

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.](#)



Application Type	Due Date to Complete	Last Modified	Profile
Extension of Registration Period	01/03/2018	14/02/2018	0%



Business Details



Verification

Application for Extension of Registration period by Casual/Non Resident Taxable Person

• indicates mandatory fields

GSTIN	Legal Name of Business	Trade name	Address
0718IND00014NRK	ANGAD JASBIRSINGH ARORA		aS , ASD, ASD , New Delhi, Delhi- 115478.

Period of Validity (original)

From 01/02/2018 To 28/02/2018

Period for which extension is requested

From 01/03/2018 To 02/03/2018

Turnover Details

Turnover Details for the extended period (Rs.)		Estimated Tax Liability (Net) for the extended period (Rs.)			
Intra-State	Inter-State	Central Tax*	State Tax/ UT Tax*	Integrated Tax*	Cess
₹10,00,000.00	₹10,00,000.00	Enter Central Tax	Enter State Tax/ UI	Enter Integrated Ta	Enter Cess

Warning! As a Casual/Non Resident taxable person, period of registration and Net Tax Liability (IGST, CGST, SGST and Cess) values are non-editable once the challan is generated. Please wait for 24 hours before creating another challan, if payment failed and bank account is debited.

[GENERATE CHALLAN](#)[SAVE & CONTINUE](#)

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.



Application Type	Due Date to Complete	Last Modified	Profile
Extension of Registration Period	01/03/2018	14/02/2018	100%

Business Details

Verification

Application for Extension of Registration period by Casual/Non Resident Taxable Person

• indicates mandatory fields

GSTIN 0718IND00014NRK	Legal Name of Business ANGAD JASBIRSINGH ARORA	Trade name	Address aS , ASD, ASD , New Delhi, Delhi- 115478.
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Period of Validity (original)

From **01/02/2018** To **28/02/2018**

Period for which extension is requested

From To

Turnover Details

Turnover Details for the extended period (Rs.)		Estimated Tax Liability (Net) for the extended period (Rs.)			
Intra-State	Inter-State	Central Tax*	State Tax/ UT Tax*	Integrated Tax*	Cess
<input type="text" value="₹1,000,000.00"/>	<input type="text" value="₹100,000.00"/>	<input type="text" value="₹1,000.00"/>	<input type="text" value="₹1,000.00"/>	<input type="text" value="₹1,000.00"/>	<input type="text" value="Enter Cess"/>

Warning! As a Casual/Non Resident taxable person, period of registration and Net Tax Liability (IGST, CGST, SGST and Cess) values are non-editable once the challan is generated. Please wait for 24 hours before creating another challan, if payment failed and bank account is debited.

[GENERATE CHALLAN](#)

Payment details

CIN	CIN Date	Bank Reference Number	Amount
BARB18020700000128	14/02/2018	113878	3000

[SAVE & CONTINUE](#)

Verification tab:

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

- Select the **Verification** checkbox.
- In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.
- In the **Place** field, enter the place where the form is filed.
- Click the **SUBMIT WITH DSC** or **SUBMIT WITH EVC** button.

In Case of DSC:

- Click the **SUBMIT WITH DSC** button.
- Click the **YES** button.



Warning

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.

Do you want to proceed to attach Digital Signature Certificate?

NO

YES

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.

OTP Verification

Please enter OTP


OTP has been sent to your Email and Mobile number registered at the GST portal

CLOSE

VALIDATE OTP

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.