Manual > Application for Extension of Registration Period for Casual / Non Resident Taxable Person

What are the steps involved in applying for Registration for extension of registration period for Casual / Non Resident Taxpayer on the GST Portal?

For applying for Registration for extension of registration period for Casual / Non Resident Taxpayer on the GST Portal, perform the 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.
3. Click the **Services** > **Registration** > **Application for Extension of Registration period by Casual/Non Resident Taxable person** link.

The Extension of Registration Period form with various tabs is displayed. On the top of the page, there are two tabs as **Business Details** and **Verification**. Click each tab to enter the details.

Business Details tab:

The **Business Details** tab is selected by default. This tab displays the information to be filled for the business details required for registration of registration period.

a. Select the period for which extension is required using the calendar.
b. In the **Turnover Details** section, enter the estimated turnover and Net Tax Liability for the extended period.
c. Click the **GENERATE CHALLAN** button to pay the estimated tax liability.
You can create multiple challan for payment of advance tax, if payment transaction failed using the challan created earlier.

Click here to know more about how to create challan and make payments.

Once the payment is done, payment details are displayed.

d. Click the **SAVE & CONTINUE** button. You will notice a blue tick on the Business Details section indicating the completion of the tab information.

Verification tab:

This tab page displays the details of the verification for authentication of the details submitted in the form.

a. Select the **Verification** checkbox.

b. In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.

c. In the **Place** field, enter the place where the form is filed.

d. Click the **SUBMIT WITH DSC** or **SUBMIT WITH EVC** button.

In Case of DSC:

a. Click the **SUBMIT WITH DSC** button.

b. Click the **YES** button.

c. Select the certificate and click the **SIGN** button.

In Case of EVC:

a. Click the **SUBMIT WITH EVC** button.

b Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

You can track the status of your application using the **Services > Registration > Track Application Status** command.

⊘ SUCCESS

Thank you for submission.

You have submitted the Application for Extension of Registration period by Casual / Non-Resident Taxable Person (Form GST REG-11). Your ARN is AA0702180001203 dated **14/02/2018** . This message is sent to your registered Mobile and Email address. ARN receipt will also be available in Registration-> Track Application status.