# Manual > Applying for Registration as a Non-Resident Online Services Provider (OIDAR)

What are the steps involved in applying for Registration as a Non-Resident Online Services Provider on the GST Portals?

For registering yourself as a Non-Resident Online Services Provider 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.
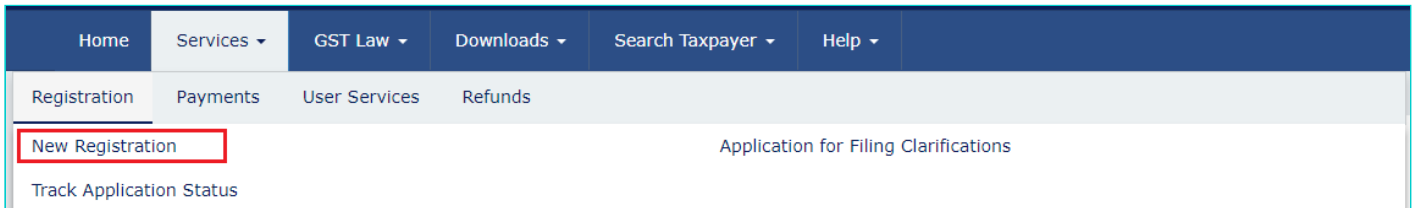
The Application form is divided into two parts as:

Part A

Part B

PART A:

3. The **New Registration** page is displayed. Select the **New Registration** option.

Goods and Services Tax

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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 •

| Select ▾ |

State / UT •

| Select ▾ |

District

| Select ▾ |

Legal Name of the Business (As mentioned in PAN) •

| Enter Legal Name of Business |

Permanent Account Number (PAN) •

| Enter Permanent Account Number (PAN) |

Email Address •

| ✉ | Enter Email Address |

ℹ OTP will be sent to this Email Address

Mobile Number •

| +91 | Enter Mobile Number |

ℹ Separate OTP will be sent to this mobile number

PROCEED

4. From **I am a** drop down list, select the **Non-Resident Online Services Provider** as the type of taxpayer to be registered.

New Registration

• indicates mandatory fields

◉ New Registration   ◯ Temporary Reference Number (TRN)

I am a •

| Select | ▼ |

Select
Taxpayer
Tax Deductor
Tax Collector (e-Commerce)
GST Practitioner
Non Resident Taxable Person
United Nation Body
Consulate or Embassy of Foreign Country
Other Notified Person
Non-Resident Online Services Provider

5. In the **Legal Name of the Person** field, enter the legal name of person as mentioned in the PAN database.

6. In the **Permanent Account Number** (**PAN) of Person** field, enter your Permanent Account Number. This is not a mandatory field.

Note: In case you don't have PAN, you can apply for PAN. To do so, click the **here** link.

7. In the **Tax identification number (TIN) / Unique Number** field, enter Tax Identification Number or Unique number of the country of origin.

8. In the **Name of the Authorized Signatory** field, enter the name of your Authorized Signatory who belongs to India as per the PAN database.

9. In **Permanent Account Number of the Authorized Signatory**, enter the PAN of the Authorized Signatory who belongs to India. This is not a mandatory field.

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

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

Note: Mobile Number of Authorized Signatory is optional to be mentioned here.

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

13. In the **Do you have a representative appoined in India** field, select **Yes** if you have a representative appointed in India.

14. In the N**ame of the representative appointed in India** field, enter the name of your representative appointed in India.

15. In the **Permanent Account Number (PAN) of the representative in India** field, enter the Permanent Account Number of your representative appointed in India.

16. In the **Email Address of the representative in India** field, enter the email ID of your representative appointed in India.

17. In the **Mobile number of the representative in India** field, enter the mobile number of your representative appointed in India.

18. In the **Type the characters you see in the image below** field, enter exactly the same characters as you see in the image.

19. Click the **PROCEED** button.

Note: On click of the "Proceed" button, if the OTP's are validated, the registration form is displayed and "Temporary Reference Number (TRN)" would be generated and same will be communicated to the applicant through e-mail and SMS (if mobile number is entered). Same will also be communicated through a Pop-Up message.

Since mobile number is optional, so if the Mobile number of the Primary Authorized Signatory is entered, then only SMS will be sent.

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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 •

Non-Resident Online Services Provider ▾

Legal Name of the Person •

Enter Legal Name of the person

Permanent Account Number (PAN) of person

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

Tax identification number (TIN)/ Unique Number •

Enter TIN or Unique Number of the entity of the country of Origin

Name of the Authorized Signatory •

Enter Name of Authorized Signatory

ⓘ Details of Primary Authorized Signatory to be added

Permanent Account Number (PAN) of the Authorized Signatory

Enter Permanent Account Number (PAN)

Email Address of Authorized Signatory •

✉ Enter Email Address

ⓘ OTP will be sent to this Email Address

Mobile Number of Authorized Signatory

+91 Enter Mobile Number

ⓘ Separate OTP will be sent to this mobile number

Do you have a representative appointed in India? •   **Yes** ⬤

Name of the representative appointed in India •

Enter Name of the Representative

Permanent Account Number (PAN) of the representative in India •

Enter Permanent Account Number (PAN)

Email Address of the representative in India •

✉ Enter Email Address

Mobile number of the representative in India •

+91 Enter Mobile Number

Type the characters you see in the image below •

[captcha image] 🔊 ↻

PROCEED

⌄

About GST

GST Council Structure

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Website Policies

Website Policy

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Related Sites

Central Board of Indirect Taxes and Customs ⎋

State Tax Websites

National Portal ⎋

Help

System Requirements

User Manuals, Videos and FAQs

GST Media ⎋

Site Map

Contact Us

Help Desk Number:
0120-4888999

Log/Track Your Issue:
Grievance Redressal Portal for GST ⎋

📘 ▶ 🐦 in

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14. A note is displayed. Click the **OK** button.

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.

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.

15. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes. You will receive a Mobile OTP only in case you have provided mobile number in the previous screen.

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

Note: The OTPs sent to your mobile number and email address are different. In case the OTP is invalid, try again by clicking the **Need OTP to be resent? Click here** the OTP link. You will receive the OTP on your registered email ID

again.

17. 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 on your mobile number. The expiry date of the TRN will also be displayed on the screen.

18. Click the **PROCEED** button. Alternatively, you can click **Services > Registration > New Registration** and select the **Temporary Reference Number (TRN)** radio button to login using the TRN .

Part B:

19. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.
20. In the **Type the characters you see in the image below** field, enter the captcha text.
21. 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.

22. In the **Mobile / E-mail OTP** field, enter the OTP you received on your mobile number and e-mail address. OTP is valid only for 10 minutes.

Note: The OTPs sent to your 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 an OTP on your registered mobile number or e-mail ID again. Enter this newly received OTP.

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

- Notice the expiry date in the screenshot below. If the applicant doesn't submit the application within 15 days, the TRN and the entire information filled against the TRN is purged after 15 days.
- The status of the registration application is **Draft** till the application is submitted.

The Registration Application form with various tabs is displayed. On the top of the page, there are four tabs for **Business Details, Authorized Signatory, Bank Accounts** and **Verification**. Click each tab to enter details.
Note: The details entered in the **Bank Accounts** tab are optional and non-mandatory w.e.f. Dec 27, 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 tab:

The **Business Details** tab is selected by default. This tab displays the business details required for registration.
Note: The **Legal Name of the person, Permanent Account Number (PAN) of person** and **Tax Identification Number (TIN)/Unique Number** fields are auto-populated.

a) In the **Country in which incorporated** drop-down list, select the country where the business is incorporated.
b) Select the **Date of Commencement of the online service in India** using the calendar.

c) Enter the **Uniform Resource Locators (URLs) of the website through which taxable services are provided** and click the **ADD** button.

Note: You can click the **EDIT** or **DELETE** button to edit or delete the corresponding URL.

d) Select the **Range Code** from the drop-down list.

e) Select the **Proof of Non-Resident Online Service Provider** from the drop-down list. Then, click the **Choose File** button to upload the proof document. If you want to delete the uploaded document, click the **DELETE** button.

f) Click the **SAVE & CONTINUE** button. You will notice a black tick on the **Business Details** tab, indicating the completion of the tab information and notice the Profile indicating the percentage completion of the application form.

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Dashboard › Business Details

🌐 English

Application Type	Due Date to Complete	Last Modified	Profile
Non-Resident Online Services Provider	10/10/2019	25/09/2019	0%

| 💼 Business Details | 👤 Authorized Signatory | 📑 Bank Accounts | ✓ Verification |

• indicates mandatory fields

Business Details

State/UT	District
Centre	

Legal Name of the person	Permanent Account Number (PAN) of person	Tax identification number (TIN)/ Unique Number
ANGAD JASBIRSINGH ARORA		**2332432432**

Country in which incorporated •

Germany ▾

Date of commencement of the online service in India •

From | 01/01/2018 📅

Uniform Resource Locators (URLs) of the website through which taxable services are provided: •

ⓘ*Please enter valid URL only (eg.. http://www.google.com, https://www.google.co.in, gst.gov.in).*

Enter URL | ADD

Sl No	Name	Actions
1	www.supplierindia.com	✎ EDIT 🗑 DELETE

Center Jurisdiction (ⓘ Refer the link ↗ for Center Jurisdiction)

Commissionerate Code	Division Code	Range Code •
Benguluru West	**WEST OIDAR SERVICES**	RANGE-AOIDAR ▾

Do you have a representative appointed in India? •   Yes ⬤

Authorized Representative

Name of the representative appointed in India	Permanent Account Number (PAN) of the representative in India
Subhamaya Nanda	**AJAPN4057F**

Email Address of the representative in India	Mobile number of the representative in India
SubhamayaNanda233@gmail.com	**+91-9812321213**

☁ Document Upload

📄 Clearance certificate issued by Government of India

🗑 DELETE

Proof of Non-Resident Online Service Provider •

Select ▾

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

Choose File | No file chosen

BACK | SAVE & CONTINUE

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Authorized Signatory tab:

This tab page displays the details to be entered for Authorized signatory. Click the **ADD NEW** button.

Note: Authorized Signatory must be a resident of India with a valid PAN Card. Also, the details of Authorized signatory such as **Name, Mobile Number (If entered in Part A of the Registration Form), E-mail address and PAN** are auto-populated on this tab based on the details provided in Part A of the application form.

a) Select the **Primary Authorized Signatory** check box to enter the details of the primary authorized signatory.

b) In the **Personal Information** section, enter the personal details of the authorized signatory such as **First Name**, **Gender**, **Designation** and **Date of Birth**.

b) Enter the personal details of the authorized signatory's father such as **First Name** of father, **Nationality** and **E-mail Address**.

d) In the **Residential Address** section, enter the address details of the authorized signatory. Based on the selected state, select the district and enter the corresponding pin code. It is not mandatory to enter details in the **Residential Address** section.

e) In the **Document Upload** section, select the document type to be uploaded from the **Proof of details of authorized signatory** drop-down list and upload the document and a photograph of the authorized signatory using the **Choose File** buttons.

Note: The documents that can be uploaded as **Proof of details of authorized signatory** are:

- Letter of Authorisation
- Copy of resolution passed by BoD (Board of Directors) / Managing Committee

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

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 100 KB.

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⬤ Logout

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Dashboard › Authorized Signatory

⊕ English

Application Type	Due Date to Complete	Last Modified	Profile
Non-Resident Online Services Provider	06/02/2018	22/01/2018	20%

Business Details ✓	Authorized Signatory	Bank Accounts	Verification

• indicates mandatory fields

Details of Authorized Signatory

☐ Primary Authorized Signatory

👤Personal Information

Name of Person

First Name•	Middle Name	Last Name
Enter First Name	Enter Middle Name	Enter Last Name

Gender•	Designation•	Date of Birth•
○ 🚹 Male ○ 🚺 Female ○ ⚲ Others	Designation	DD/MM/YYYY 📅

Name of Father

First Name•	Middle Name	Last Name
Enter First Name	Enter Middle Name	Enter Last Name

Nationality•	Aadhaar Number ❶	Permanent Account Number (PAN)
Enter your Nationality	Enter Aadhaar Number	Enter Permanent Account Number (PAN)

✉ Email Address •	📱 Mobile Number
Enter Email Address	Enter Mobile Number

✉ Residential Address

Building No. / Flat No.	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No.	Enter Floor No.	Enter Name of Premises / Building

Road / Street	City / Town / Locality / Village	State
Enter Road / Street / Lane	Enter Locality / Area / Village	Select ▾

District	PIN Code	
Select ▾	Enter PIN Code	

☁ Document Upload

Proof of details of authorized signatory•

Select ▾

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

[Choose File] No file chosen

Upload Photograph (of person whose information has been given above)•
❶ Only JPEG file format is allowed
❶ Maximum file size for upload is 100 KB

[Choose File] No file chosen

OR 📷 TAKE PICTURE
❶You can use your device camera to take selfie photograph.

[BACK] [CANCEL] [**SAVE & CONTINUE**]

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Top
Top
Top

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.

Although details of Bank accounts are not mandatory for OIDAR applicants (Non-Resident Online Service providers), the same is required to be added, in case of nomination of an Indian Authorised representative.

This tab page displays the details of the bank account maintained for conducting business. It is not mandatory to provide the bank details.

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

Note: The total number of bank accounts maintained should be equal to the total number of bank accounts added. In case of mismatch, you will not be able to submit the form.

b) In the **Account Number** field, enter your bank account number.

c) In the **Type of Account** drop-down list, select the type of account such as Current Account, Savings Account, Cash Credit or any other 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 of your bank.
- Alternatively, you can find the IFSC code in the cheque book or the cheque leaflet of your bank.

e) In the **Document Upload** section, select a document type from the **Proof of Details of Bank Accounts** drop-down list. Click the **Choose file** button to navigate and select the document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 100 KB.
- You can upload below documents as proof of Details of Bank Account:
  - First page of bank's passbook
- Bank statement
- Cancelled cheque having name of Taxpayer

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 displays the details of verification for the authentication of details submitted in the form.

a. Select the **Verification** and **Declaration** checkboxes.

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

c. In the **Place** field, enter the place from where the form is filled.

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

e. Enter the OTP sent to the email address 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. The **Application Reference Number (ARN)** receipt is sent on your e-mail address and mobile phone number.

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

In case the application status shows **Validation Error**, you need to click the **Edit** button and submit the form again.

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Dashboard   🌐 English

My Saved Applications

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
22/01/2018	GST REG-10	Application for registration of person supplying online information and database access or retrieval services from a place outside India to a person in India, other than a registered person	06/02/2018	Pending for Validation ℹ	✏

Track Application Status

You do not have any submitted applications