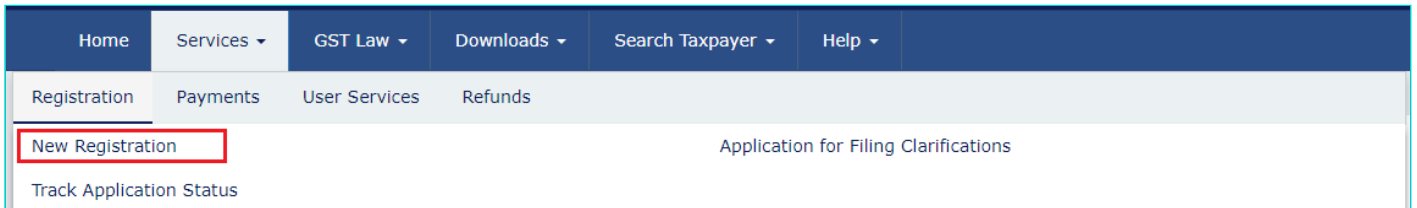


Manual > Applying for Registration as a UN Body

What are the steps involved in applying for Registration as a UN Body on the GST Portal?

For registering yourself as a UN Body 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.



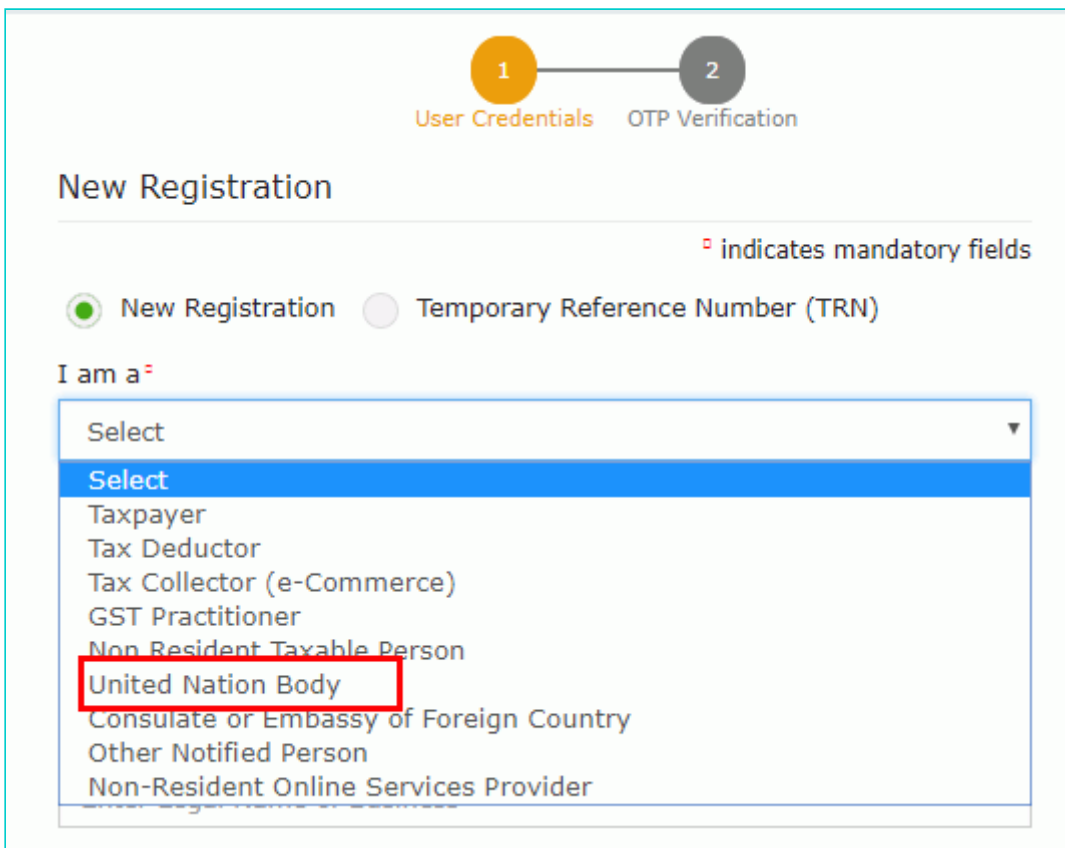
The Application form is divided into two parts as:

[Part A](#)

[Part B](#)

PART A:

3. The **New Registration** page is displayed. Select the **New Registration** option and **United Nation Body** from **I am a** drop down list.

A screenshot of the 'New Registration' form 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' (greyed out). Below this, the title 'New Registration' is displayed. A legend indicates that a red square symbol indicates mandatory fields. There are two radio buttons: 'New Registration' (selected) and 'Temporary Reference Number (TRN)'. Below the radio buttons is a dropdown menu labeled 'I am a'. The dropdown menu is open, showing a list of options: 'Select', 'Taxpayer', 'Tax Deductor', 'Tax Collector (e-Commerce)', 'GST Practitioner', 'Non Resident Taxable Person', 'United Nation Body' (highlighted with a red box), 'Consulate or Embassy of Foreign Country', 'Other Notified Person', and 'Non-Resident Online Services Provider'.

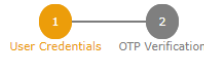
4. In the **State/UT and District** drop down list, select the state for which registration is required and district.
5. In the **Name of the Entity** field, enter the legal name of your UN body.

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



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

About GST

- GST Council Structure
- GST History

Website Policies

- Website Policy
- Hyperlink Policy
- Disclaimer

Related Sites

- Central Board of Excise and Customs
- State Tax Websites
- National Portal

Help

- System Requirements
- User Manuals, Videos and FAQs
- Documents Required for Registration
- GST Media
- Site Map

Important Links

- Laws, Rules & Rates

Contact Us

- Help Desk Number: 0120-4889999
- Log/Track Your Issue: Grievance Redressal Portal for GST



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.

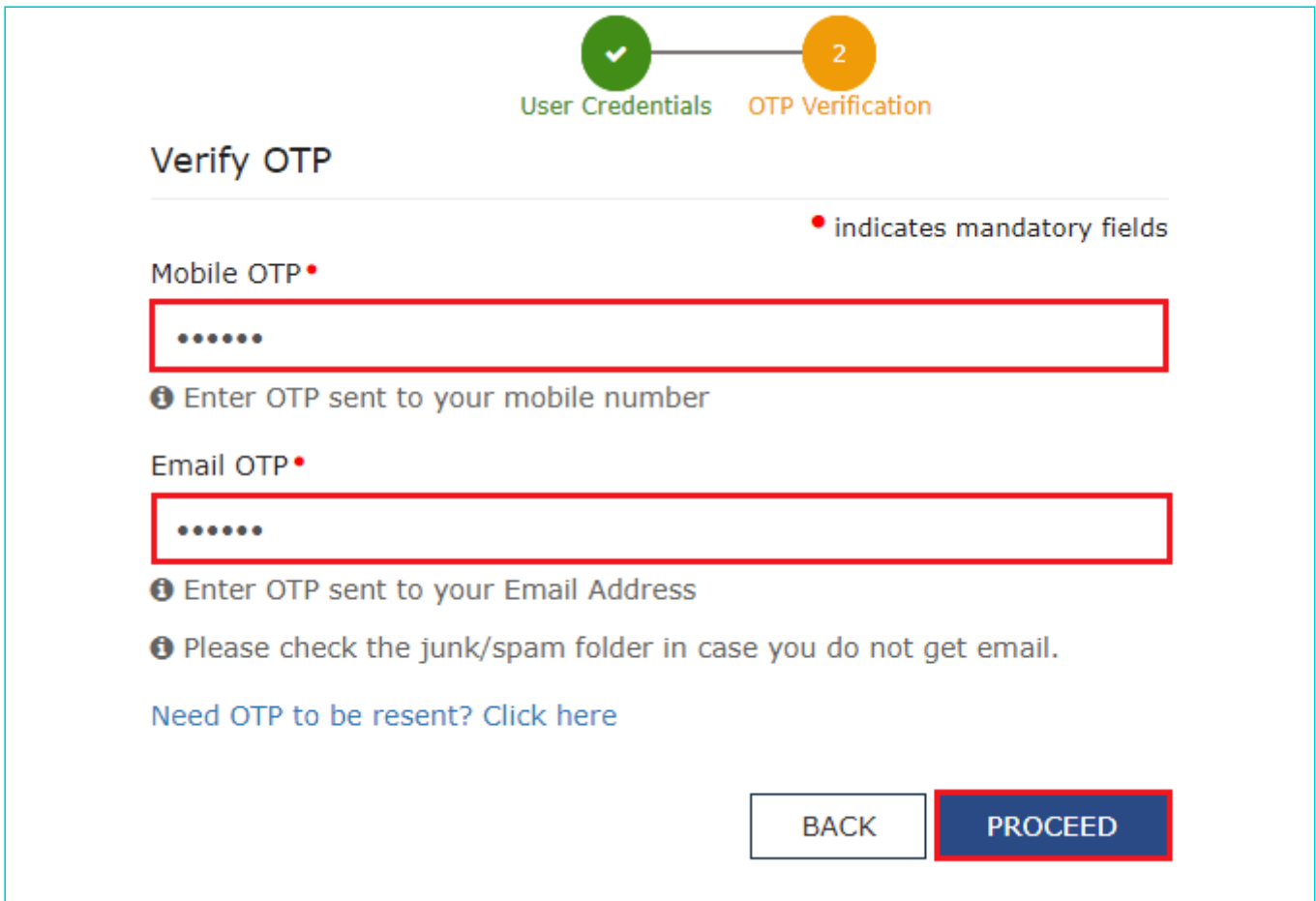
13. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.

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.

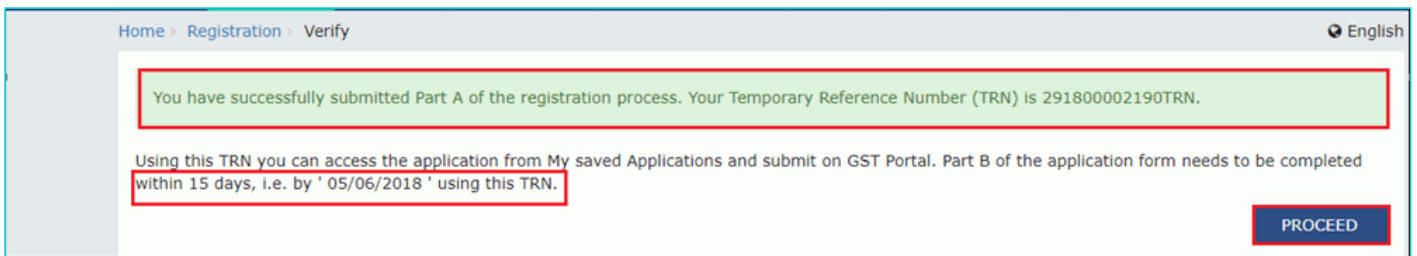
15. Click the **PROCEED** button.



The image shows a 'Verify OTP' screen. At the top, there are two circular icons: a green one with a checkmark labeled 'User Credentials' and an orange one with the number '2' labeled 'OTP Verification'. Below this is the title 'Verify OTP'. A legend indicates that a red dot indicates mandatory fields. There are two input fields: 'Mobile OTP' and 'Email OTP', both with red dots and red borders. Below each field is an information icon and a prompt: 'Enter OTP sent to your mobile number' and 'Enter OTP sent to your Email Address'. A second information icon and prompt are below the Email OTP field: 'Please check the junk/spam folder in case you do not get email.' At the bottom left, there is a link: 'Need OTP to be resent? Click here'. At the bottom right, there are two buttons: 'BACK' and '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.



The image shows a confirmation screen for the TRN. The breadcrumb trail is 'Home > Registration > Verify'. The language is set to 'English'. A green message box states: 'You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is 291800002190TRN.' Below this, a message box states: '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 '05/06/2018' using this TRN.' A 'PROCEED' button is located at the bottom right.

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.

1
2

User Credentials OTP Verification

New Registration

▫ indicates mandatory fields


New Registration Temporary Reference Number (TRN)



Temporary Reference Number (TRN) ▫

Enter Temporary Reference Number (TRN)

Type the characters you see in the image below ▫

Enter characters as displayed in the CAPTCHA image



PROCEED

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.

20. 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.


1
2


User Credentials OTP Verification

Verify OTP

▫ indicates mandatory fields

Mobile / Email OTP ▫

 Fill OTP sent to Mobile and Email

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

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

BACK

PROCEED

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.

Dashboard English

My Saved Applications

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
14/05/2018	GST REG-13	Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others	29/05/2018	Draft ⓘ	

Track Application Status
You do not have any submitted applications

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) In the **MEA Letter Number, if applicable** field, enter the MEA number.

Ministry of External affairs (MEA) have issued a letter to tax officials, its details like MEA number and MEA issued Date which can be entered in the application.

MEA details are optional for creation of UN Body.

b) Select the **MEA Letter Date** using the calendar.

c) Select the **Country** from the drop-down list.

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

Skip to Main Content | A+ | A- | Logout

Goods and Services Tax

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Dashboard > Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others | English

Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	10%

Basic Details

Entity Details

Authorized Signatory

Bank Accounts

Verification

• indicates mandatory fields

Applicant Details

State / UT Chhattisgarh	District Durg	Name of the Entity Chander kanta
Permanent Account Number (PAN) of entity AKPPK8075Q	Type of Entity UN Body	
MEA's Recommendation Reference, if applicable		
MEA Letter Number, if applicable <input type="text" value="Enter MEA Letter Number"/>	MEA Letter Date <input type="text" value="DD/MM/YYYY"/>	
Country* <input style="border: 2px solid red;" type="text" value="India"/>		

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Top

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.

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Logout

Goods and Services Tax

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Dashboard Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others English

Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	10%

Basic Details Entity Details Authorized Signatory Bank Accounts Verification

• indicates mandatory fields

Address of the Entity in State

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

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

Road / Street • City / Town / Locality / Village •

Enter Road / Street / Lane Enter Locality / Area / Village

State District PIN Code •

Chhattisgarh Select Enter PIN Code

Latitude Longitude

Enter Latitude Enter Longitude

Contact Information

Email Address • Telephone Number FAX Number

Enter Email Address STD Enter Telephone Number STD Enter Fax Number

Mobile Number

+91 Enter Mobile Number

BACK SAVE & CONTINUE

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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.

- In **Primary Authorized Signatory**, select the check box for **Primary Authorized Signatory**.
- 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.
- In the **Identity Information** section, enter the official information of the Authorized signatory.
- 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.
- 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.

Skip to Main Content | A+ | A-

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Dashboard > Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others English

Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	60%

Basic Details ✓

Entity Details ✓

Authorized Signatory

Bank Accounts ✓

Verification ✓

Details of Authorized Signatory • indicates mandatory fields

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="JASBIRSINGH"/>	<input type="text" value="AJAIBSINGH"/>	<input type="text" value="ARORA"/>
Date of Birth	Mobile Number*	Email Address*
<input type="text" value="27/05/1988"/>	<input type="text" value="+91 9999300602"/>	<input type="text" value="DINEHSAAA2@GMAIL.COM"/>
Gender	Telephone Number (with STD Code)	
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<input type="text" value="788 696857432"/>	

Identity Information

Designation / Status	Director Identification Number	Are you a citizen/resident of India?*
<input type="text" value="Enter Designation"/>	<input type="text" value="Enter DIN Number"/>	<input checked="" type="radio"/> Yes
Permanent Account Number (PAN)	Passport Number	Aadhaar Number
<input type="text" value="AJIPA1572E"/>	<input type="text" value="Enter Passport Number"/>	<input type="text" value="Enter Aadhaar Number"/>

• If you provide your Aadhaar here, you can sign your forms/returns using e-Sign based on Aadhaar without requirement of Digital Signature.

Residential Address

Building No. / Flat No.	Floor No.	Name of the Premises / Building
<input type="text" value="Enter Building No. / Flat No. / Door No."/>	<input type="text" value="Enter Floor No."/>	<input type="text" value="Enter Name of Premises / Building"/>
Road / Street	City / Town / Locality / Village	
<input type="text" value="Enter Road / Street / Lane"/>	<input type="text" value="Enter Locality / Area / Village"/>	
State	District	PIN Code
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="491001"/>

Document Upload

Proof of details of authorized signatory*

Select

• File with PDF or JPEG format is only allowed.

• Maximum file size for upload is 1 MB

No file chosen

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

• Only JPEG file format is allowed

• Maximum file size for upload is 100 KB

Choose File

 No file chosen

OR

TAKE PICTURE

• You can use your device camera to take selfie photograph.


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.


Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	73%


 Basic Details ✓


 Entity Details ✓


 Authorized Signatory


 Bank Accounts


 Verification

Details of Bank Account(s)

Total Number of Bank Accounts maintained *

1

No records added for Bank Accounts. Add at least one record to proceed.

BACK ADD NEW SAVE & CONTINUE

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.

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Dashboard > Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others English

Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	73%

Basic Details

Entity Details

Authorized Signatory

Bank Accounts

Verification

Details of Bank Account(s)

• indicates mandatory fields

Details of Bank Account

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 1 MB

No file chosen

! Please Increase the Value of Total number of Bank Accounts maintained to add New

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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.

Skip to Main Content A+ A- Logout

Goods and Services Tax

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

Dashboard Application for allotment of UIN by UN Bodies, Embassies or by Other Notified Person English

Application Type	Due Date to Complete	Last Modified	Profile
Application for Allotment of UIN	31/05/2018	16/05/2018	100%

Basic Details Entity Details Authorized Signatory Bank Accounts 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* Bangalore

Designation ca Date 16/05/2018

DSC is compulsory for Companies & LLP
Facing problem using DSC? Click here for help


Submit buttons will get enabled only after all mandatory fields are filled. Please check that you have filled all mandatory fields in the Form.

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

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In Case of DSC:

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



Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2017. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2017

CANCEL PROCEED

- 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.

OTP Verification

Please enter OTP

OTP has been sent to your Email and Mobile number registered at the GST portal

CLOSE VALIDATE OTP

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

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**'.