Manual > Registration Application > Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit

I am a Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD) / SEZ Developer/ SEZ Unit. How can I register with GST?

The Registration Application for Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit is same.

For registering yourself as a Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit, perform the following steps:
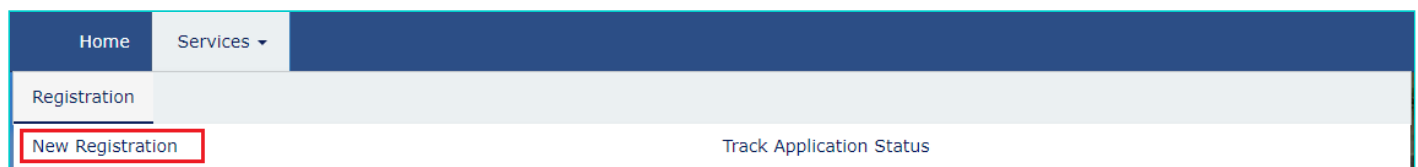
[Submitting Registration Application](#)
[Aadhaar Authentication (E-KYC)](#)

Submitting Registration Application for Normal Taxpayer/ Composition/ Casual Taxable Person/ Input Service Distributor (ISD)/ SEZ Developer/ SEZ Unit

1. Access the https://www.gst.gov.in/ URL. The GST Home page is displayed.
2. Click the **Services > Registration > New Registration** option.
Alternatively, you can also click **REGISTER NOW** link.

The Application form is divided into two parts as **Part A** and **Part B**.

Part A of Registration Application:

3. The **New Registration** page is displayed. Select the **New Registration** option.
4. In the **I am a** drop down list, select the **Taxpayer** as the type of taxpayer to be registered.
5. In the **State/UT and District** drop down list, select the state for which registration is required and district.
6. In the **Legal Name of the Business (As mentioned in PAN)** field, enter the legal name of your business/ entity as mentioned in the PAN database.
7. In the **Permanent Account Number (PAN) field,** enter PAN of your business or PAN of the Proprietor.

Note:
  • PAN is mandatory for registration with GST.
  • In case you don't have PAN, you can apply for PAN. To do so, click the **here** link.

8. In the **Email Address** field, enter the email address of the Primary Authorized Signatory.
9. In the **Mobile Number** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

Note: Different **One Time Password** (OTP) will be sent on your email address and mobile number you just mentioned for authentication.

10. In the **Type the characters you see in the image below** field, enter the captcha text and click the **PROCEED** button.

11. On clicking proceed, GST Portal displays all the GSTINs / Provisional ID's / UINs / GSTP IDs mapped to the same PAN across India. Click the **PROCEED** button.

State	ARN	Date of ARN	Assigned to	Application Type	GSTIN	GSTIN Status	ARN Status and reason if applicable
Madhya Pradesh	AA231020000040R	13-10-2020	CENTER	Normal	NA	NA	Pending for Processing - Task is pending with the Tax Officer. Tax Officer is yet to act on the ARN.
Madhya Pradesh	AA231020000043L	13-10-2020	STATE	Normal	NA	NA	Approved
Chandigarh	AA041020000022P	13-10-2020	STATE	Normal	NA	NA	Pending for Processing - Task is pending with the Tax Officer. Tax Officer is yet to act on the ARN.
Telangana	AA360820000007V	25-08-2020	STATE	Normal	NA	NA	Rejected
Madhya Pradesh	AA231020000027F	12-10-2020	STATE	Normal	NA	NA	Approved

You already have above registrations under GST mapped against PAN. Do you wish to proceed?

CANCEL   PROCEED   DOWNLOAD

Note:

- You can click the **DOWNLOAD** button to download the existing registration details in PDF format.
- Following Color code has been used to donate different status of the ARN:
  - **Green Color**: Green color reflects the Approved Registration Application.
  - **Red Color**: Red color reflects the Rejected Registration Application.
  - **Orange Color**: Orange color reflects the Pending for Processing/Pending for order Registration Application.

12. The **OTP Verification** page is displayed. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.

13. In the **Email OTP** field, enter the OTP you received on your email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are different.
- In case OTP is invalid, try again by clicking the **Click here to resend** the OTP link. You will receive the OTP on your registered mobile number or email ID again. Enter both the newly received OTPs again.

14. Click the **PROCEED** button.

15. The system generated **Temporary Reference Number (TRN)** is displayed. Click the **PROCEED** button.

Note:

- You will receive the TRN acknowledgment information on your e-mail address as well as your mobile number.
- Alternatively, you can also click **Services > Registration > New Registration option** and select the **Temporary Reference Number (TRN)** radio button to login using the TRN.
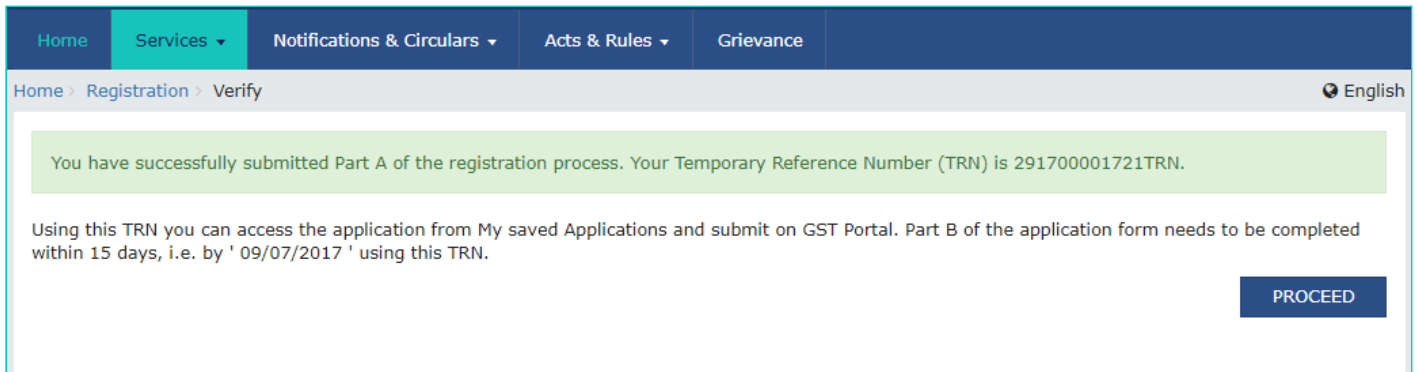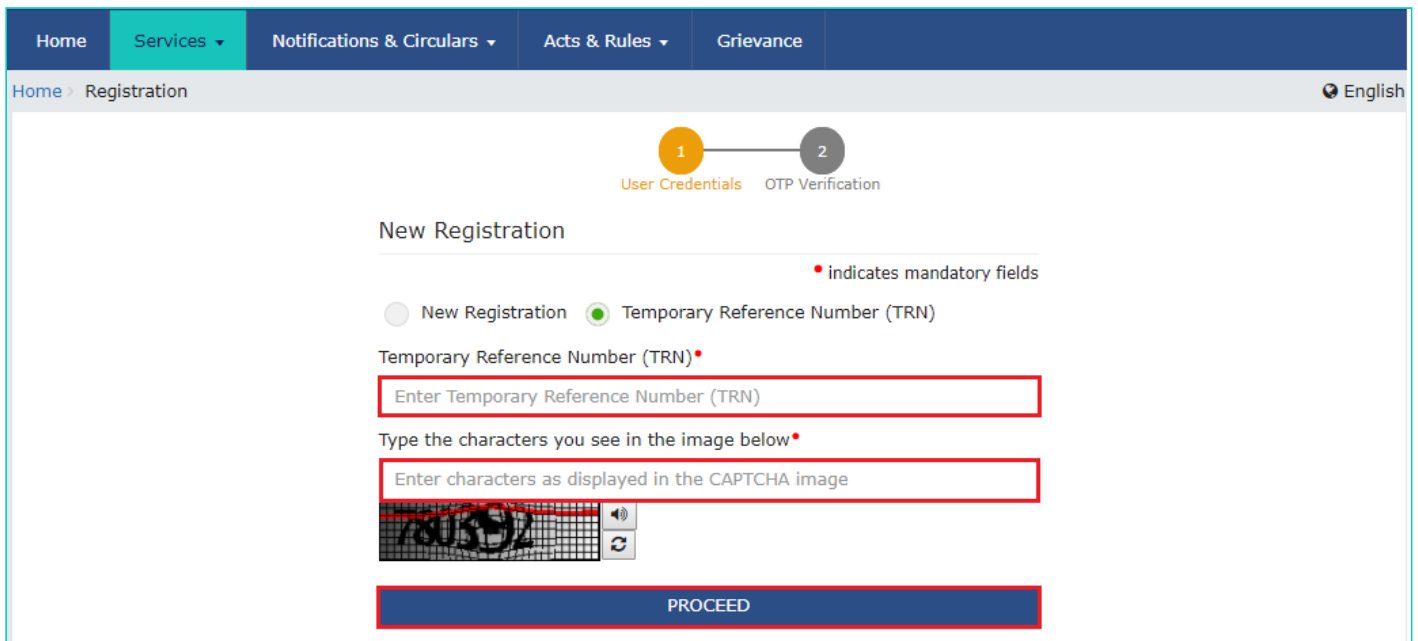

Part B of Registration Application:

16. In the **Temporary Reference Number** (TRN) field, enter the TRN generated and enter the captcha text as shown on the screen and click the **PROCEED** button.

17. The Verify OTP page is displayed. You will receive same Mobile OTP and Email OTP.

Note: These OTPs are different from the OTPs you received in previous step.

18. In the **Mobile / Email OTP** field, enter the OTP received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

• OTP sent to mobile number and email address are same.

• In case OTP is invalid, try again by clicking the **Need OTP to be resent> Click here** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

19. Click the **PROCEED** button.

20. The **My Saved Application page** is displayed. Under the Action column, click the **Edit** icon (icon in blue square with white pen).

Note:

• Notice the expiry date shown below in the screenshot. If the applicant **doesn't submit the application** within 15 days, TRN and the entire information filled against that TRN will be purged after 15 days.

• The status of the registration application is 'Draft' unless the application is submitted. Once the application is submitted, the status is changed to 'Pending for Validation'.

21. The Registration Application form with various tabs is displayed. On the top of the page, there are ten tabs as **Business Details, Promoter/ Partners, Authorized Signatory, Authorized Representative, Principal Place of Business, Additional Places of Business, Goods and Services, State Specific Information, Aadhaar Authentication** and **Verification**. Click each tab to enter the details.

Note: Details to be entered in Bank Accounts tab has been made optional and non-mandatory w.e.f. 27th Dec 2018. You can now enter the Bank Accounts details by filing an Amendment application only. Post grant of GSTIN, when you login for the first time on the GST Portal, you will be prompted to file a non-core amendment application to enter Bank Accounts details.

[Business Details](#)
[Promoter/ Partners](#)
[Authorized Signatory](#)
[Authorized Representative](#)
[Principal Place of Business](#)
[Additional Places of Business](#)
[Goods and Services](#)

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	24/03/2020	09/03/2020	20%

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	State Specific Information	Aadhaar Authentication	Verification

21 (a) **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.
a) In the **Trade Name** field, enter the trade name of your business.
Note: Trade name of the business is different from the legal name of the business.
b) In the **Constitution of Business** drop-down list, select the type of constitution of your business. This will be validated with the CBDT Database for a match with the PAN entered in Part A of the form.
c) In the **District** drop-down list, select the district of your business.

d) In the **Option for Composition** field, select Yes in case you want to opt for the Composition Levy, or else select No.
Note: In case of Yes
    i. Select the checkbox for **category of registered person**.
    ii. Select the checkbox for accepting the declaration for opting for Composition Levy.

Option For Composition ℹ️

Yes

Category of Registered Person*

☐ Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available

☐ Suppliers making supplies referred to in clause (b) of paragraph 6 of Schedule II

☐ Any other supplier eligible for composition levy

☐ I hereby declare that the aforesaid business shall abide by the conditions and restrictions specified in the Act or Rules for opting to pay tax under the composition Levy.

Note: A regular taxpayer can opt for the Composition Levy, if the Taxpayer expects likely aggregate turnover will remain below the threshold limit specified, for opting the Composition Levy.
e) Select the **Date of commencement of Business** using the calendar.
f) Select the **Date on which liability to register arises** using the calendar.
Note:
    • The registration for a normal taxpayer shall be effective from the date on which the person becomes liable for registration, if he files the application for new registration within 30 days from the date on which the liability to

register arises. However, in case of delay in filing of application of New Registration, the date of liability to register remains same, but effective date of registration shall be the date of grant of registration.

• A casual taxable person shall electronically submit an application, at least five days prior to the commencement of business.

• In case of Casual Taxpayer, date on which liability to register arises is auto filled.

• In case of Reason to obtain Registration selected as **Voluntary Basis**, this field is disabled and visible.

g) In the **Are you applying for registration as a casual taxable person?** field, select **Yes** in case you are a casual taxpayer, or else select **No**.

Note: In case of Yes

i. In the **Estimated supplies and Estimated Net Tax Liability** field, enter the estimated turnover and Net Tax Liability.

ii. The casual taxpayer may opt to pay the estimated tax liability by clicking the **CREATE CHALLAN** button.

Note:

• Casual taxable person means a person who occasionally undertakes transactions involving supply of goods and/or services in a taxable territory, where he has no fixed place of business.

• A person applying for registration as a casual taxable person, while submitting the Application form, creates a Challan and a Provisional GSTIN is generated by the GST Portal, for enabling taxpayer to make advance deposit of tax. An acknowledgement is issued electronically only after the deposit is made in the electronic cash ledger.

• You can also create multiple challans if the payment status is shown as failed for the previous challan.

i) In the **Reason to obtain registration** drop-down list, select the reason to obtain registration for your business.

Note: In case you want to register as Input Service Distributor (ISD), all you need to do is select **Input Service Distributor only,** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

Note:

- In case you want to register as Interim Resolution Professionals (IRPs)/ Resolution Professionals (RPs) appointed to undertake corporate insolvency resolution proceedings for Corporate Debtors, select Reason for Registration as "Corporate Debtor undergoing the Corporate Insolvency Resolution Process with IRP/RP" from the drop-down list.

- The IRP/RPs can apply for new registration on GST Portal on behalf of the Corporate Debtors, in each of the States or Union Territories, on the PAN and CIN of the Corporate Debtor, where the corporate debtor was registered earlier.

- Please enter the date of your appointment as IRP/RP as the "Date of Commencement of Business", in case of registration as IRP/RP.

- You need to upload the scanned copy of the notification through which Corporate Debtor has gone through the Corporate Insolvency Resolution process and the appointment of IRP/RP.

Note: For **SEZ Unit**, as Reason to obtain registration

i. In case you want to register as SEZ Unit, all you need to do is select **SEZ Unit** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

ii. Select the **Name of SEZ** from the drop-down list.

iii. Enter the **Approval Order Number**.

iv. Select the **Approval date of Order** using the calendar.

v. Enter the **Designation of Approving Authority**.

Note: For **SEZ Develope**, as Reason to obtain registration

i. In case you want to register as SEZ Developer, all you need to do is select **SEZ Developer** under Reason to obtain registration in the Business Details section of PART B of the New Registration Application.

ii. Select the **Name of SEZ** from the drop-down list.

iii. Enter the **Approval Order Number**.

iv. Select the **Approval date of Order** using the calendar.

v. Enter the **Designation of Approving Authority**.

vi) In the **Indicate Existing Registrations** section, select the existing registration type, Registration No. and Date of Registration. Click the **Add** button.
Note: You can include registration type as Central Sales Tax Registration Number, Central Excise Registration Number, Service Tax Registration Number etc.

h) Click the **SAVE & CONTINUE** button.

i) In case, you have opted as a composition taxpayer and selected the **Category of Registered Person** as "Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available", then below screen will appear.

K) Select the checkbox to confirm that you are not in the business of manufacturing of any of the commodities as shown in the screenshot below and then click **CONFIRM**.

Confirmation

Manufacturers of the below mentioned commodities are not allowed to opt for levy of Composition. Kindly confirm that you are not in the business of manufacturing any or/all of the below mentioned commodities or else de-select 'Opt for Composition' from your application.
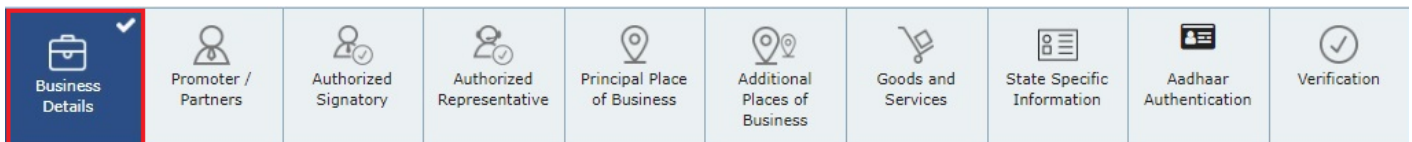
S.No.	Tariff item, subheading, heading or Chapter	Description
1.	2105 00 00	Ice cream and other edible ice, whether or not containing cocoa.
2.	2106 90 20	Pan masala
3.	24	All goods, i.e. Tobacco and manufactured tobacco substitutes

☑ Confirmed that I/we am/are not in the business of manufacturing of any of the commodities mentioned above.

CONFIRM   **CANCEL**

j) You will notice a blue tick on the Business Details section indicating the completion of the tab information and notice the Profile indicating the percentage completion of the application form.

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	State Specific Information	Aadhaar Authentication	Verification

21 (b) Promoter/ Partners tab:

This tab page displays the details of the stakeholders chosen in the constitution of business detail. You can enter details of upto 10 Promoters or Partners.

a) In the Personal Information section, enter the personal details of the stakeholder like name, date of birth, address, mobile number, email address and gender.

b) In the Identity Information section, enter the official information of the stakeholder.

   i. In the **Designation / Status** field, enter the designation of the stakeholder.

   ii. In the **Director Identification Number** (DIN) field, enter the DIN of the stakeholder issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note: DIN number is mandatory in case of:

   • Private Limited Company

   • Public Limited Company

   • Public Sector Undertaking

   • Unlimited Company

   • Foreign Company registered in India

   iii. In case you are a citizen of India, select Yes or else select No. In case of NO, In the Passport Number field, enter the passport number.

   iv. In the Permanent Account Number (PAN) field, enter the PAN of the stakeholder.

   v. In the Aadhaar Number field, enter the Aadhar number of the stakeholder.

Note:

If you provide your Aadhaar here, (other than companies / LLP) you can file your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature, if you are also the authorized signatory.

c) In the **Residential Address** in India section, enter the address details of the stakeholder. Based on the State selected, select the district and enter the corresponding pin code.

d) In the **Document Upload** section, click the Choose file button. Navigate and upload the photograph of the stakeholder.

Note: You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

e) In case the promoter or partner is also the authorized signatory, select the Also Authorized Signatory as Yes and details will be auto-populated in the Authorized Signatory tab.

f) Click the **SAVE & CONTINUE** button.

Note: To add more details of promoter or partner, click the ADD NEW button and repeat the steps each time after adding the details of the stakeholder

21 (c) **Authorized Signatory tab:**

This tab page displays the details of the authorized signatory. You can enter details of upto 10 authorized signatories.
Note: In case you are applying for registration as Interim Resolution Professionals (IRPs)/ Resolution Professionals (RPs) appointed to undertake corporate insolvency resolution proceedings for Corporate Debtors, you need to add details in this tab mandatorily along with relevant documents. The appointed IRP/RP will be Primary Authorized Signatory of the newly registered Company. They need to enter their details as Primary authorized signatory in the Authorized Signatory tab of the registration application mandatorily.

Enter your details in the Authorised signatory tab. Attach the relevant document also.

a) In case you are the **Primary Authorized Signatory**, select the checkbox for Primary Authorized Signatory.
b) In the Personal Information section, enter the personal details of the authorized signatory like name, date of birth, mobile number, email address and gender.
c) In the Identity Information section, enter the official information of the stakeholder.
i. In the **Designation / Status** field, enter the designation of the authorized signatory.
ii. In the **Director Identification Number** (DIN) field, enter the DIN of the authorized signatory issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note: DIN number is mandatory in case of:
   • Private Limited Company
   • Public Limited Company
   • Public Sector Undertaking
   • Unlimited Company
   • Foreign Company registered in India

iii. In case you are a citizen of India, select **Yes** or else select **No**.
   a. In case of **NO**

b. In the **Passport Number field**, enter the passport number.

iv. In the **Permanent Account Number (PAN)** field, enter the PAN of the authorized signatory.

v. In the **Aadhaar Number** field, enter the Aadhar number of the authorized signatory.

Note:

If you provide your Aadhaar here, (other than companies / LLP) you can file your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature.

d) In the **Residential Address in India** section, enter the address details of the authorized signatory. Based on the State selected, select the district and enter the corresponding pin code

e) In the **Document Upload** section, click the Choose file button. Navigate and select the Proof of Appointment and photograph of the authorized signatory.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB for Proof of appointment of Authorized Signatory and 100 KB as photograph of the authorized signatory.

f) Click the **SAVE & CONTINUE** button.

Note:

To add more details of authorized signatory, click the **ADD NEW** button.

21 (d) **Authorized Representative tab:**

This tab page displays the details of the authorized representative.

a) Select **Do you have any Authorized Representative** using the radio button.

(i). In case of GST Practitioner

a. In the **Enrolment ID** field, enter the enrolment ID of the authorized representative.

b. Click the **SEARCH** button.

Note: All details of the authorized representative will be auto-populated from the GST Portal.

(ii). In case of Other

a. In the **Name of Person** section, enter the name, designation, mobile number and email address of the authorized representative.

b) Click the **SAVE & CONTINUE** button.

21 (e) Principal Place of Business tab:

This tab page displays the details of the principal place of the business. Principal Place of Business is the primary location within the State where a taxpayer's business is performed. The principal place of business is generally the address where the business's books of accounts and records are kept and is often where the head of the firm or at least top management is located.

Note: In case you are applying for registration as Interim Resolution Professionals (IRPs)/ Resolution Professionals (RPs) appointed to undertake corporate insolvency resolution proceedings for Corporate Debtors, In the Principal Place of business/ Additional place of business, you need to provide details as specified in original registration of the Corporate Debtors.

a) In the **Address section**, enter the address details of the principal place of business. Based on the State selected, select the district and enter the corresponding pin code. In the **District** and **Sector/ Circle / Ward / Charge/ Unit** drop-down list, select the district and sector/circle/ward/charge/unit number of your business. In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.

Note: In case you don't know the Center Jurisdiction, click the link to know about your Center Jurisdiction.

b) In the **Contact Information** section, enter the official contact details like Email address, telephone number (with STD Code), mobile number field and fax number (with STD Code).

c) In the **Nature of Possession of Premises** drop-down list, select the nature of possession of premises.

Note: In case you need to upload multiple documents, kindly append all the documents to be uploaded as single file and choose **'Others'** value from 'Nature of possession of business' drop-down and select '**Legal Ownership document'** value as Proof of Principal Place of Business and upload it.

d) In the **Document Upload** section, click the Choose file button. Navigate and select the proof of Principal Place of Business document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.
- You can upload these documents for the proof of Principal Place of Business.
- For Own premises – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For Rented or Leased premises – A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For premises not covered above – A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.

e) In the **Proof of SEZ Unit/SEZ Developer approval for the premises** section, click the **Choose File** button to upload the proof of SEZ unit or SEZ developer approval for the premises.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.
- This attachment section is mandatory only if you have selected SEZ unit / Developer in 'Reason to Obtain Registration' in Business Details tab.
- Please read the instructions specified on the form for uploading any documents.

f) Select the checkbox for **Nature of Business activities being carried out at above mentioned premises**.

g) In case you have additional place of business, select **Yes** for **Have Additional Place of Business**.

h) Click the **SAVE & CONTINUE** button.

21 (f) **Additional Places of Business tab:**

This tab page displays the details of the additional place of the business.

Enter the number of additional places of business and click the **ADD NEW** button. Enter the details similarly like Principal Place of Business Details provided above.

Note: You cannot enter additional places of business here if you have selected No for **Have Additional Place of Business** in Principal Place of Business Tab.

Note: In case you are applying for registration as Interim Resolution Professionals (IRPs)/ Resolution Professionals (RPs) appointed to undertake corporate insolvency resolution proceedings for Corporate Debtors, In the Principal Place of business/ Additional place of business, you need to provide details as specified in original registration of the Corporate Debtors.

21 (g) **Goods and Services tab:**

This tab page displays the details of the goods and services supplied by the business.

Note: In case you deal with **Goods or Commodities,** you need to mention the **HSN Code in the Goods tab**. In case you deal with services, you need to mention the Service Classification Code in the Services tab. You can add maximum 5 goods and 5 services. In case, you have more than 5 goods or services, you must add the top 5 goods or services you are dealing with.

Note: In case, you have opted as a composition taxpayer in Business Details tab and selected the **Category of Registered Person** as "Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available", then below screen will appear.

(i). Goods Tab: In some cases, you may know the HSN Code, and in some cases you might not know the HSN Code. Follow the steps given below to fill the HSN Code.

In case you know the HSN Code:

Let us take an example that you need to add the HSN Code 6105. To add the HSN Code, perform the following steps:

a. In the **Search HSN Chapter by Name or Code** field, enter the first four digits 6105 from the HSN Code. HSN Code is successfully added.

In case you do not know the HSN Code:

Let us take an example where the dealer deals with cotton textile.

a. In the **Search HSN Chapter by Name or Code field**, type cotton; related HSN Chapter list is displayed. From the displayed list, scroll and select the appropriate option (in this case 5208). HSN Code is successfully added.

(ii). Services Tab: In some cases, you may know the Service Classification Code, and in some cases you might not know the Service Classification Code. Follow the steps given below to fill the Service Classification Code.

In case you know the Service Classification Code:

Let us take an example that you need to add the Service Classification Code 995478. To add the Service Classification Code, perform the following steps:

a) In the **Search Service Classification Code** field, enter the first four digits 9954 from the Service Classification Code. Service Classification Code is successfully added.

In case you do not know the Service Classification Code:

Let us take an example where the dealer deals with other building completion and finishing services.

a) In the **Search HSN Chapter by Name or Code field**, type other building; related Service Classification Code list is displayed. From the displayed list, scroll and select the appropriate option (in this case 995478). Service Classification Code is successfully added.

b) Click the **SAVE & CONTINUE** button.

Bank Accounts tab:

Note: Details to be entered in Bank Accounts tab has been made optional and non-mandatory w.e.f. 27th Dec 2018. You can now enter the Bank Accounts details by filing an Amendment application only. Post grant of GSTIN, when you login for the first time on the GST Portal, you will be prompted to file a non-core amendment application to enter Bank Accounts details.

This tab page displays the details of the bank accounts maintained for conducting business. You can enter details of upto 10 Bank Accounts.

Enter the number of bank accounts and click the **ADD NEW** button.

a) In the **Account Number** field, enter the account number of the Bank.

b) In the **Type of Account** drop-down list, select the type of account.

c) In the **Enter Bank IFSC** field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the here Link to know the IFSC code.

Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

d) In the **Document Upload section**, click the Choose file button. Navigate and select the scanned copy of Bank passbook/ statement.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

e) Click the **SAVE & CONTINUE** button.

Note:

In case you want to add details of more Bank accounts, click the **ADD NEW** button.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	93%

Business Details ✓ | Promoter / Partners ✓ | Authorized Signatory ✓ | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | Bank Accounts | State Specific Information | Verification

Details of Bank Accounts (s)

• indicates mandatory fields

🏛 **Details of Bank Account**

Account Number•
[Enter Account Number]

Type of Account•
[Select ▾]

Enter Bank IFSC•
[Enter IFSC for Bank]   [GET ADDRESS]

ℹ **Don't know your IFSC?**
Click here to find your bank

☁ **Document Upload**

Proof of Details of Bank Accounts•
[Select ▾]

ℹ File with PDF or JPEG format is only allowed.
ℹ Maximum file size for upload is 1 MB
[Choose File] No file chosen

[BACK]   [SHOW LIST]   [ADD NEW]   [SAVE & CONTINUE]

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21 (h) **State Specific Information tab:**

This tab page displays the details of the state.

a) In the **Professional Tax Employee Code (EC) No.** field, enter professions tax E.C number.

b) In the **Professional Tax Registration Certificate (RC) No.** field, enter professions tax R.C number.

c) In the **State Excise License No.** field, enter state excise license number.

d) In the **Name of the person in whose name Excise License is held** field, enter the name of the person in whose name excise license is held.

e) Click the **SAVE & CONTINUE** button.

21 (i) **Aadhaar Authentication tab:**

This tab page displays the details of the verification for Aadhaar authentication submitted in the form. You can opt Yes or No for Aadhaar authentication of Promoters/ Partners, Authorized Signatories.

In case, you have selected Yes:

a) Select **Yes**, in case, you want to opt for Aadhaar authentication of Promoters/ Partners, Authorized Signatories.
Note:

- Once you have opted "Yes" for Aadhaar authentication while registering on the GST Portal and registration application is submitted, an authentication link will be shared on mobile number, email upon submission of application of Promotor/Partner, and Primary Authorized Signatory which are selected.

- If you have opted "Yes" for Aadhaar authentication, while registering on the GST Portal and your Aadhaar authentication has been successfully validated, your application will be deemed approved within 3 Working days. The registration application submitted by you will not be marked for mandatory site visit. If Tax Official raises SCN within 3 working days, then you will have 7 working days to reply to it. Tax Official can take further action on that reply within 7 working days. If Tax Official doesn't take any action in 7 working days, then application will get deemed approved after 7 working days.

- In case, you have opted "No" for Aadhaar authentication, while registering on the GST Portal, Registration application will not be deemed approved within 3 Working days. Registration will be marked for mandatory site visit and approval thereafter by the Tax Official. Registration application will get deemed approved after 21 calendar days, if Tax Official doesn't take any action. If Tax Official raises SCN within 21 calendar days, then you will have 7 working days to reply to it. Tax Official can take further action on that reply within 7 working days. If Tax Official doesn't take any action within 7 working days, then application will get deemed approved after 7 working days.

b) Select at least one person for Aadhaar authentication. Click the **SAVE & CONTINUE** button.
Note:

- You will receive authentication link on mobile number and e-mails IDs of the Promoters/ Partners or Authorized Signatories as selected here.

- Please note you will receive common OTP on mobile number and E-mail ID linked with your Aadhaar for its authentication.

- ARN would be generated once Aadhaar Authentication exercise is completed for all applicable persons whose name are selected in this table.

In case, you have selected No:

a) Select **No**, in case, you do not want to opt for Aadhaar authentication of Promoters/ Partners, Authorized Signatories. You will receive a warning message that you have opted No for Aadhaar authentication. Click **OK**.

b) You can upload E-KYC documents for Primary Authorized Signatory and at least one Promoter/Partner.

Note: File with PDF or JPEG format is only allowed. The maximum size for upload is 2 MB.

C) Click the **SAVE & CONTINUE** button.

Note: You can click the **DELETE** button to delete the uploaded documents.

21 (j) **Verification tab:**

This tab page displays the details of Promoters/ Partners, Authorized Signatories for getting the Aadhaar authentication link.

Note: In case you want to register as Interim Resolution Professionals (IRPs)/ Resolution Professionals (RPs) appointed to undertake corporate insolvency resolution proceedings for Corporate Debtors, you need to submit the registration application electronically on GST Portal under DSC of the IRP or RP

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. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Digitally signing using DSC is mandatory in case of LLP and Companies.

The Enrolment Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Authorized signatory tab page of the Enrolment Application. This is because E-Signature is an Aadhar based electronic verification service.

In Case of DSC:

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

Note: In case, your DSC is not registered, you will need to register DSC.

Note:

> • Make sure your DSC dongle is inserted in your laptop/ desktop.
> • Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on your laptop/ desktop, perform the following steps:

1. Click the **item tray**.
2. Double click the **emSigner** icon.
3. Click the **Hide Service button** to minimize the dialog box.
4. Select the certificate and click the **SIGN** button.
5. Enter the PIN (dongle password) for the attached DSC.

Note:

To view the details of your DSC, click the **View Certificate** button.

f. Click the **PROCEED** button.

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

h. 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.

In Case of E-Signature:

e. Click the **SUBMIT WITH E-SIGNATURE** button.

f. In the **Please select Service Provider** option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

g. Select the checkbox for declaration.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

h. Click the **CONTINUE** button.

i. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **SUBMIT** 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.

In Case of EVC:

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

f. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.
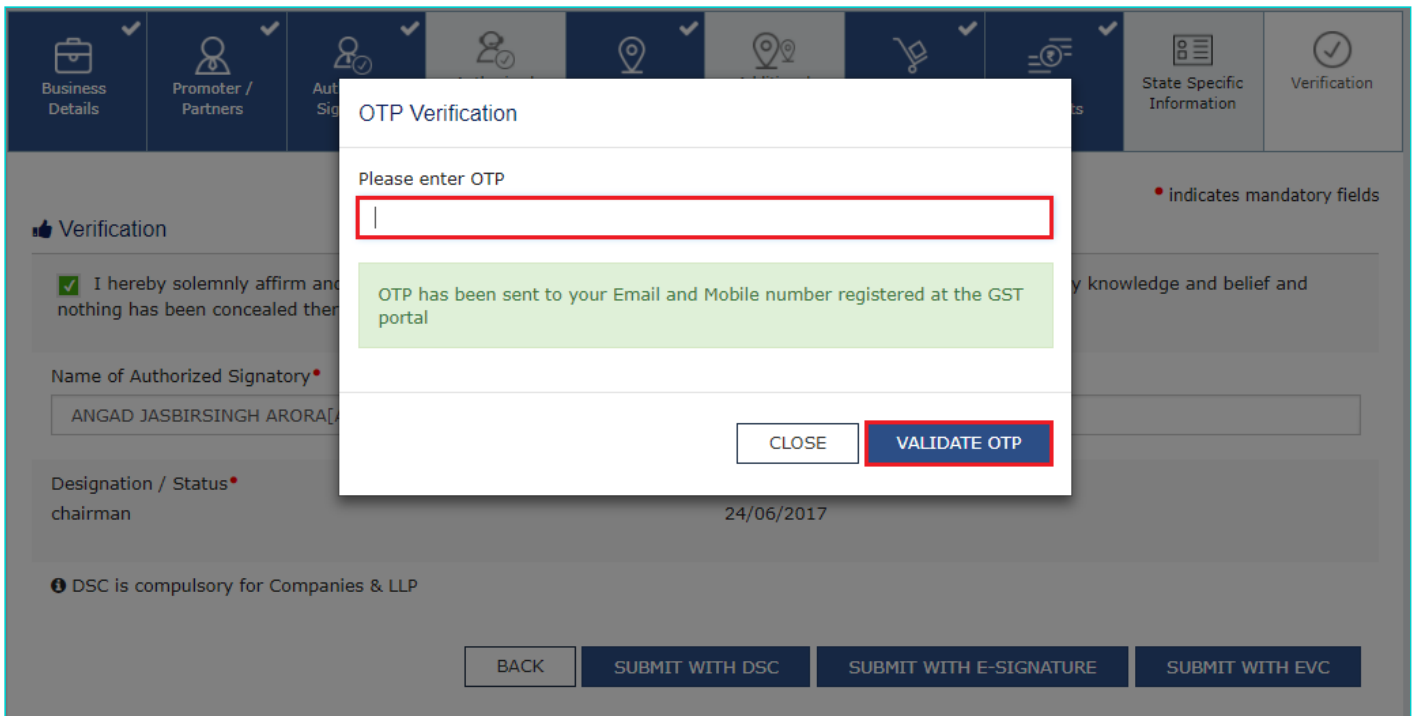
g. The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. **Application Reference Number (ARN)** receipt is sent on your e-mail address and mobile phone number.

Aadhaar Authentication (E-KYC) **via link shared on GST registered mobile number and e-mail IDs**

Once you have opted "Yes" for Aadhaar authentication while registering on the GST Portal and registration application is submitted, an authentication link will be shared on GST registered mobile number and e-mail IDs of the Promoters/ Partners and Authorized Signatories. Aadhaar authentication link will be received on e-mail IDs of the Promoters/ Partners or Authorized Signatories as mentioned in the registration application and is valid only for 15 days.

- Please note you will receive common OTP on mobile number and E-mail ID linked with your Aadhaar for its authentication.

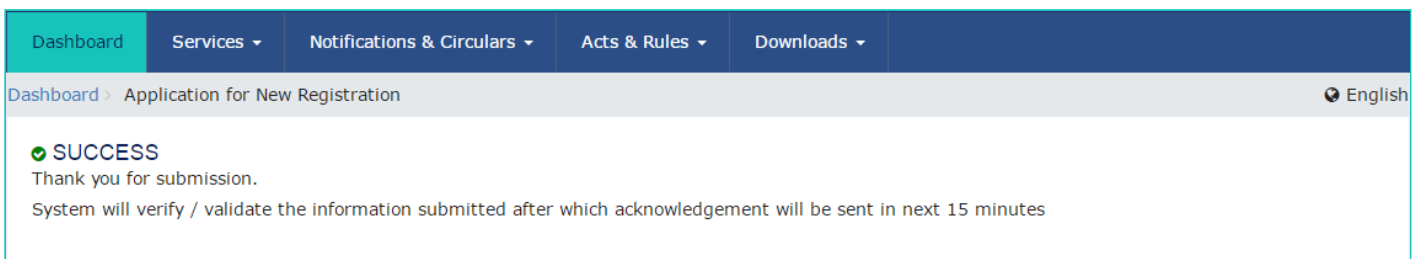22. Click the authentication link received on GST registered mobile number and e-mails IDs of the Promoters/ Partners, Authorized Signatories. Select the **Consent for Authentication**. Enter your **VID** or **Aadhaar Number**.

DO YOUR E-KYC

GSTIN / TRN	292000000015TRN
Legal Name of the Business	Rajendra Lella
Name of the Primary Authorized Signatory	Rajendra Lella
Your Name given in the Registration Application	Rajendra Lella

☑ Consent for Authentication : I, the holder of Aadhaar number to be mentioned below, hereby give my consent to Goods and Service Tax Network (GSTN) to obtain my Aadhaar number and Name for authentication with UIDAI. GSTN has informed me that my identity information would only be used for GST registration purpose as per Central Goods and Services Tax Act, 2017 and also informed that details will not be shared and will be submitted to Central Identities Data Repository (CIDR) only for the purpose of authentication. 🔊

☐ प्रमाणीकरण के लिए सहमति: मैं, आधार संख्या के प्रमाणीकरण के लिए UIDAI से मेरा नाम तथा विवरण प्राप्त करने हेतु "Goods and Services Tax Network (GSTN)" को सहमति देता हूं। GSTN ने मुझे सूचित किया है, कि मेरी पहचान की जानकारी का उपयोग Central Goods and Service Tax Act, 2017 के अंतर्गत विहित जीएसटी पंजीकरण में किया जायेगा तथा इसे साझा नहीं किया जाएगा किन्तु आधार प्रमाणीकरण के उद्देश्य हेतु Central Identities Data Repository (CIDR) को भेजा जाएगा। 🔊

( ) VID   ( ) Aadhaar Number

Enter VID •   [Enter VID]   **VALIDATE VID**

DO YOUR E-KYC

GSTIN / TRN	292000000015TRN
Legal Name of the Business	Rajendra Lella
Name of the Primary Authorized Signatory	Rajendra Lella
Your Name given in the Registration Application	Rajendra Lella

☑ Consent for Authentication : I, the holder of Aadhaar number to be mentioned below, hereby give my consent to Goods and Service Tax Network (GSTN) to obtain my Aadhaar number and Name for authentication with UIDAI. GSTN has informed me that my identity information would only be used for GST registration purpose as per Central Goods and Services Tax Act, 2017 and also informed that details will not be shared and will be submitted to Central Identities Data Repository (CIDR) only for the purpose of authentication. 🔊

☐ प्रमाणीकरण के लिए सहमति: मैं, आधार संख्या के प्रमाणीकरण के लिए UIDAI से मेरा नाम तथा विवरण प्राप्त करने हेतु "Goods and Services Tax Network (GSTN)" को सहमति देता हूं। GSTN ने मुझे सूचित किया है, कि मेरी पहचान की जानकारी का उपयोग Central Goods and Service Tax Act, 2017 के अंतर्गत विहित जीएसटी पंजीकरण में किया जायेगा तथा इसे साझा नहीं किया जाएगा किन्तु आधार प्रमाणीकरण के उद्देश्य हेतु Central Identities Data Repository (CIDR) को भेजा जाएगा। 🔊

( ) VID   (•) Aadhaar Number

Enter Aadhaar Number •   [Enter Aadhaar Number]   **VALIDATE AADHAAR NUMBER**

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23. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the UIDAI and click the **VALIDATE OTP** button.

Note: You can request for Aadhaar OTP again only after 45 seconds has passed from the previous request of Aadhaar OTP.

24. A success message is displayed when Aadhaar is successfully verified for e-KYC authentication. Click **OK**.
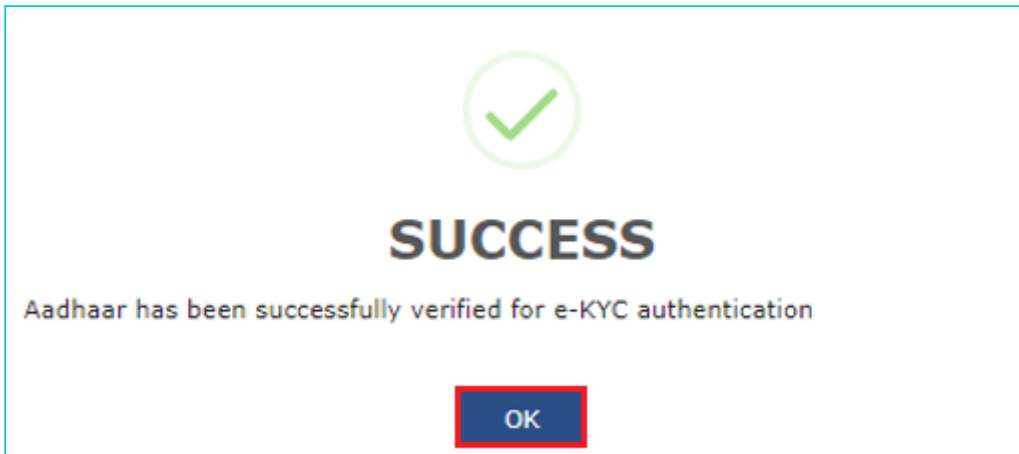
Note*:*

- Aadhaar authentication link will be received on e-mail IDs of the Promoters/ Partners or Authorized Signatories as mentioned in the registration application and is valid only for 15 days.
- Please note you will receive common OTP on mobile number and E-mail ID linked with your Aadhaar for its authentication.
- If Aadhaar authentication link is used once for authentication, same authentication link cannot be accessed again.
- Navigate to **My Saved Applications** > **Aadhaar Authentication Status** > **RESEND VERIFICATION LINK,** to resend the authentication link to mobile number and e-mails IDs of the Promoters/ Partners or Authorized Signatories mentioned in the application. You need to verify your Aadhaar details within 15 days of the generation of the TRN.