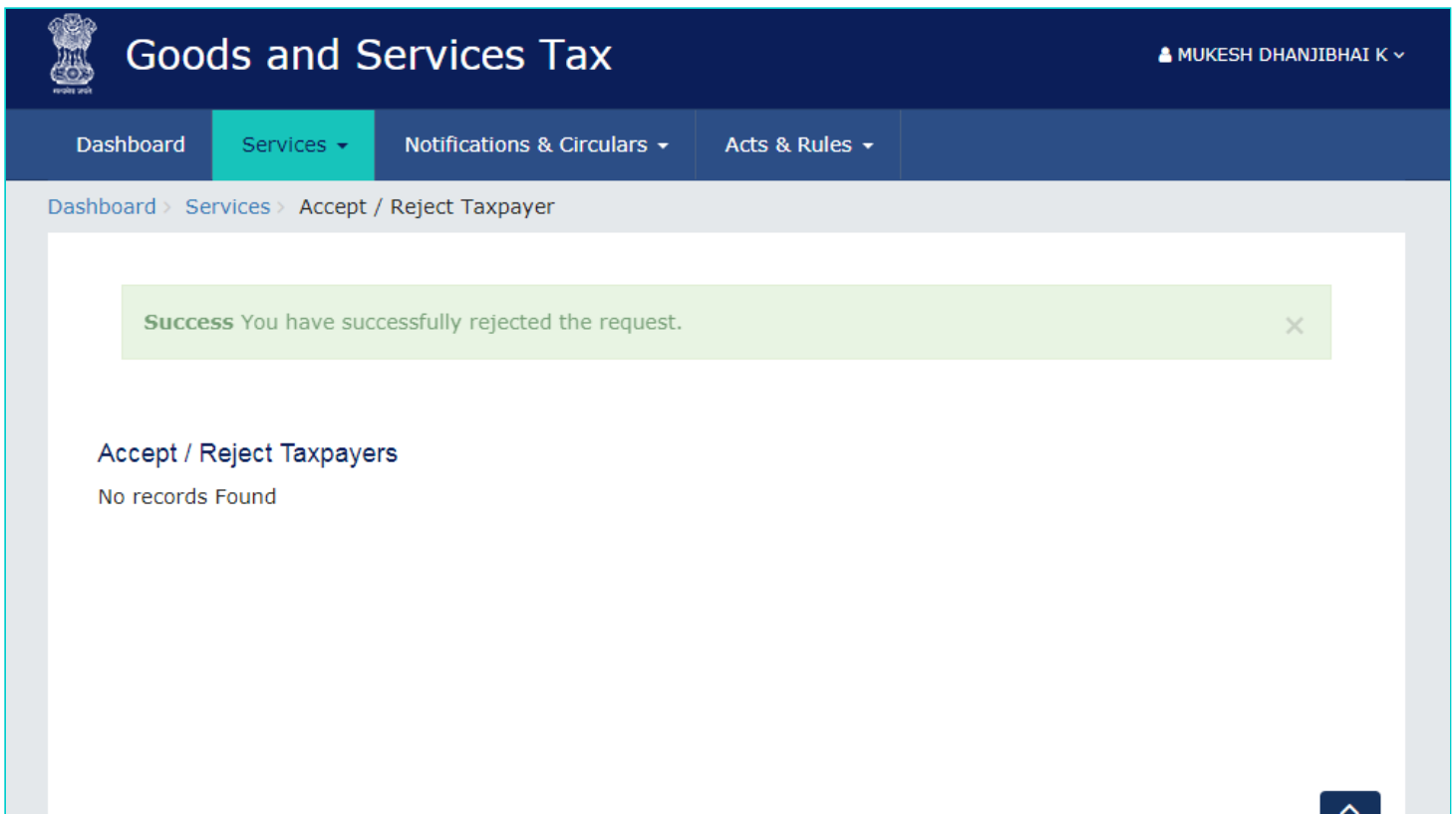



Warning

Are you sure you want to reject this request?

Notes:

- The system will display a confirmation message.
- An Email will be sent to the GST Practitioner and the Taxpayer.
- The newly engaged Taxpayer will show on the GST Practitioner's dashboard
- The Taxpayer will get added to the GST Practitioner's client list.



 **Goods and Services Tax** 👤 MUKESH DHANJIBHAI K ▾

Dashboard Services ▾ Notifications & Circulars ▾ Acts & Rules ▾

Dashboard > Services > Accept / Reject Taxpayer

Success You have successfully rejected the request. ✕

Accept / Reject Taxpayers
No records Found