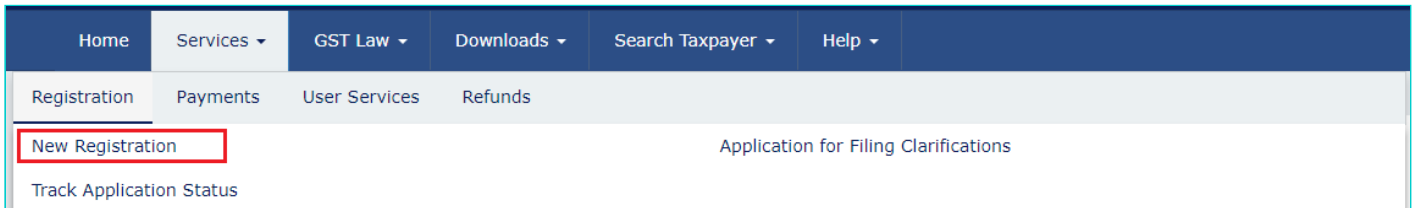


Manual > Applying for Registration as a Non-resident Taxable Person on the GST Portal

What are the steps involved in applying for Registration as a Non-resident Taxable Person on the GST Portal?

For registering yourself as a Non-resident Taxable 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.
4. From **I am a drop down** list, select the **Non resident Taxable Person** 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

Permanent Account Number (PAN) *

Enter Permanent Account Number (PAN)

Email Address *

OTP will be sent to this Email Address

Mobile Number *

Separate OTP will be sent to this mobile number

PROCEED

5. In the **State/UT** drop down list, select the state for which registration is required.

6. In the **District** drop down list, select the district for which registration is required.

7. In the **Legal Name of the Non-resident Taxpayer** field, enter the legal name of your Non-resident Taxable Person as mentioned in your Passport or PAN database.

8. Select one of the following options:

- Permanent Account Number (PAN) of the Non-Resident Taxable Person OR
- Passport Number of the Non-Resident Taxable Person OR
- Tax Identification Number (TIN) or unique number on the basis of which the entity is identified by the Government of that country

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

10. In **PAN of Authorized Signatory**, enter the PAN of the Authorized Signatory who belongs to India.

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

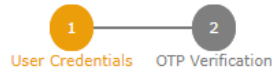
12. In the **Mobile Number of the Authorized Signatory** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

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 valid e-mail address and mobile number.

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

14. Click the **PROCEED** button.



New Registration

• indicates mandatory fields

 New Registration Temporary Reference Number (TRN)

I am a •

Non Resident Taxable Person ▼

State / UT •

Select ▼

District

Select ▼

Legal Name of the Non-Resident Taxable Person •

Enter Legal Name of the Non –Resident Taxpayer

Please select one •

Permanent Account Number (PAN) Passport Number
 Tax identification number or unique number on the basis of which the entity is identified by the Government of that country

Name of Authorized Signatory (as per PAN) •

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

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.

Existing Registrations / Pending Application for Registration on PAN - AJIPA1572E							
State	ARN	Date of ARN	Assigned to	Application Type	GSTIN	GSTIN Status	ARN Status and reason if applicable
Madhya Pradesh	AA23102000040R	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	AA23102000043L	13-10-2020	STATE	Normal	NA	NA	Approved
Chandigarh	AA04102000022P	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	AA23102000027F	12-10-2020	STATE	Normal	NA	NA	Approved

You already have above registrations under GST mapped against PAN. Do you wish to proceed?

Note:

- You can click the **DOWNLOAD** button to download the existing registration details in PDF format.
- Following Color code has been used to denote 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.

16. 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.

17. Click the **PROCEED** button.

✓ — 2
 User Credentials OTP Verification

Verify OTP

• indicates mandatory fields

Mobile OTP •

.....

❗ Enter OTP sent to your mobile number

Email OTP •

.....

❗ Enter OTP sent to your Email Address

❗ Please check the junk/spam folder in case you do not get email.

[Need OTP to be resent? Click here](#)

BACK
PROCEED

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.

18. 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 .

Home > Registration > Verify English

You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is 071700000297TRN

Using this TRN you can access the application from My saved Applications and submit on GST Portal. Part B of the application form needs to be completed within 15 days, i.e. by ' 11/08/2017 ' using this TRN.

PROCEED

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.



New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) •

071700000297TRN

Type the characters you see in the image below •

912194

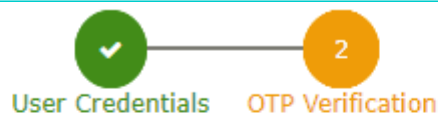


PROCEED

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



Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

•••••

i Fill OTP sent to Mobile and Email

i Please check the junk/spam folder in case you do not get email.

Need OTP to be resent? [Click here](#)

BACK

PROCEED

23. The **My Saved Application** 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.

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
27/07/2017	GST REG-09	Application for Registration of Non Resident Taxable Person	11/08/2017	Draft	

Track Application Status
You do not have any submitted applications

The Registration Application form with various tabs is displayed. On the top of the page, there are Five tabs as **Business Details, Authorized Signatory, Principal Place of Business, Bank Accounts** and **Verification**. Click each tab to enter the details.

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.

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	0%	11/08/2017	27/07/2017

Business Details | Authorized Signatory | Principal Place of Business | Bank Accounts | Verification

Business Details tab:

The **Business Details** tab is selected by default. This tab displays the information to be filled for the business details required for registration.

Note: Legal Name of the Non-resident Taxable person, Permanent Account Number and Tax Identification Number or unique number, State, State Jurisdiction are auto-populated.

a) In the **Period for which registration** is required field, select the From and To dates indicating the period for which the registration is required.

Note: Registration as a Non-Resident Taxable Person can be obtained for a maximum of 90 days.

b) In the **Turnover Details** field, enter Estimated Turnover and Estimated Tax Liability amounts.

Note: In case you have entered Estimated Turnover for Inter-State, you need to provide Estimated Tax Liability under Integrated Tax. In case you have entered Estimated Turnover for Intra-state, you need to provide Estimated Tax Liability under Central Tax and UT Tax/State Tax.

c) In the **Address of Non Resident Taxable person in the country of Origin (Address of Office)** field, enter Address line1, Address Line 2, Address Line 3, Country, Zipcode, Telephone number and E-mail address details.

d) Based on the details filled, **Generate Challan** button gets enabled. Click the **Generate Challan** button.

Dashboard > Registration > Application for Registration of Non Resident Taxable Person English

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	0%	30/10/2020	15/10/2020

Business Details

Authorized Signatory

Principal Place of Business

Verification

• indicates mandatory fields

Basic Details

Legal Name of the Non-Resident Taxable Person: **ANGAD JASBIRSINGH ARORA**

Permanent Account Number (PAN): **AJIPA1572E**

Period for which registration is required *

From: To:

Turnover Details

Estimated Turnover(Rs.)		Estimated Net Tax Liability(Net)(Rs.)			
Intra-State	Inter-State	Central Tax	State Tax/ UT Tax	Integrated Tax	Cess
<input type="text" value="Enter Intra-State"/>	<input type="text" value="Enter Inter-State"/>	<input type="text" value="Enter Central Tax"/>	<input type="text" value="Enter State Tax/ UT"/>	<input type="text" value="Enter Integrated Tax"/>	<input type="text" value="Enter Cess"/>

Warning! As a Non Resident taxable person, period of registration and Net Tax Liability (IGST, CGST, SGST and Cess) values are non-editable once the challan is generated. Please wait for 24 hours before creating another challan, if payment failed and bank account is debited.

Address in the Country of Origin

Address line 1 *

Address line 2

Address line 3

Country *

ZIP Code *

Telephone Number (landline with ISD)

Email Address *

On click of the button, challan gets created with the liabilities under the Minor head "Tax" for Major Heads (CGST, UTGST/SGST, IGST, Cess) prefilled on the basis of estimated tax liability. You will be able to make payment through that Challan. The amount prefilled in the challan cannot be edited by the Taxpayer.

Note:

- Provisional GSTIN will get generated and gets pre-filled in the challan. Status of GSTIN will be Provisional, when create challan is initiated till the registration application is approved.
- CIN, Copy of Challan and the amount of tax deposited against Provisional GSTIN will be forwarded to the Tax Official.
- ARN in case of Non-Resident Taxable Person can only be generated once payment of advance tax is done.
- You can also create multiple challans if the payment is failed for the previous challan.

Click here to know about how to make payments: <https://www.gst.gov.in/help/payments>

Details of Taxpayer

GSTIN/Other Id	Email Address	Mobile Number
2918IND00003NRH	deepika_dhawan@infosys.com	7838280847
Name	Address	
MUKESH DHANJIBHAI KARSHALA		

Tax Liability

	Tax (₹)	Interest (₹)	Penalty (₹)	Fees (₹)	Other (₹)	Total (₹)
CGST(0005)	1					1
IGST(0008)						0
CESS(0009)						0
Delhi SGST(0006)	1					1
Total Challan Amount:	₹ 2 /-					
Total Challan Amount (In Words):	Rupees Two Only					

Payment Modes •

<input checked="" type="checkbox"/> E-Payment ✓
<input type="checkbox"/> Over The Counter
<input type="checkbox"/> NEFT/RTGS

Enter the GSTIN/ Other ID. Click the **PROCEED** button.

×
GSTIN/Other Id Verification

**Re-Enter Gstin/Other Id for
Challan Generation**

CANCEL
PROCEED

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

Address of Non Resident Taxable Person in the Country of Origin (Address of Office)

Address line 1 • <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1"/>	Address line 2 <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address line 2"/>	Address line 3 <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Address line 3"/>
Country • <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Australia"/>		
Zipcode • <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1234F"/>	Telephone Number (landline with ISD) <input style="width: 45%; border: 1px solid #ccc;" type="text" value="61"/> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="5346545645"/>	Email Address • <input style="width: 90%; border: 1px solid #ccc;" type="text" value="ca.deepika08@gmail.com"/>

GENERATE CHALLAN
BACK
SAVE & CONTINUE

Authorized Signatory tab:

This tab page displays the details to be entered for Authorized signatory.

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, E-mail address and PAN** are auto-populated on this tab based on the details provided in Part A of the application form.

An individual is said to be resident in any previous year if he/she satisfies any one of the following conditions:-

- He/She stays in India in the relevant previous year for a period of 182 days or
- He/She stays in India for at least 60 days during the relevant previous year and at least 365 days during 4 years preceding that previous year.

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 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.

- i. In the **Designation / Status** field, enter the designation of the authorized signatory.
- ii. In the **Nationality** field, Select proper Country of the authorized signatory.
- iii. In the **Aadhaar Number** field, enter the Aadhaar number if any, of the authorized signatory.

d) In the **Address of the Authorized Signatory** 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


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.

 Business Details ✓

 Authorized Signatory ✓

 Principal Place of Business ✓

 Bank Accounts ✓

 Verification ✓

• indicates mandatory fields

Details of Authorized Signatory

Primary Authorized Signatory

Personal Information

Name of Person

First Name *	Middle Name	Last Name
<input type="text" value="ANGAD"/>	<input type="text" value="JASBIRSINGH"/>	<input type="text" value="ARORA"/>

Name of Father

First Name *	Middle Name	Last Name
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Middle Name"/>	<input type="text" value="Enter Last Name"/>

Date of Birth *	Mobile Number *	Email Address *
<input type="text" value="DD/MM/YYYY"/>	+91 <input type="text" value="9988888888"/>	<input type="text" value="gsttraining123@gmail.com"/>

Gender *

Male Female Others

Identity Information

Designation / Status *	Nationality *
<input type="text" value="Enter Designation"/>	<input type="text" value="India"/>

Permanent Account Number (PAN) *	Aadhaar Number ⓘ
<input type="text" value="AJIPA1572E"/>	<input type="text" value="Enter Aadhaar Number"/>

Address of the Authorized signatory

Building No. / Flat No. *	Floor No.	Name of the Premises / Building
<input type="text" value="Enter Building No. / Flat No."/>	<input type="text" value="Enter Floor No."/>	<input type="text" value="Enter Name of Premises / Building"/>

Road / Street *	City / Town / Locality / Village *	Country *
<input type="text" value="Enter Road / Street / Lane"/>	<input type="text" value="Enter Locality / Area / Village"/>	<input type="text" value="India"/>

State *	District *	PIN Code *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Enter PIN Code"/>

Document Upload

Proof of details of authorized signatory *

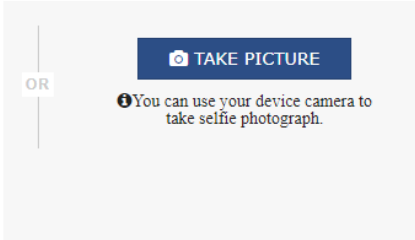
- File with PDF or JPEG format is only allowed.
- Maximum file size for upload is 100 KB

No file chosen

Upload Photograph (of person whose information has been given above) *

- File with JPEG format is only allowed.
- Maximum file size for upload is 100 KB

No file chosen



Principal Place of Business tab:

This tab page displays the details of the principal place of the business. Principal Place of Business is the primary location within the State where the Non-resident Taxable Person's business is conducted.

a) In the **Address** section, enter the address details of the Principal place of business. Based on the State, select the district and enter the corresponding pin code. In the **Sector/ Circle / Ward / Charge/ Unit** drop-down list, select the sector/circle/ward/charge/unit number of your business. In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.

Note: In case you don't know the Center Jurisdiction, click the **link** to know about your Center Jurisdiction.

b) In the **Contact Information** section, enter the official contact details like E-mail address, Telephone number (with STD Code), Mobile number, and Fax number (with STD Code).

c) In the **Nature of Possession of Premises** drop-down list, select the nature of possession of premises.

d) In the **Document Upload** section, click the **Choose file** button. Navigate and select the proof of Principal Place of Business document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB. Maximum file size for upload for Rent/ Lease Agreement is 2 MB.
- You can upload below documents as proof of Principal Place of Business:

Sr. No	Nature of Possession of Premises	Minimum No. of attachments	Proof of Principal Place of Business
1	Own	Any 1 attachment	Property Tax Receipt OR Municipal Khata copy OR Electricity bill copy OR Legal ownership document
2	Leased	Rent/ Lease agreement OR Rent receipt with NOC (In case of no/expired agreement) AND any 1 attachment	Rent/ Lease agreement OR Rent receipt with NOC (In case of no/expired agreement) AND Property Tax Receipt OR Municipal Khata copy OR Electricity bill copy OR Legal ownership document

3	Rented	Rent/ Lease agreement OR Rent receipt with NOC (In case of no/expired agreement) AND any 1 attachment	Rent/ Lease agreement OR Rent receipt with NOC (In case of no/expired agreement) AND
			Property Tax Receipt OR Municipal Khata copy OR Electricity bill copy OR Legal ownership document
4	Consent	Consent letter AND any 1 attachment	Consent letter AND
			Property Tax Receipt OR Municipal Khata copy OR Electricity bill copy OR Legal ownership document
5	Shared	Consent letter AND any 1 attachment	Consent letter AND
			Property Tax Receipt OR Municipal Khata copy OR Electricity bill copy OR Legal ownership document
6	Others	Legal ownership document	Legal ownership document

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

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	17%	30/10/2020	15/10/2020



Business Details



Authorized Signatory



Principal Place of Business



Verification

• indicates mandatory fields

Address of Principal Place of Business in India

Address

Building No. / Flat No. •

Enter Building No. / Flat No. / Door No.

Floor No.

Enter Floor No.

Name of the Premises / Building

Enter Name of Premises / Building

Road / Street •

Enter Road / Street

City / Town / Locality / Village •

Enter City / Town / Locality / Village

State

Karnataka

District •

Bengaluru (Bangalore) Urban

PIN Code •

Enter PIN Code

Latitude

Enter Latitude

Longitude

Enter Longitude

Jurisdiction Details

State Jurisdiction

State •

Karnataka

State Jurisdiction

Sector / Circle / Ward / Charge / Unit •

Select

Center Jurisdiction

• Refer the [link](#) for Center Jurisdiction

Commissionerate Code •

Select

Division Code •

Select

Range Code •

Select

Contact Information

Email Address •

Enter Email Address

Telephone Number (with STD Code)

STD

Enter Telephone Number

Mobile Number •

+91

Enter Mobile Number

FAX Number (with STD Code)

STD

Enter Fax Number

Nature of possession of premises •

Please Select

Select

Document Upload •

Proof of Principal Place of Business •

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

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.

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 100 KB.
- 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.

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	97%	11/08/2017	27/07/2017

 Business Details ✓	 Authorized Signatory ✓	 Principal Place of Business ✓	 Bank Accounts	 Verification
--	--	---	---	--

'Details of Bank Account(s) in India

Total number of Bank Accounts maintained *

BACK ADD NEW CONTINUE

Details of Bank Account(s) in India

• indicates mandatory fields

Account Number •

Type of Account •

Enter Bank IFSC • [GET ADDRESS](#)

ⓘ Don't know your IFSC?
Click [here](#) to find your bank

Document Upload

Proof of Details of Bank Accounts •

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 100 KB

No file chosen

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

The Registration Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Authorized signatory tab page of the Application.

In Case of DSC:

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

Note: In case, your DSC is not registered, you will need to register DSC.

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.


To check if the emSigner is running on you laptop/ desktop, perform the following steps:


1. Click the **item tray**.
2. Double click the **emSigner** icon.
3. Click the **Hide Service button** to minimize the dialog box.
4. Select the certificate and click the **SIGN** button.
5. Enter the PIN (dongle password) for the attached DSC.


Note:


To view the details of your DSC, click the **View Certificate** button.


Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	100%	11/08/2017	27/07/2017


 Business Details


 Authorized Signatory


 Principal Place of Business


 Bank Accounts


 Verification

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 there from.

Name of Authorized Signatory * <input type="text" value="ANGAD JASBIRSINGH ARORA[AJIPA1572E]"/>	Place * <input type="text" value="Delhi"/>
Designation / Status * <input type="text" value="CA"/>	Date * <input type="text" value="27/07/2017"/>

BACK
SUBMIT WITH DSC
SUBMIT WITH E-SIGNATURE
SUBMIT WITH EVC

- f. Click the **PROCEED** button.
- g. Select the certificate and click the **SIGN** button.
- h. Enter the **PIN** (dongle password) for the attached DSC.

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.

Dashboard Services Notifications & Circulars Acts & Rules Downloads

Dashboard > Application for New Registration English

✔ **SUCCESS**

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

In Case of E-Signature:

The Registration Application for Nonresident Taxable Person can be electronically signed using E-Signature only if the authorized signatory has an Aadhaar number and same is mentioned in the **Details of Authorized Signatory** tab of the Registration Application. This is because E-signature is an Aadhaar based electronic verification service.

- e. Click the **SUBMIT WITH E-SIGNATURE** button.
- f. In the **Please select Service Provider** option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

- g. select the checkbox for declaration.






Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

h. Click the **CONTINUE** button.

i. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **SUBMIT** 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.

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	100%	11/08/2017	27/07/2017

 Business Details ✓	 Authorized Signatory ✓	 Principal Place of Business ✓	 Bank Accounts ✓	 Verification
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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 there from.

Name of Authorized Signatory *	Place *
<input type="text" value="ANGAD JASBIRSINGH ARORA[AJIPA1572E]"/>	<input type="text" value="Delhi"/>
Designation / Status *	Date *
<input type="text" value="CA"/>	<input type="text" value="27/07/2017"/>

BACK	SUBMIT WITH DSC	SUBMIT WITH E-SIGNATURE	SUBMIT WITH EVC
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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.

Application Type	Profile	Due Date to Complete	Last Modified
Non-Resident Taxable Person	100%	11/08/2017	27/07/2017

Business Details ✓	Authorized Signatory ✓	Principal Place of Business ✓	Bank Accounts ✓	Verification ✓
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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 there from.

Name of Authorized Signatory *	Place *
ANGAD JASBIRSINGH ARORA[AJIPA1572E]	Delhi
Designation / Status *	Date *
CA	27/07/2017

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.

Dashboard	Services ▾	Notifications & Circulars ▾	Acts & Rules ▾	Downloads ▾
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Dashboard > Application for New Registration English

✓ SUCCESS
 Thank you for submission.
 System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

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 fails, the status would be updated as '**Validation Error**'.