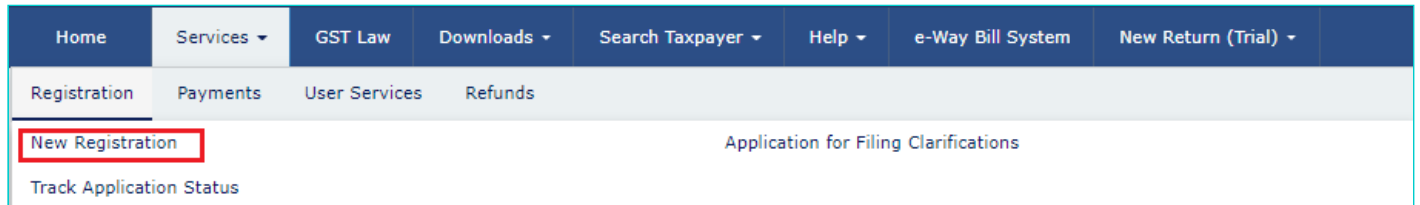


Manual > Tax Collector at Source

How can I apply for Registration as a Tax Collector at Source?

For registering yourself as a Tax Collector on the GST Portal, perform the following steps:

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



The Application form is divided into two parts as Part A and Part B.

Part A:

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

3. In the **I am a** drop down list, select the **Tax Collector** as the type of taxpayer to be registered.

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

Note: Tax Collector who does not have a physical presence in a State/UT, needs to mention the name of the State/UT in Part A of the application, in which they want to get registration. Tax Collector can mention the name of the State/ UT in Part B of the application, in which the principal place of business is located, which may be different from the State/UT mentioned in Part A. Thus, Tax Collector can edit the name of the State/ UT field in Part B, if required.

5. In the **Legal Name of the Tax Collector (As mentioned in PAN)** field, enter the legal name of your Tax Collector as mentioned in the PAN database.

6. 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 Tax Collector and PAN will be validated against the CBDT database.

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

8. 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.

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

10. Click the **PROCEED** button.



New Registration

• indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a •

Tax Collector (e-Commerce) ▼

State / UT •

Kerala ▼

❗ State selected in Part A, will be the state where you wish to register. Please make your selection carefully.

Legal Name of the Tax Collector (As mentioned in PAN) •

Enter Legal Name of Business

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

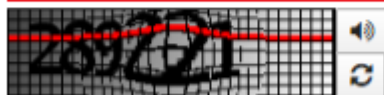
❗ OTP will be sent to this Email Address

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

11. 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.

12. After successful validation, you will be directed to the OTP Verification page. 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.

Home > Registration > Verify English

User Credentials **2** OTP Verification

Verify OTP

• indicates mandatory fields

Mobile OTP •

i Enter OTP sent to your mobile number

Email OTP •

i Enter OTP sent to your Email Address

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

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

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

Note: You will receive the TRN acknowledgment 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.

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 292000000007TRN.

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 ' 05/03/2020 ' 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. 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.

Home > Registration English

1 — 2
User Credentials OTP Verification

New Registration

• indicates mandatory fields

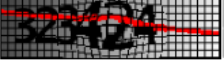
New Registration Temporary Reference Number (TRN)

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

19. 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.

Home > Registration > Verify English

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

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'.

Dashboard English

My Saved Applications

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
19/02/2020	GST REG-07	Application for Registration as Tax Collector at source	05/03/2020	Draft ⓘ	

Track Application Status
You do not have any submitted applications

The Registration Application form with various tabs is displayed that must be filled sequentially. On the top of the page, there are five tabs as **Business Details, Tax Collecting Officer, Authorized Signatory, Office Address of Tax Collector and Verification**. Click each tab to enter the details.

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.

a) In the **Trade Name** field, enter the trade name of your business.

Note: Trade name of the business is different from the legal name of the business.





b) In the **Constitution of Business** drop-down list, select the type of constitution of your business. This will be validated with the CBDT Database for a match with the PAN entered in Part A of the form.

c) In the **Sector/ Circle / Ward/ Charge/ Unit** drop-down list, select the appropriate choice.

d) In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.

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

Application Type	Last Modified	Due Date to Complete	Profile
TCS Application	19/02/2020	05/03/2020	15%

 Business Details	 Tax Collecting Officer	 Authorized Signatory	 Office Address of Tax Collector	 Verification
--	--	--	---	--

Applicant Details

• indicates mandatory fields

Legal Name of the Tax Collector Gyanendra Prakash Dwivedi	Email Address gyan24@gmail.com	Mobile Number 8767111111
Permanent Account Number (PAN) ALYPD6528P	Type of Registration Tax Collector	
Trade Name <input type="text" value="Trade name, if any"/>	Constitution of Business* <input type="text" value="Select"/>	
Date of Liability to Collect Tax* <input type="text" value="DD/MM/YYYY"/>		

Jurisdiction Details

Name of the State Karnataka	State Jurisdiction* VAT Sub Office	
Sector / Circle / Ward / Charge / Unit* <input type="text" value="Select"/>	i In case you don't have a Principal Place of Business in state, Please select first jurisdiction from dropdown for Center and State.	
Center Jurisdiction i Refer the link i for Center Jurisdiction		
Commissionerate Code* <input type="text" value="Select"/>	Division Code* <input type="text" value="Select"/>	Range Code* <input type="text" value="Select"/>

BACK

SAVE & CONTINUE

Tax Collecting Officer tab:

This tab page displays the details of Tax Collecting Officer or person responsible for collecting tax.

- In the **Personal Information** section, enter the personal details of the Tax Collecting Officer like name, father's name, date of birth, telephone number, email address and gender.
- In the **Identity Information** section, enter the official information of the Tax Collecting Officer like designations and PAN.
- In the **Residential Address** section, enter the address details of the Tax Collecting Officer. Based on the State selected, select the district and enter the corresponding pin code.
- In the **Document Upload** section, click the Choose file button. Navigate and select the photograph of the Tax Collecting Officer.

Note: Ensure that your photograph is in JPEG format and the file size is less than 100 KB.

e) In case Tax Collecting Officer is the Primary Authorized Signatory, select the checkbox for Also **Authorized Signatory** and details will be auto-populated in the Authorized Signatory tab.

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

Dashboard > TCS Registration English

Application Type	Last Modified	Due Date to Complete	Profile
TCS Application	19/02/2020	05/03/2020	58%

Business Details

Tax Collecting Officer

Authorized Signatory

Office Address of Tax Collector

Verification

Details of Person responsible for collecting tax * indicates mandatory fields

Personal Information

Name of Person

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"/>

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*

Gender* Male Female Others

Telephone Number (with STD Code)*

STD	<input type="text" value="Enter Telephone Number"/>
-----	---

Identity Information

Designation / Status* <input type="text" value="Enter Designation"/>	Director Identification Number <input type="text" value="Enter DIN Number"/>	Are you a citizen of India? <input checked="" type="radio"/> Yes <input type="radio"/> No
Permanent Account Number (PAN)* <input type="text" value="Enter Permanent Account Number (PAN)"/>	Passport Number (In case of Foreigner) <input type="text" value="Enter Passport Number"/>	Aadhaar 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.* <input type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of the Premises / Building <input type="text" value="Enter Name of Premises / Building"/>
Road / Street* <input type="text" value="Enter Road / Street / Lane"/>	City / Town / Locality / Village* <input type="text" value="Enter Locality / Area / Village"/>	
State* <input type="text" value="Select"/>	District* <input type="text" value="Select"/>	PIN Code* <input type="text" value="Enter PIN Code"/>

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

OR

ⓘ You can use your device camera to

No file chosen

take selfie photograph.

Other Information

Also Authorized Signatory

No

Authorized Signatory tab:

This tab page displays the details of the authorized signatory. You can enter details of up to 10 authorized signatories. If you selected the Tax Collecting Officer as the Authorized Signatory, the system will skip this section and details of Tax Collecting Officer will be auto populated.

a) If you did not select 'Also Authorized Signatory' in previous **Tax Collecting Officer tab**, enter all the details of the authorized signatory and click **SAVE AND CONTINUE** at the bottom of the screen.

Dashboard > TCS Registration English

Application Type	Last Modified	Due Date to Complete	Profile
TCS Application	19/02/2020	05/03/2020	91%

Business Details

Tax Collecting Officer

Authorized Signatory

Office Address of Tax Collector

Verification

• indicates mandatory fields

Details of Authorized Signatory

Primary Authorized Signatory

Personal Information

Name of Person

First Name* Middle Name Last Name

Name of Father

First Name* Middle Name Last Name

Date of Birth*

Mobile Number* Email Address*

Gender* Male Female Others

Telephone Number (with STD Code)*

Identity Information

Designation / Status* Director Identification Number* Are you a citizen/resident of India? Yes

Permanent Account Number (PAN)* Passport Number (In case of Foreigner) Aadhaar Number

• If you provide your Aadhaar here, you can

Residential 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 / Lane

City / Town / Locality / Village*

Enter Locality / Area / Village

State*

Select

District*

Select

PIN Code*

Enter PIN Code

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

Choose File No file chosen

OR

TAKE PICTURE

You can use your device camera to take selfie photograph.

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

Office Address of Tax Collector Tab:

This tab page displays the details of the office address of Tax Collector.

a) In the **Address** section, enter the address details of the principal place of business. Based on the District selected enter the corresponding pin code.

Note:

- By default, value of State is shown as the per the selection made in Part A of the form. However, you can edit this field, if required.
- Tax Collector who does not have a physical presence in a State/UT, needs to mention the name of the State/UT in Part A of the application, in which they want to get registration. Tax Collector can mention the name of the State/UT in Part B of the application, in which the principal place of business is located, which may be different from the State/UT mentioned in Part A.

b) In the **Contact Information** section, enter the official contact details like Email address, telephone number (with STD Code), mobile number field and fax number (with STD Code).

c) Select **Yes** in case you have obtained any other registrations under GST in the same State.


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


e) In the **Document Upload** section, click the Choose file button. Navigate and select the Proof of address of Tax Collector.

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

Application Type	Last Modified	Due Date to Complete	Profile
TCS Application	19/02/2020	05/03/2020	96%


Business
Details


Tax Collecting
Officer


Authorized
Signatory


Office Address
of Tax
Collector


Verification

Office Address of Tax Collector

• indicates mandatory fields

Address

Building No. / Flat No. •

Floor No.

Name of the Premises / Building

Road / Street •

City / Town / Locality / Village •

State •

District •

PIN Code •

Latitude

Longitude

Contact Information

Office Email Address •

Office Telephone Number (with STD Code)

Mobile Number •

Office FAX Number (with STD Code)

 Have you obtained any other registrations
under GST in the same State? No


IEC (Importer Exporter Code), if applicable

Nature of possession of premises •

Please Select

Document Upload

Proof of Address of Tax Collector •


 File with PDF or JPEG format is only allowed. Maximum file size for upload is 1 MB No file chosen**Verification tab:**


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


- Select the **Verification** checkbox.
 - In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.
 - In the **Place** field, enter the place where the form is filed.
 - After filling the registration application, you need to digitally sign the application.
- Note:** After submission, you cannot make any changes to your application.


Dashboard > TCS Registration English


Application Type	Last Modified	Due Date to Complete	Profile
TCS Application	19/02/2020	05/03/2020	100%


 Business Details ✓


 Tax Collecting Officer ✓


 Authorized Signatory ✓


 Office Address of Tax Collector ✓


 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 therefrom.

Name of Authorized Signatory* Place*

gyan [AJIPA1572E] Delhi

Designation / Status Date

444 19/02/2020

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:

- Click the **SUBMIT WITH DSC** button.
 - Click the **PROCEED** button.
 - Select the certificate and click the **SIGN** button.
- Note: To view the details of your DSC, click the **View Certificate** button.
- Select the certificate and click the **SIGN** button.

In Case of EVC:

- Click the **SUBMIT WITH EVC** button.
- Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. **Application Reference Number (ARN)** receipt is sent on your e-mail address and mobile phone number.

✔ SUCCESS

Thank you for submission.

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