# Manual > Applying for Registration as Other Notified Person

What are the steps involved in applying for Registration as Other Notified Person on the GST Portal?

For registering yourself as Other Notified Person on the GST Portal, perform the following steps:

1. Access the **https://www.gst.gov.in/** URL. The **GST Home page** is displayed.
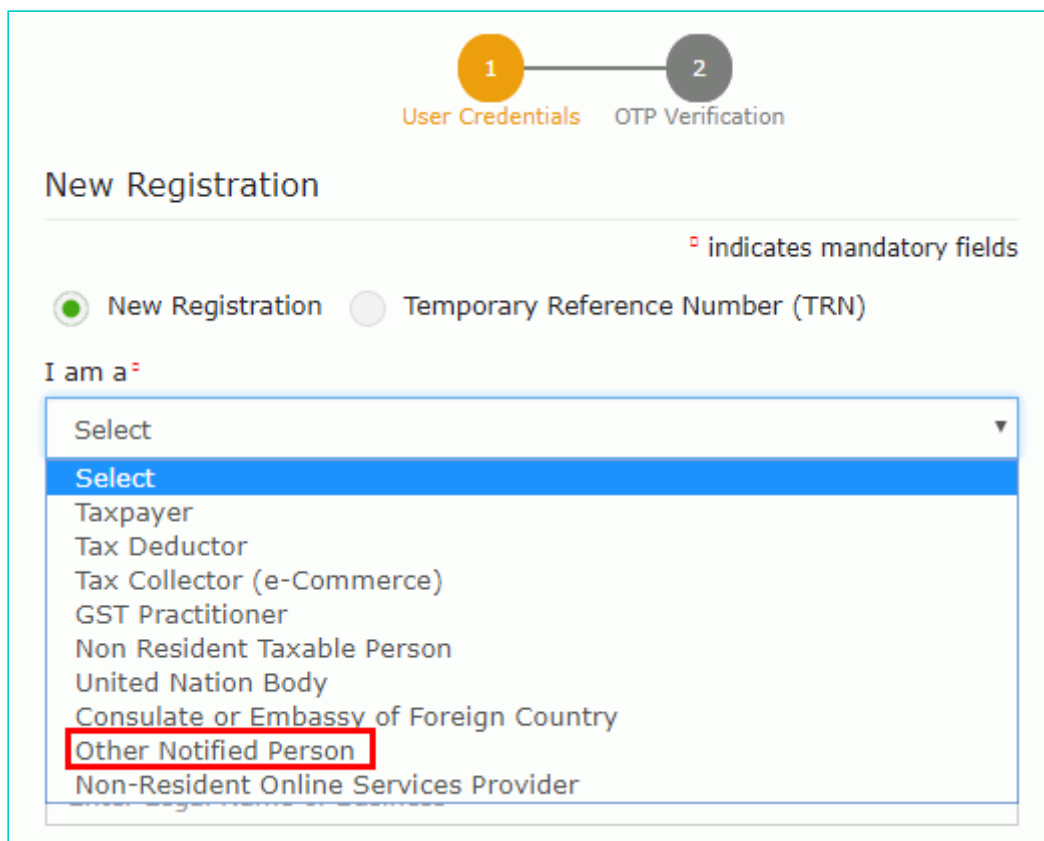2. Click **Services > Registration > New Registration** option.
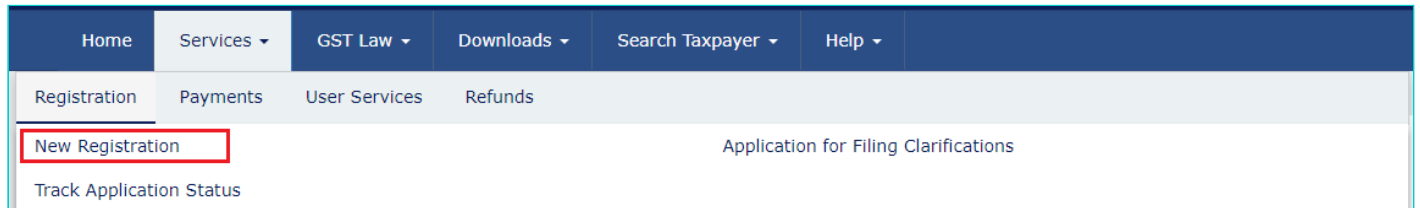
The Application form is divided into two parts as:

[Part A](#)
[Part B](#)

PART A:

3. The **New Registration** page is displayed. Select the **New Registration** option and **Other Notified Person** from **I am a drop down** list.

4. In the **State/UT and District** drop down list, select the state for which registration is required and district.

5. In the **Name of the Entity** field, enter the legal name.

6. In **Permanent Account Number (PAN) of entity** field, enter the PAN of the entity.

7. In **Name of the Authorized Signatory** field, enter the name of your Authorized Signatory.

8. In **PAN of Authorized Signatory**, enter the PAN number of the Authorized Signatory.

9. In the **E-mail Address of Authorized Signatory** field, enter the e-mail address of the Primary Authorized Signatory.

10. In the **Mobile Number of Authorized Signatory** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

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

Once the validation is done, all further communications will be sent to above mentioned e-mail address and mobile number.

11. In the **Type the characters you see in the image below** field, enter the captcha text.

12. Click the **PROCEED** button

Goods and Services Tax

🔒 Login

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Home ☐ Registration

🌐 English

1 User Credentials ——— 2 OTP Verification

New Registration

＊ indicates mandatory fields

◉ New Registration   ○ Temporary Reference Number (TRN)

I am a ＊

    United Nation Body   ▾

State / UT ＊

    Select   ▾

District

    Select   ▾

Name of the Entity ＊

    Enter Name of the Entity

Permanent Account Number (PAN) of entity

    Enter Permanent Account Number (PAN)

ⓘ If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Name of the Authorized Signatory ＊

    Enter Name of Authorized Signatory

ⓘ Details of Primary Authorized Signatory to be added

PAN of Authorized Signatory

    Enter Permanent Account Number (PAN)

Email Address of Authorized Signatory ＊

    ✉   Enter Email Address of Authorized Signatory

ⓘ OTP will be sent to this Email Address

Mobile Number of Authorized Signatory ＊

    +91   Enter Mobile Number of Authorized Signatory

ⓘ Separate OTP will be sent to this mobile number

Type the characters you see in the image below ＊

    [   ]

[PROCEED]

Top

Note: 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.

After successful validation, you will be directed to the **OTP Verification** page.
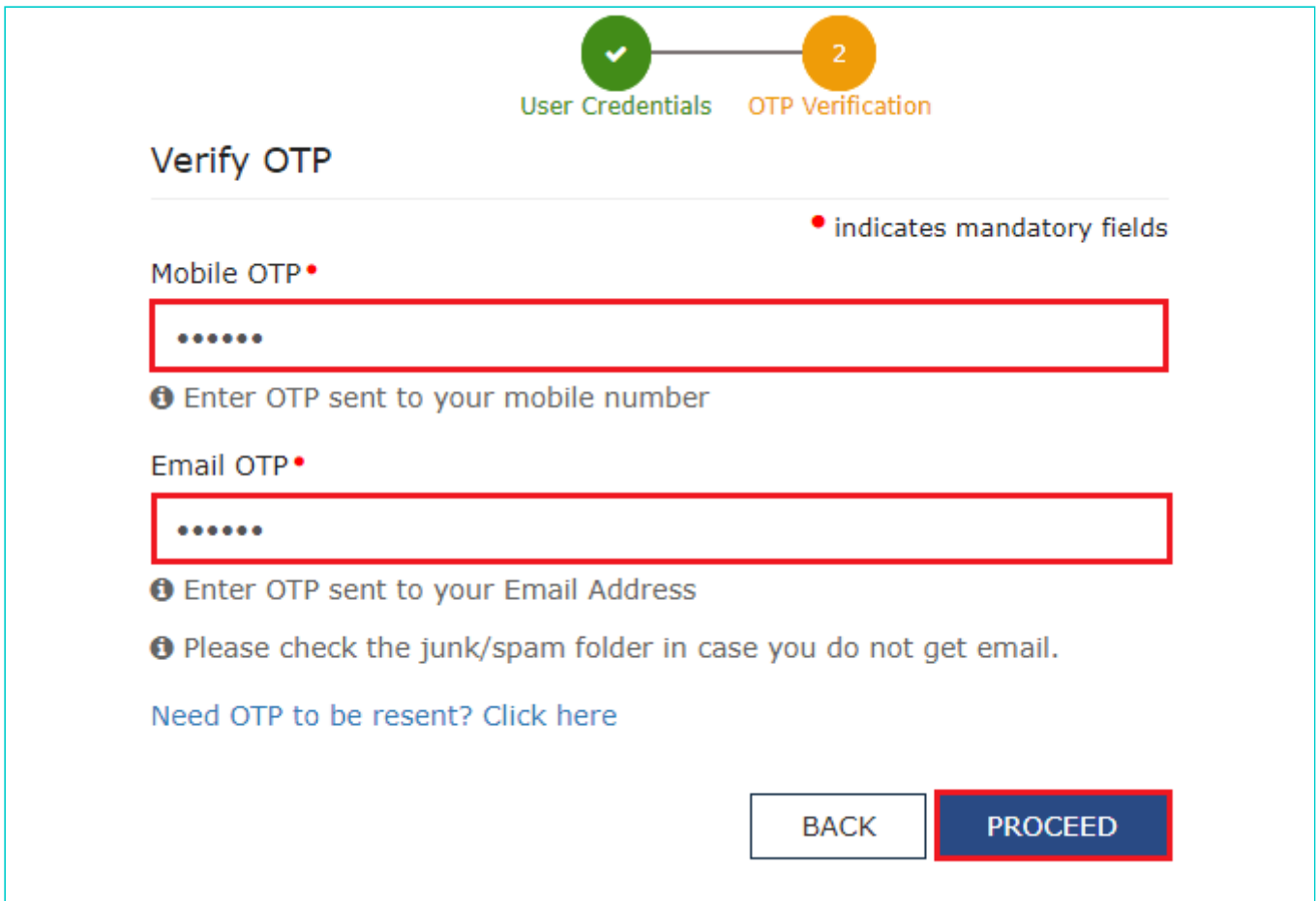
13. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.

14. 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 separate.
- 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.

15. Click the **PROCEED** button.

The system generated **15-digit Temporary Reference Number (TRN)** is displayed.

Note: Once TRN is generated, You will receive the TRN information on your e-mail address as well as your mobile number. Note that below the TRN, the expiry date of the TRN will also be mentioned.

16. Click the **PROCEED** button. 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:

17. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.
18. In the **Type the characters you see in the image below** field, enter the captcha text.
19. Click the **PROCEED** button.

The Verify OTP page is displayed. You will receive same Mobile OTP and E-mail OTP. These OTPs are different from the OTPs you received in previous step.

2 0. In the **Mobile / E-mail OTP** field, enter the OTP you received. OTP is valid only for 10 minutes.

Note: OTP sent to mobile number and e-mail 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 e-mail ID again. Enter the newly received OTP again.

After Successful validation of OTP, user is navigated to the dashboard page.

21. The **My Saved Applications** 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.

Clicking on the **Action link** to navigate to The Registration Application form. The Registration Application form with various tabs is displayed.

On the top of the page, there are Five tabs as **Basic Details, Entity Details, Authorized Signatory, Bank accounts** and **Verification**. Click each tab to enter the details.

Basic Details tab:

a) Select the source authority who has issued notification for registration.

b) In the **Notification Number** field, enter the notification number.

c) Select the **Notification Date** using the calendar.

d) Click the **SAVE & CONTINUE** button and you will be directed to the next section.

Entity Details tab:

a) Enter the address and contact details of the entity in State.

b) Click the **SAVE & CONTINUE** button and you will be directed to the next section.

Authorized Signatory tab:

This tab page displays the details to be entered for Authorized signatory.
Note: Details of Authorized signatory such as **Name, Mobile Number, E-mail address and PAN** are auto-populated on this tab based on the details provided in Part A of the application form.

a) In **Primary Authorized Signatory**, select the check box for **Primary Authorized Signatory**.
b) In the **Personal Information** section, enter the personal details of the authorized signatory's like Name of Father, date of birth of authorized signatory, Mobile number, E-mail address and Gender.
c) In the **Identity Information** section, enter the official information of the Authorized signatory.
d) In the **Residential Address** 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, upload document for Proof of details of Authorized Signatory and Photograph of the Authorized Signatory.
Note: Document to be uploaded as Proof of Authorized Signatory can be:

- Letter of Authorization
- Copy of Resolution passed by BoD (Board of Directors) / Managing Committee and Acceptance Letter

Note:

- For photographs, format should be JPEG and file size must not exceed 100 KB.
- For Proof of details of Authorized Signatory, format should be PDF or JPEG and file size must not exceed 1 MB.

f) Click the **SAVE & CONTINUE** button and you will be directed to the next section.

Bank Details tab:

This tab page displays the details of the bank account maintained for conducting business.

a) In **Total number of Bank Accounts maintained** field, enter the number of accounts that you have and click the **ADD NEW** button.

Note: Total number of Bank Accounts Maintained should be equal to Total number bank account added. In case of mismatch, you will not be able to submit the form.

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

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

d) 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.

e) In the **Document Upload section**, click the **Choose file** button. Navigate and select the document.

Note:

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

You can upload below documents as proof of Details of Bank Account:

- First Page of Bank Passbook
- Bank Statement
- Cancelled cheque

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

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

Verification tab:

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

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 application, you need to digitally sign the application using Digital Signature Certificate (DSC)/ EVC.

In Case of DSC:

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

f. Click the **PROCEED** button.

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

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.

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.

Once the form is submitted until the ARN is generated, the status would be '**Pending for Validation'**. On successful validation of application form, ARN would be generated and status changes to '**Pending for Processing'**. In case the validations fail, the status would be updated as '**Validation Error'**.