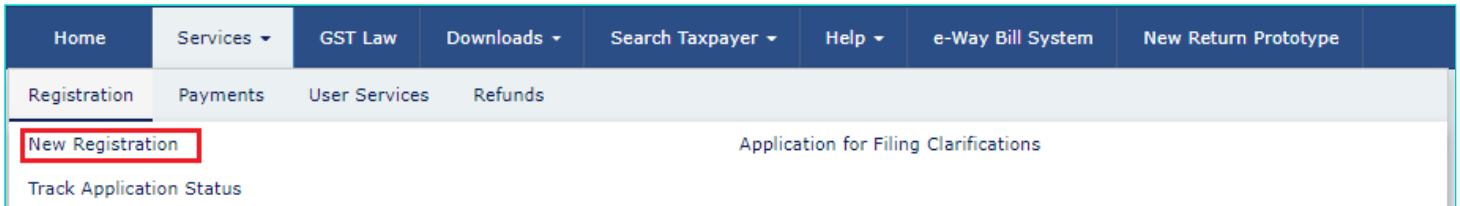


Manual > Enrolling as a GST Practitioner

What are the steps involved in applying for Registration as a GST Practitioner (GSTP) on the GST Portal?

1. Access the <https://www.gst.gov.in/> URL. The **GST Home page** is displayed.
2. Click **Services > Registration > New Registration** option.



Part A:

3. The **New Registration** page is displayed. Select the **New Registration** option.
4. In the **I am a** drop down list, select the **GST Practitioner** as the type of taxpayer to be registered.

1 — 2
User Credentials OTP Verification

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 •

Enter Email Address

• OTP will be sent to this Email Address

Mobile Number •

+91 Enter Mobile Number

• Separate OTP will be sent to this mobile number

PROCEED

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

6. In the **Name of the GST Practitioner (As mentioned in PAN)** field, enter the legal name as mentioned in the PAN database.

7. In the **Permanent Account Number (PAN)** field, enter PAN number.

Note:

- In case you don't have PAN, you can apply for PAN. To do so, click the **here** link.
- Legal Name of the GST Practitioner and PAN will be validated against the CBDT database.

8. In the **Email Address** field, enter the email address of the Primary Authorized Signatory.

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

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

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

11. Click the **PROCEED** button.

1 — 2
User Credentials OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a •

GST Practitioner ▼

State/UT •

Select ▼

District •

Select ▼

Name of the GST Practitioner •

Enter Name of the GST Practitioner

Permanent Account Number (PAN) •

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

Email Address •

Enter Email Address

• OTP will be sent to this Email Address

Mobile Number •

+91 Enter Mobile Number

• 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	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	AA380820000007V	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?

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.

12. In the **Mobile OTP** field, enter the OTP you received on your mobile number entered in PART-A of the form. OTP is valid only for 10 minutes.

13. In the **Email OTP** field, enter the OTP you received on your email address entered in PART-A of the form. 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.

14. Click the **PROCEED** button.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration > Verify

User Credentials OTP Verification

Verify OTP

• indicates mandatory fields

Mobile OTP

•••••

Fill OTP sent to Mobile

Email OTP

•••••

Fill OTP sent to Email Address

Click here to resend the OTP

BACK PROCEED

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

Note: You will receive the TRN acknowledgment information on your e-mail address as well as on your mobile number. Note that below the TRN, expiry date of TRN will also be mentioned. Click **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 Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Prototype

Home > Registration > Verify

English

You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is 291900000060TRN.

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 ' 13/07/2019 ' using this TRN.

PROCEED

PART-B:

16. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.

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

18. Click the **PROCEED** button.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration English

1 User Credentials 2 OTP Verification

New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

071700000308TR

Type the characters you see in the image below *

753926

PROCEED

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

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration > Verify English

1 User Credentials 2 OTP Verification

Verify OTP

• indicates mandatory fields

Mobile / Email OTP *

.....

Fill OTP sent to Mobile and Email

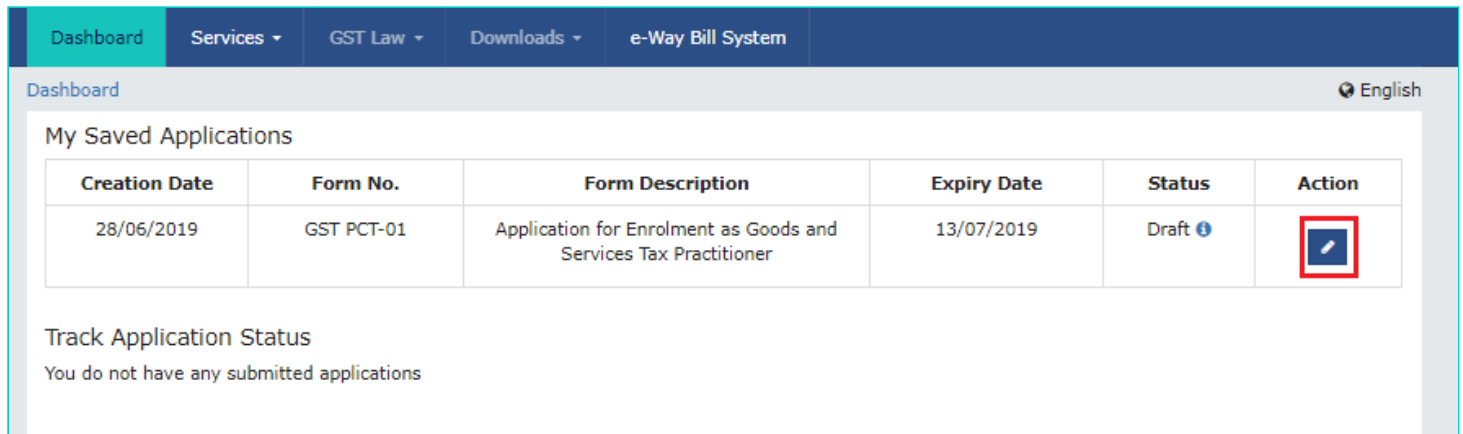
Click here to resend the OTP

BACK PROCEED


20. 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. Once the application is submitted, the status is changed to 'Pending for Validation'.



The screenshot shows a web dashboard with a navigation bar at the top containing 'Dashboard', 'Services', 'GST Law', 'Downloads', and 'e-Way Bill System'. Below the navigation bar, the page title is 'Dashboard' and there is a language selector for 'English'. The main content area is titled 'My Saved Applications' and contains a table with the following data:

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
28/06/2019	GST PCT-01	Application for Enrolment as Goods and Services Tax Practitioner	13/07/2019	Draft ⓘ	

Below the table, there is a section titled 'Track Application Status' with the text 'You do not have any submitted applications'.

PART-B of the form has four sections that must be filled sequentially. The first section is **General Details**.


General Details:


- Under enrolment sought as, please select an option from the drop-down given.
- Enter the name of your University/Institute where you received your academic credentials.
- Select your year of passing from the dropdown menu.
- Enter the name of the Qualifying Degree for enrolment as a GST Practitioner
- Under Proof of Qualifying Degree for enrolment as a GST Practitioner, select the document type from the dropdown given.
- Upload the document in PDF or JPEG format only (file size must be less than 1 MB).
- Once you have filled in all the sections, click on **SAVE AND CONTINUE** to move to the next section.


Dashboard Services GST Law Downloads e-Way Bill System


Dashboard > GST Practitioner > General Details English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	13/07/2019	28/06/2019	33%


 General Details


 Applicant Details


 Professional Address


 Verification

• indicates mandatory fields

General Details

State / UT Karnataka	Date of Application 28/06/2019
-------------------------	-----------------------------------

Enrolment Sought as *

Select ▼

Name of University/Institute Please Enter Name of University/Institute	Year of Passing Select ▼
---	-----------------------------

Qualifying Degree for enrolment as GST Practitioner *

Please Enter Qualifying Degree

Document Upload

Proof of Qualifying Degree for enrolment as GST Practitioner *

Select ▼

i File with PDF or JPEG format is only allowed.

i Maximum file size for upload is 1 MB

Choose File

 No file chosen

BACK

SAVE & CONTINUE

Applicant Details:

- a) Select your date of birth.
- b) Enter your first, middle, and last name (first name is mandatory).
- c) Select your gender.
- d) Enter all the details and upload your photograph.
- e) Upload your photograph in JPEG format (file size should not exceed 100 KB)
- f) Once you have entered all the details and uploaded the photograph, click **SAVE AND CONTINUE** to move on to the next section.

Dashboard Services GST Law Downloads e-Way Bill System

Dashboard > GST Practitioner > Applicant Details English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	13/07/2019	28/06/2019	57%

General Details Applicant Details Professional Address Verification

Applicant Details • indicates mandatory fields

Name of Person

First Name: ANGAD Middle Name: JASBIRSINGH Last Name: ARORA

Name of Father

First Name: Middle Name: Last Name:

Date of Birth: Gender: Male Female Others Aadhaar Number:

Mobile Number: 4567777777 Landline Number (with STD Code): Email Address: anga34@gmail.com

Permanent Account Number (PAN): AJIPA1572E

Document Upload

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

• Only JPEG file format is allowed

• Maximum file size for upload is 100 KB

No file chosen

Professional Address:

- Enter the address with the correct PIN Code. State and District will be auto populated from PART-A of the form.
- Select the appropriate proof of professional address from the dropdown menu.
- Upload the selected proof of professional address in JPEG or PDF format with a file size not exceeding 1 MB.
- Once all the details are entered and the document is successfully uploaded, click **SAVE AND CONTINUE** to go to the final section.

Dashboard Services GST Law Downloads e-Way Bill System

Dashboard > GST Practitioner > Professional Address Details English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	13/07/2019	28/06/2019	76%

General Details
 Applicant Details
 Professional Address
 Verification

• indicates mandatory fields

Professional Address

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

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

State • Karnataka
 District • Bengaluru (Bangalore) Urban
 PIN Code •

Document Upload

Proof of Professional Address •

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


No file chosen


Verification page:


- Check the check-box with the verification statement.
- Enter the place.
- You may now choose to submit the form using DSC, E-Signature or EVC. For E-Signature, you must update your Aadhaar number in the Applicant Details section)


Dashboard > GST Practitioner > Verification English

Application Type	Due Date to Complete	Last Modified	Profile
Enrolment-GSTP	13/07/2019	28/06/2019	100%


 General Details


 Applicant Details


 Professional Address


 Verification

Verification

I hereby declare that:

- (i) I am a citizen of India;
- (ii) I am a person of sound mind;
- (iii) I have not been adjudicated as an insolvent; and
- (iv) I have not been convicted by a competent court.

Name of Applicant *


ANGAD JASBIRSINGH ARORA


Place *

Delhi

Date *

28/06/2019

 DSC is compulsory for Companies & LLP

 Facing problem using DSC? [Click here for help](#)

BACK

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT WITH EVC

In Case of DSC:

d) 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 your 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.

In Case of E-Signature:

d) Click the **SUBMIT WITH E-SIGNATURE** button.

e) 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).

f) Select the checkbox for declaration.

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

g) Click the **CONTINUE** button.

Service Provider

Please select Service Provider *

C-DAC

NSDL

I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form.

h) **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.

Verify Aadhaar OTP

OTP has been sent to your mobile number and email address registered with AADHAAR. Please provide your OTP.

In Case of EVC:

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

e) 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. After submission, you cannot make any changes to your application.

Dashboard Services GST Law Downloads e-Way Bill System

Dashboard > GST Practitioner > Acknowledgement English

✔ SUCCESS

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