

# Manual > Amendment of Non-Core Fields

## How can I apply for change in non-core fields information submitted during registration?

Amendment to Non-Core fields does not require approval by the Tax Official. All fields other than Core fields are Non-core fields. Examples of non-core fields are details of the authorized signatory, modification of Stake holder details like promoter partner karta etc. The amended information is submitted by the Registrant and is updated in the registration particulars of the taxpayers in GST database automatically.

**Note:** If you have already applied for amendment of core field and ARN is generated and the application is still not approved by any tax authority, then you will receive the below message while you apply for amendment of non-core field. Click the **YES** button in case you want to proceed or else click **NO**.

In case you click Yes, core application changes that have been applied for amendment will not be reflected in the Form.

### Important!

Your application for amendment of Core is under processing by your Proper Officer, not all the changes would be reflecting in your application. Are you sure you want to proceed?











YESNO

To amend the information provided in the non-core fields during registration, you need to perform the following steps:

1. Access the [www.gst.gov.in](http://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 Non - Core Fields** link.

Dashboard	Services ▾	Notifications & Circulars ▾	Acts & Rules ▾	
Registration	Ledgers	Returns	Payments	User Services
New Registration				Registration by Non-Resident Taxable Person
Application for Filing Clarifications				Amendment of Registration Core Fields
<b>Amendment of Registration Non - Core Fields</b>				Application to withdraw from composition Scheme
Application to Opt for composition Levy				Track Application Status

4. The application form for editing is displayed and non-core fields is available in editable form. Edit the details in the desired tab.

Application Type	04AQXCV8540MDZ7	gst training
Amendment(Non-Core Fields)		
Type of Registration	Due Date to Complete	Last Modified
Regular	28/07/2017	13/07/2017
 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		

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

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

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

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

On submission of application for amendment of registration, a 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 Non-Core fields is auto approved after successful filing by the taxpayer and does not require any processing by the Tax Official.