

Manual > Amendment of Core Fields

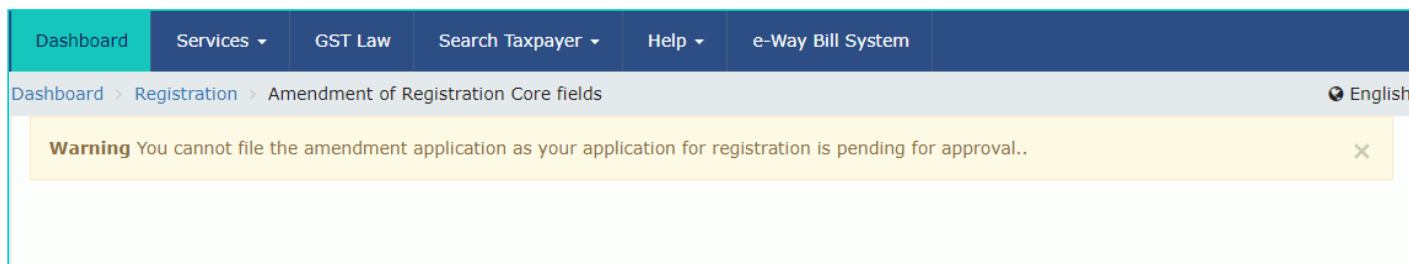
How can I apply for change in core fields of the Registration Applications that were submitted during registration?

Amendment to Core fields require approval by the Tax Officials. Core fields include the following:

- Any change in legal/ trade name of business, not involving change in PAN
- Principal place of business
- Additional Place of Business (Other than change in State)
- Addition or deletion of Partners/Karta/Managing Directors and whole time Director / Members of Managing Committee of Associations / Board of Trustees/ Chief Executive officer or equivalent etc.

Note:

- If you have already applied for amendment of core field and ARN is generated and the application is under processing by any Tax authority, then you cannot apply for amendment of core field till the time your earlier application for core amendment is disposed by the concerned tax authority.
- Since any change in the "Trade Name" triggers issuance of new Registration Certificate, it is kept as core amendment process flow.



To amend the information provided in the core fields during registration, you need to 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 > Amendment of Registration Core Fields** link.



As required, the Taxpayer can amend information in the editable fields in the tabs as mentioned below:


Business Details tab:

The Business Details tab is selected by default.


- a) Select the field which you wish to edit by clicking on the Edit icon (white black pen icon).

- b) Edit the desired details and select the **Date of Amendment** using the calendar.
- c) In the **Reasons** field, enter the reason for amendment of information provided in the Core fields.
- d) Click the **SAVE** button.


Application Type	Due Date to Complete	Last Modified
Amendment (Core Fields)	03/08/2017	19/07/2017
GSTIN	Full Name of Taxpayer	Type of Registration
29GGMPS7032EDZL	HOTSING SOHPHOH	Regular




Business Details




Principal Place of Business



Additional Places of Business





Promoter / Partners




Verification


Details of your Business

Legal Name of the Business  HOTSING SOHPHOH	Trade Name  CHECKIGN	Permanent Account Number (PAN) GGMP57032E
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• indicates mandatory fields

Legal Name of the Business* <input style="width: 90%;" type="text" value="HOTSING SOHPHOH"/>	Date of amendment* <input style="width: 90%;" type="text" value="DD/MM/YYYY"/> 
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Reasons*


Name of the State Karnataka	District  Bagalkot
State Jurisdiction VAT Sub Office	Sector / Circle / Ward /Charge / Unit LVO 010 A - BENGALURU


Commissionerate Code AHMEDABAD-I	Division Code DIVISION - I (RAKHIAL)	Range Code RANGE - I - DIVISION - I (RAKHIAL)
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Constitution of Business (Select Appropriate) 
 Proprietorship

- e) Once all the changes are done, click the **CONTINUE** button.

Details of your Business

Legal Name of the Business 
HOPSING SOHPHOH

Trade Name 
CHECKIGN

Permanent Account Number (PAN)
GGMPS7032E

Name of the State
Karnataka

District 
Bagalkot


State Jurisdiction
VAT Sub Office

Sector / Circle / Ward /Charge / Unit
LVO 010 A - BENGALURU

Commissionerate Code
AHMEDABAD-I

Division Code
DIVISION - I (RAKHIAL)

Range Code
RANGE - I - DIVISION - I (RAKHIAL)

Constitution of Business (Select Appropriate) 
Proprietorship


BACK


CONTINUE


Principal Place of Business tab:


a) Scroll down the page and click the **EDIT** button.


Application Type	Due Date to Complete	Last Modified
Amendment (Core Fields)	03/08/2017	19/07/2017
GSTIN	Full Name of Taxpayer	Type of Registration
29GGMPS7032EDZL	HOTSING SOHPHOH	Regular


 Business Details ✓


 Principal Place of Business ✓


 Additional Places of Business ✓


 Promoter / Partners


 Verification

Details of Principal Place of Business


Address

Building No. / Flat No. GHS	Floor No. MIDDLE	Name of the Premises / Building MIDDLE
Road / Street Electronic City	City / Town / Locality / Village PHASE2	
State Karnataka	District Bagalkot	PIN Code 560000
Latitude	Longitude	

Contact Information

Office Email Address eeded@d.d	Office Telephone Number (with STD Code) -	Mobile Number 9494245593
Office FAX Number (with STD Code) -		

Nature of possession of premises

Nature of possession of premises	Document Upload •  Electricity Bill
	<input type="button" value="DELETE"/>

Nature of Business Activity being carried out at above mentioned premises

Retail Business , Leasing Business
Have Additional Place of Business
<input checked="" type="checkbox"/> Yes

The form is displayed for editing. Edit the desired fields.

b) In the **Reasons** field, enter the reason for amendment of information.

c) Select the **Date of Amendment** using the calendar.

d) Click the **SAVE** button.

Reasons* Date of amendment*

Changed the address 18/07/2017 

Additional Places of Business tab:

- a) In the **Number of additional places** field, enter the number of additional places for which information is to be added.
- b) Click the **ADD NEW** button.

Business Details ✓ Principal Place of Business ✓ Additional Places of Business ✓ Promoter / Partners Verification

Details of Additional Places of your Business

Number of additional places*

No records added for Additional Place of Business. Add at least one record to proceed.

The form is displayed for editing. Edit the desired details.

- b) In the **Reasons** field, enter the reason for amendment in information.

Note: In case of amendment relating to additional place of business, no documents are required to be uploaded.

- c) Select the **Date of Amendment** using the calendar.

- d) Click the **SAVE & CONTINUE** button.

- e) Click the **SAVE** button.

Note: You can click the **EDIT** and **DELETE** button to edit or delete the additional place of business

Business Details ✓ Principal Place of Business ✓ Additional Places of Business ✓ Promoter / Partners Verification

Details of Additional Places of your Business

Number of additional places *

SI No	Address	Actions
1	C-403, Ananth Nagar, bangalore, 560100	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Promoter / Partners tab:

To view the details of Promoter or Partners, click the **VIEW** button.

To edit the details of Promoter or Partners, click the **EDIT** button.

To delete the details of Promoter or Partners, click the **DELETE** button.

a) Click the **ADD NEW** button to add details of Promoter or Partners.

Business Details ✓ Principal Place of Business ✓ Additional Places of Business ✓ Promoter / Partners Verification

Details of Stakeholders

SI No	Partners/Promoters	Designation / Status	Actions	Nature of Change
1	ANGAD JASBIRSINGH ARORA	te	<input type="button" value="VIEW"/> <input type="button" value="DELETE"/>	
2	NURUL	te	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>	Addition

b) Enter the details of the Promoter/Partner and upload the necessary documents required as a proof for amendment.

c) In the **Reasons** field, enter the reason for amendment in information.

d) Select the **Date of Amendment** using the calendar.

e) Click the **SAVE** button.

f) Once details are added, click the **CONTINUE** button.

Verification tab:

4. In the Verification tab, select the **Verification** checkbox.

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

6. In the **Place** field, enter the name of the place.

7. After filling the application for Amendment of Registration, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Once digitally signed application for amendment of registration is filed, the message of successful submission of application is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. SMS and email will be sent to the primary authorized signatory intimating ARN and successful filing of the Form.

Amendment to Core fields require approval by the Tax Official. Once the amendment application is approved or rejected, you will receive a notification through SMS and e-mail message. Also the approval order (REG 15) can be viewed/ downloaded by you at the dashboard. Also, amended registration certificate containing the amended details will be available for the taxpayer to download at his dashboard.

To view the various status types refer the FAQs available at ->

https://tutorial.gst.gov.in/userguide/registration/index.htm#t=Track_Application_Status.htm