

# Manual > Application for Filing Clarification

I have received notice for seeking clarifications by Tax Official on the GST Portal. How do I respond to the notice issued by the Tax Official?

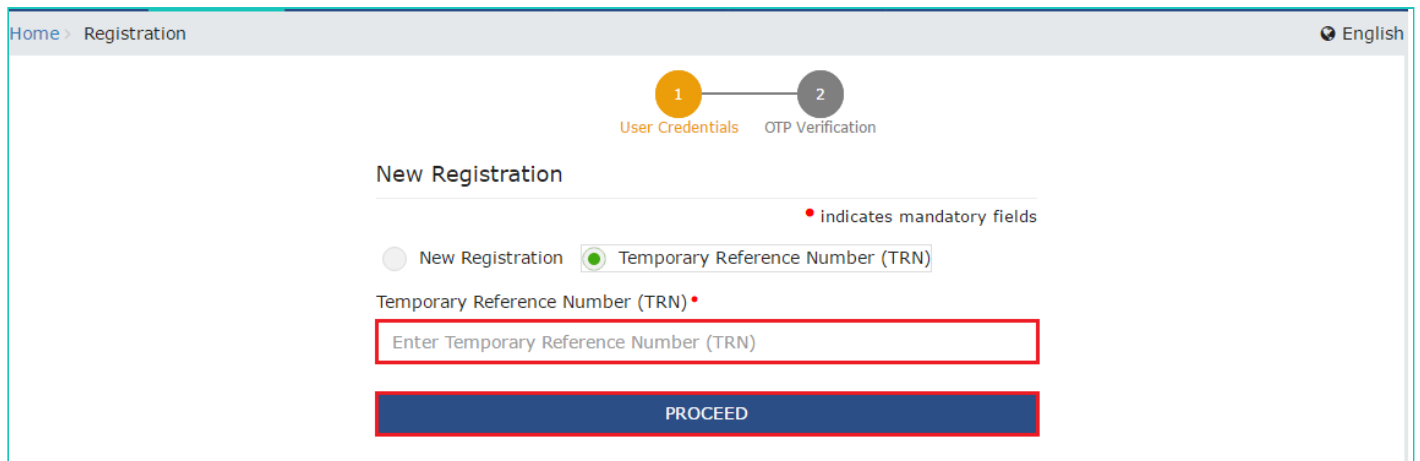
To respond to the notice seeking clarifications on the GST Portal, perform the following steps:

[In case of New Registration:](#)

[In case of Existing Registration:](#)

## In case of New Registration:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
3. Select the **Temporary Reference Number (TRN)** option.
4. In the Temporary Reference Number (TRN) field, enter the **TRN** received.
5. Click the **PROCEED** button.



The screenshot shows the 'New Registration' page on the GST Portal. At the top, there is a progress indicator with two steps: '1 User Credentials' (highlighted in orange) and '2 OTP Verification' (highlighted in grey). Below this, the 'New Registration' section has two radio buttons: 'New Registration' (unselected) and 'Temporary Reference Number (TRN)' (selected). A red asterisk indicates mandatory fields. Below the radio buttons, there is a text input field labeled 'Enter Temporary Reference Number (TRN)' with a red border. At the bottom of the form is a blue button labeled 'PROCEED' with a red border. The page header shows 'Home > Registration' and 'English' in the top right corner.

6. In the **Mobile / Email OTP** field, enter the OTP you 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 **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.
7. Click the **PROCEED** button.

Home > Registration > Verify

English

User Credentials | 2 | OTP Verification

### Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

[Click here to resend the OTP](#)

BACK PROCEED

## In case of Existing Registration:

1. Login to the GST Portal with valid credentials.
2. Click **Services > Registration > Application for Filing Clarifications** command.

Dashboard | Services | Notifications & Circulars | Acts & Rules | Downloads

Registration | Payments | User Services

New Registration | Registration by Non-Resident Foreign Taxpayer

Application for Filing Clarifications | Track Application Status

3. In the **Reference No. of Notice** field, enter the reference number specified on the notice which you have received for filing the clarifications. Or In the **Application Reference Number (ARN)** field, enter the application reference number received corresponding to the application submitted. Click the **SEARCH** button.

Home > Clarifications

English

• indicates mandatory fields

### Application for Filing Clarification

Reference No. of Notice • OR Application Reference Number(ARN) •

Enter Reference Number of Notice SEARCH

Enter ARN Number SEARCH

4. In case of new registration application, in the Modification in the **Registration Application filed** field, select **Yes** or **No**.

Dashboard > Services > Registration > Application for Filing Clarifications English

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice <b>ZA2301190000848</b>	Date <b>21/01/2019</b>
Application Reference Number(ARN) <b>AA230119000056W</b>	Date <b>21/01/2019</b>

Modification in the Registration Application filed

Yes  No

#### 4.1 In case of Yes:

- a. Click the **PROCEED** button.

Dashboard > Services > Registration > Application for Filing Clarifications English

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice <b>ZA2301190000848</b>	Date <b>21/01/2019</b>
Application Reference Number(ARN) <b>AA230119000056W</b>	Date <b>21/01/2019</b>

Modification in the Registration Application filed

Yes  No

**PROCEED**

- b. Original application is available in editable mode for all those fields for which Notice has been issued. Edit the details and upload the additional documents wherever required.

Application Type	Due Date to Complete	Last Modified	Profile
Filing Clarification	29/01/2019	21/01/2019	100%

<input checked="" type="checkbox"/> Business Details	<input checked="" type="checkbox"/> Promoter / Partners	<input checked="" type="checkbox"/> Authorized Signatory	<input type="checkbox"/> Authorized Representative	<input checked="" type="checkbox"/> Principal Place of Business	<input type="checkbox"/> Additional Places of Business	<input checked="" type="checkbox"/> Goods and Services	<input type="checkbox"/> State Specific Information	<input checked="" type="checkbox"/> Verification
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\* indicates mandatory fields

### Details of your Business

Legal Name of the Business <b>ANGAD JASBIRSINGH ARORA</b>	Permanent Account Number (PAN) <b>AJIPA1572E</b>
Trade Name AutomationsTest	Constitution of Business (Select Appropriate) * Proprietorship
Name of the State Madhya Pradesh	District * Sidhi

Are you applying for registration as a casual taxable person? ⓘ

No

Option For Composition ⓘ

No

Reason to obtain registration * E-Commerce Operator	Date of commencement of Business * From 15/01/2019	Date on which liability to register arises * 20/01/2019
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### Indicate Existing Registrations

Type of Registration Select	Registration No. *	Date of Registration * DD/MM/YYYY	<input type="button" value="+ ADD"/>	<input type="button" value="X CANCEL"/>
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#### 4.2 In case of No:

- a. The application is displayed for filing clarification.

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System

Dashboard > Services > Registration > Application for Filing Clarifications Engli

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice <b>ZA2301190000848</b>	Date <b>21/01/2019</b>
Application Reference Number(ARN) <b>AA230119000056W</b>	Date <b>21/01/2019</b>

Modification in the Registration Application filed  
 Yes  No

Queries

Query Description	Query Response <span>•</span>
Business Details - Details of your Business - Others (Please specify) - Please Specify - afa	Enter your response

• Invalid Characters are not allowed.

Additional Information

Enter additional information

• Add any additional information supporting the submission of your clarification application.

Supporting Document

No file chosen

• File with PDF or JPEG format is only allowed.  
• Maximum file size for upload is 1 MB

Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory •  Place •

Designation / Status •  Date •

5. In the **Query Response** field, enter your response.

6. In the **Additional Information** field, enter any additional information supporting the submission of your clarification application.

7. Click **Choose File** button to upload any supporting document.

8. Select the **Verification** checkbox.

9. Select the **Name of Authorized Signatory** from the drop-down list.

10. Enter the **Place** from where application is being filed.

**Note:** You can save the form at any point of time within the timeline of maximum 7 working days from generation of the Notice for seeking clarifications by the Tax Official.

11. Submit the application using **SUBMIT WITH DSC** or **SUBMIT WITH EVC** as applicable/ eligible.

Dashboard > Services > Registration > Application for Filing Clarifications English

### Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice <b>ZA2301190000848</b>	Date <b>21/01/2019</b>
Application Reference Number(ARN) <b>AA230119000056W</b>	Date <b>21/01/2019</b>

Modification in the Registration Application filed  
 Yes  No

#### Queries

Query Description	Query Response*
Business Details - Details of your Business - Others (Please specify) - Please Specify - afafa	Document is attached


**Invalid Characters are not allowed.**

#### Additional Information

Enter additional information

**Add any additional information supporting the submission of your clarification application.**

#### Supporting Document

 DELETE  
Supporting Document

**Choose File** No file chosen

**File with PDF or JPEG format is only allowed.**  
**Maximum file size for upload is 1 MB**

#### Verification

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory* ANGAD JASBIRSINGH ARORA[AJIPA1572E]	Place* Delhi
Designation / Status* Director	Date* 22/01/2019

**SAVE** **SUBMIT WITH DSC** **SUBMIT WITH E-SIGNATURE** **SUBMIT WITH EVC**

11.1 In case of **SUBMIT WITH DSC**:

- a. Click the **SUBMIT WITH DSC** button.
- b. Click the **PROCEED** button.
- c. Select the certificate and click the **SIGN** button.

11.2 In case of **SUBMIT WITH 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.

13. A success message is displayed. Intimation of submission of the form by the Taxpayer is sent via SMS to the applicant on the registered mobile number. Email is sent to the applicant as well the authorized signatory.

Dashboard > Services > Registration > Application for Filing Clarifications English

**✔ SUCCESS**  
You have resubmitted your application for registration under GST in **Madhya Pradesh** with ARN **AA230119000056W** dated **22/01/2019**. This message is sent to your email id and your mobile number as well.