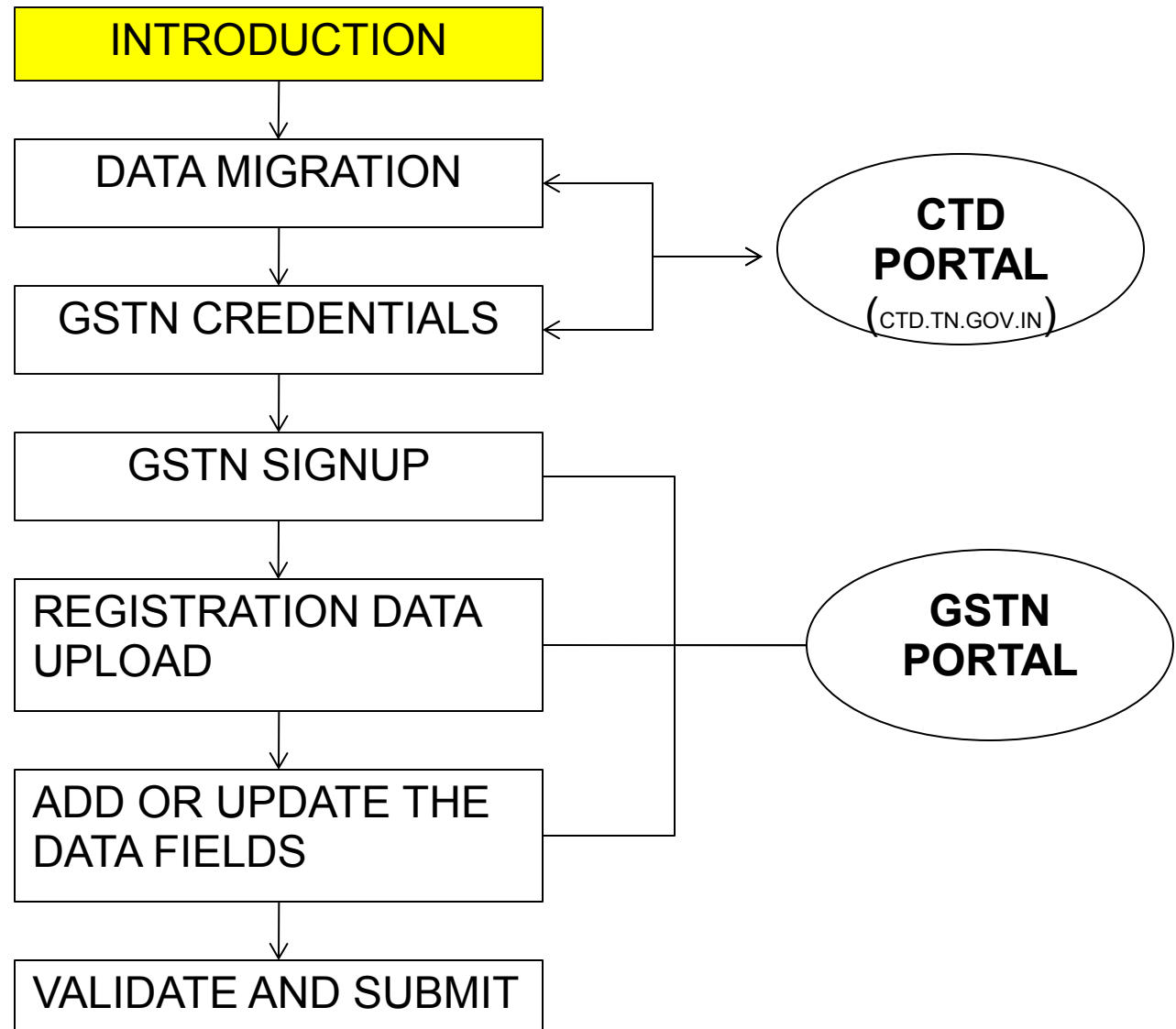




GST Sign up process

GSTN SIGNUP PROCESS

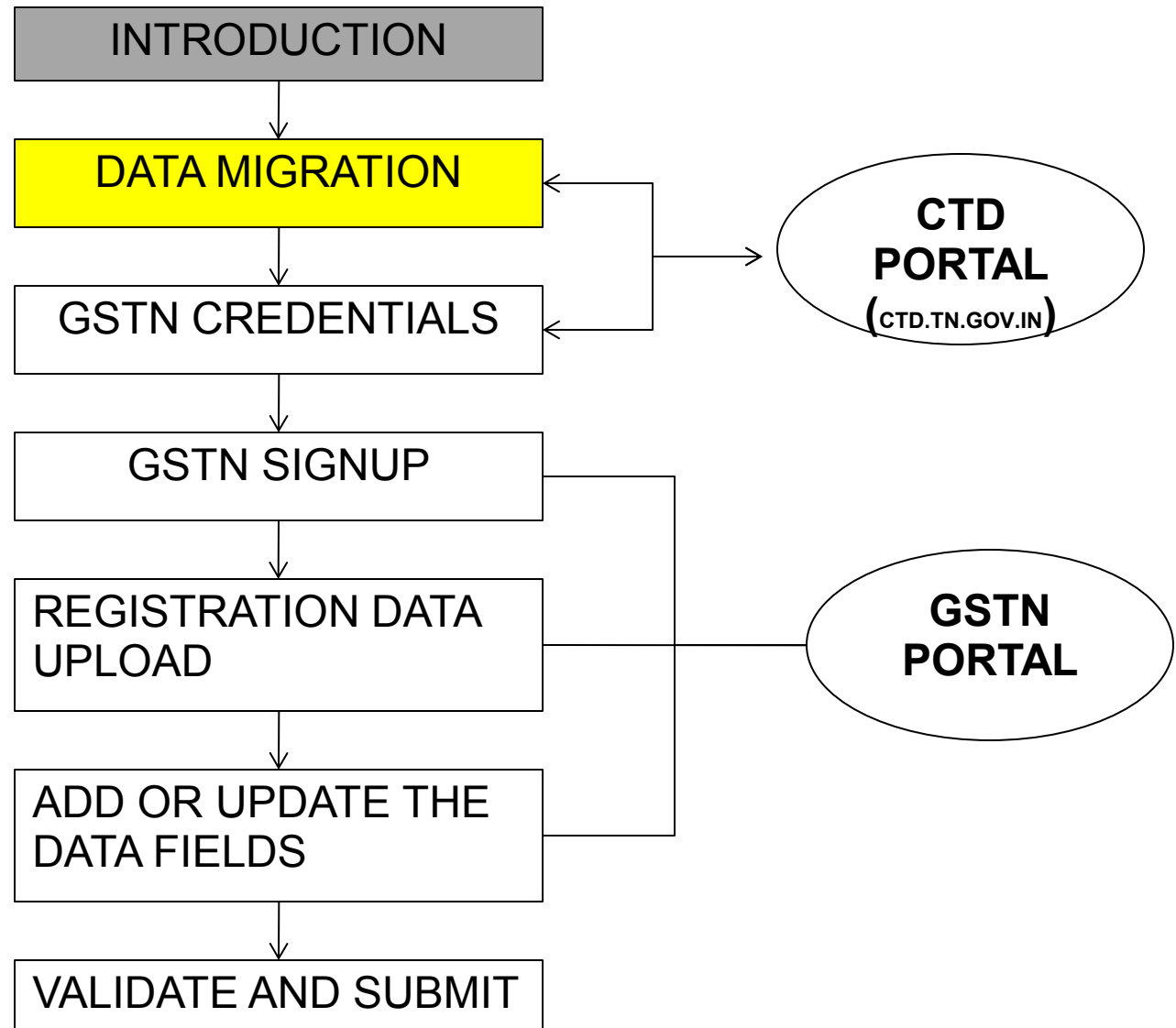


GST Introduction

The Goods and Service Tax (GST) is proposed to be introduced soon and as a part of this, existing dealers under TNVAT Act have to be migrated to the GST portal. This migration exercise will commence from 1st January 2017 to 15th Jan 2017 as proposed by GST.

All the dealers in TamilNadu under TNVAT have to follow the below process flow to register in GST successfully.

GSTN SIGNUP PROCESS



Go to <https://ctd.tn.gov.in> and click e-services to login

 **e - Services**
Click here to Login or Sign Up

Dealer Services: e-cTax

- e-Registration
- e>Returns
- e>Returns for Unregistered Dealers
- e-Payment
- eCST Forms Request
- e-Declaration
- Verify Turnover Declaration Certificate
- Works Contractor Form S
- TDS Certificate(Form T)

General

- Dealer Search
- Commodity Search & Tax Rates
- List of LTU Dealers
- List of Cancelled Dealers
- Know Your Correct TIN
- Know Your Circle
- Know Your CA / CMA / VAT Practitioner

Online Forms

 **Welcome to e-C Tax**
Online Dealer Friendly
Commercial Tax Services

Tamil Nadu Value Added Tax

Tamil Nadu Value Added Tax Act 2006 has come into effect from 1st Jan 2007.

VAT is a multi-stage tax on goods that is levied across various stages of production and supply with credit given for tax paid at each stage of Value addition.

VAT is the most progressive way of taxing consumption rather than business.

What's New

- NEW** Online generation of forms certain clarifications to the dealers
- NEW** Appointment of Assistants as DCTOs by recruitment by transfer of service for the year 2016 - Representation called for
- NEW** Dealers can file manual Form WW for the financial Year 2015-16 in the pre-revised format (old format)
- NEW** e-payment - Online and Offline - List of implemented Banks
- NEW** e-services provided through the old portal www.tnvat.gov.in will be closed on 31st December 2016
- NEW** Payment through Bank of India can be made from 28/10/2016

Helpdesk
Toll Free:
1800 103 6751
Email Us
helpdesk@ctd.tn.gov.in

 **Request Logger** >

Grievance/Comment

-  **Grievance Redressal**
-  **Feedback/Suggestions**
-  **Report Evasion**
-  **e-Track Status**

Quick Links

- e-Services templates
- Resend Link for Email and SMS Verification Code
- Getting Started **NEW**
- Resend Password

External Links

- [Tamil Nadu Govt. Site](#)

Enter with Login credentials and click Login



Commercial Taxes Department
Government of Tamil Nadu

Home

Welcome to the Commercial Taxes Department , Tamil Nadu

AAA  

Commercial Taxes Department, Tamil Nadu now introducing e-Services

e-Services

Facilitating Services for e-Registration, e-Return Filing, e-Payment, e-CST Forms Issuance etc.

Track Your Status

Provides facility to dealers to view the status of the respective e-Services applications submitted by the dealer.

e-Communication

e-communication shall allow messages exchange between CTD/Admin and the Registered Dealer.

Download Documents

Facility to download all the Notices, Receipts, Certificates or Orders issued by the department.

Sign-In

Login With : ☒ 1. Password ☐ 2. Digital Signature

Login Id:

Password:

☐ Virtual Keyboard

 **A5trkv**

 **A5trkv**

Login

- [New User? Sign Up](#)
- [Forgot Password](#)

Designed and Managed by



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Last updated on: 16/12/2016 | Server: 41

TATA CONSULTANCY SERVICES

Experience certainty.

Click here to download the GST Registration data

Commercial Taxes Department
Government of Tamil Nadu

Home Last Login : 2016-12-21 Logout

Welcome
TIN: User Type: Existing Dealer

You are here / Home

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Authenticate for e-Services
- Download Documents
- Update PAN Details
- e-Registration**
- Track Your Status
- Upload Documents
- e-Payment
- Manage Sub User

General

Important Message(s) for You

1. GSTN Notification for Sign Up

Details for Enrollment on GSTN Portal	
TIN	33XXXXXXXXXX
PAN	ABCDE4321S
Provisional ID / User ID	GSTIN98762324
Temporary Password	aer55t778ui
GSTN URL	Click here

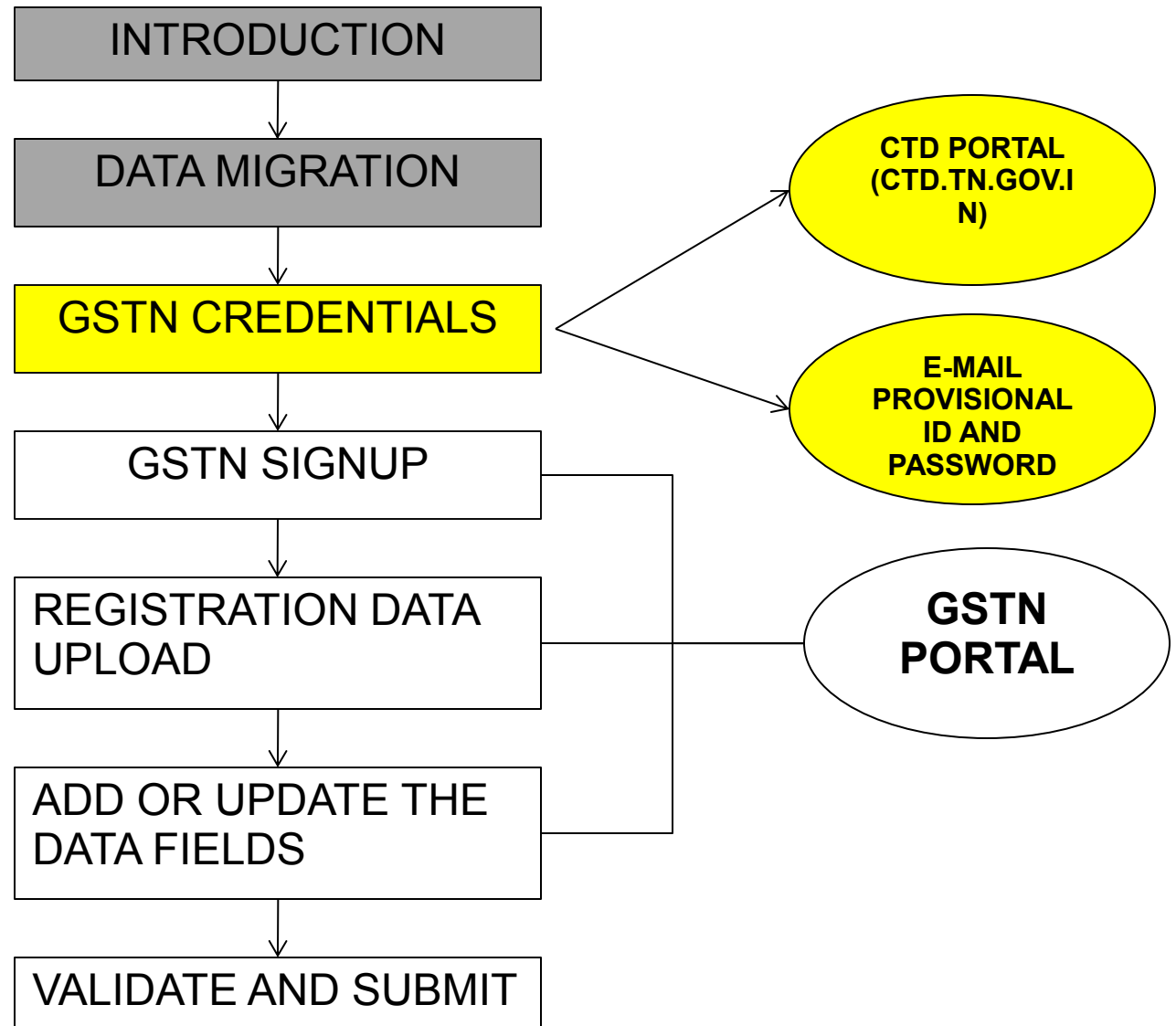
2. [Click here](#) to download the Registration Data for GST

Close

FAQ Suggestions Commodities & Tax Rates Dealer Search List of Cancelled Dealer **Download Registration Data for GST**

NOTE : Download Registration Data file into your system anywhere. (Don't edit the file)
After creating an account in GST You have to upload the file.

GSTN SIGNUP PROCESS



Click here to download the GST Registration data

Commercial Taxes Department
Government of Tamil Nadu

Home Logout

Welcome
TIN: User Type: Existing Dealer

You are here / Home

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Services

- Authenticate for e-Services
- Download Documents
- Update PAN Details
- e-Registration**
- Track Your Status
- Upload Documents
- e-Payment
- Manage Sub User

General

Important Message(s) for You

1. **GSTN Notification for Sign Up**

Details for Enrollment on GSTN Portal	
TIN	33XXXXXXXXXX
PAN	ABCDE4321S
Provisional ID / User ID	GSTIN98762324
Temporary Password	aer55t778ui
GSTN URL	Click here

2. [Click here](#) to download the Registration Data for GST

Close

FAQ **Suggestions** **Commodities & Tax Rates** **Dealer Search** **List of Cancelled Dealer** **Download Registration Data for GST**

NOTE : Download Registration Data file into your system anywhere. (Don't edit the file)
After creating an account in GST You have to upload the file.

Prerequisites - Information for GST Signup

Before enrolling with GST System Portal, you must ensure to have the following

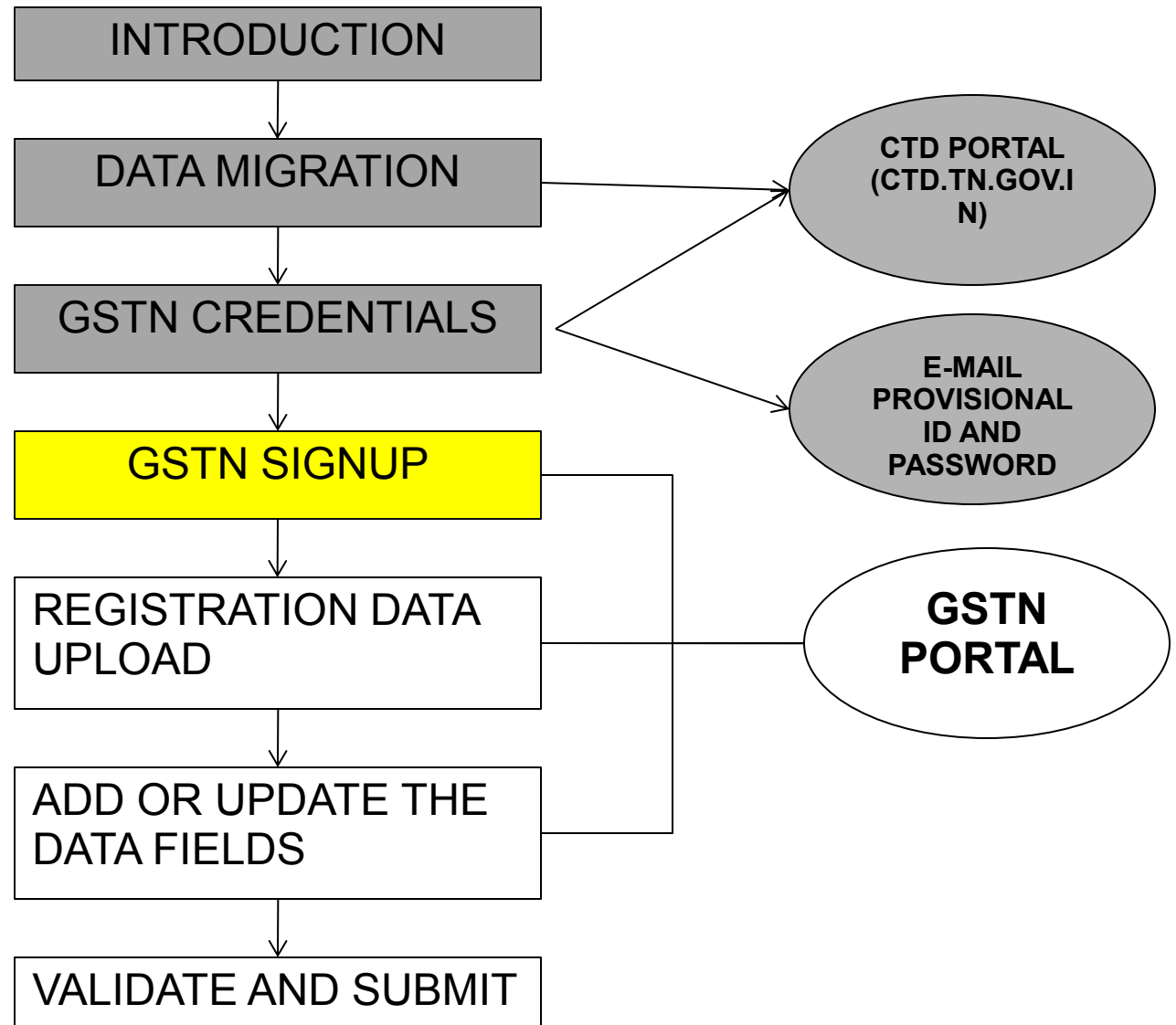
- I. Provisional ID received from State Authorities;
- II. Password received from the State Authorities;
- III. Valid Email Address;
- IV. Valid Mobile Number;
- V. Bank Account Number
- VI. Bank IFSC

Prerequisites - Documents for GST Signup

Before logging into GST Portal, the following documents have to be kept ready.

- I. Proof of principal place of business and additional place of business
- II. Details of Directors/Proprietors etc.,
- III. Details of authorized signatory
- IV. Details of Bank account
- V. Existing registration under various indirect taxes.
- VI. Downloaded data file from <https://ctd.tn.gov.in> (help file for downloading data file is enclosed)

GSTN SIGNUP PROCESS



How to **Login** in GST Portal

- * **GSTN Provisional ID and Temporary password.**(All the Existing Registered dealers of Tamilnadu will receive an E-Mail with GSTN Provisional ID and Temporary password.
- * Dealers can also know the GSTN Provisional ID and Temporary password after Login in (<https://ctd.tn.gov.in>).

When the above details are ready, Go to GSTN Portal <https://www.gst.gov.in/> for enrollment process for First time login, Click **New User Login**

[Skip to Main Content](#) A+ A-



Goods and Services Tax

Get Ready for GST

Existing Taxpayers of VAT, Service Tax, Central Excise

- Enroll yourself for smooth transition to GST
- Your provisional ID will come from your tax officer
- Update profile information and upload documents
- Enrolment is being taken up in a staggered manner

[Click here for Enrolment Schedule for your state](#)

Already enrolled? Click Existing User Login

NEW USER LOGIN

EXISTING USER LOGIN

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Experience certainty.

Select the **check box** to confirm the Terms and press **continue**

[Skip to Main Content](#) A⁺ A⁻



Goods and Services Tax

[Login](#)

[Home](#) > [Login](#)

GSTN has been assigned the task of collection of data of existing taxpayers as a step towards advance preparation for their smooth transition to GST. Existing Taxpayers can enrol themselves through provisionally provided GSTIN (Goods and Services Tax Identification Number) called as Provisional ID and update their business related details on the GST portal.

☒ I agree to provide details as per the provisions of Proposed Model Goods and Services Tax Act (GST Act).

CONTINUE

Steps to complete Provisional Registration

- Step 1: Enter the Username and Password provided to you by your State VAT Authority
- Step 2: Enter Mobile Number and Email Address of the authorized signatory of the business entity All future correspondence from the GST portal will be sent on this registered Mobile Number and Email Address
- Step 3: Enter OTP sent on Mobile Number and Email Address provided by you
- Step 4: Enter information and upload scanned images as mentioned in provisional registration form

Please read the User Guide and FAQ (links available in the footer) before proceeding ahead.

In case of any queries please contact our Help Desk Number or Email Address mentioned in the footer.



[Home](#) > [Login](#)

Login

• Indicates Mandatory Fields

Provisional ID (as provided by Tax Authority) •

Password (as provided by Tax Authority) •

Type the characters you see in the image below •



LOGIN

First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.

Existing User: If you have already created your Username and Password, click [here](#) to login.

Enter Email ID , Mobile number and click Continue

[Skip to Main Content](#) A+ A-



Goods and Services Tax

[Login](#)

[Home](#) > [Create Username](#)



Kindly provide the below information to proceed

• Indicates Mandatory Fields

i Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till **01/04/2017**

Email Address •

Mobile Number •

CONTINUE

Now **OTP's** will be sent to your **Email ID & Mobile no.** Enter the OTP's to the correspondent fields and Click Continue

[Skip to Main Content](#) A+ A-



Goods and Services Tax

[Login](#)

[Home](#) > [Create Username](#)



OTP Verification

• Indicates Mandatory Fields

Please enter the OTPs sent to your Email Address **umesh@gmail.com**
and Mobile Number **9986863270**

Email OTP •

Mobile OTP •

CONTINUE

RESEND OTP

Note : Click Resend OTP button if OTP not received

Enter Username and password for the next time login



Goods and Services Tax

[Skip to Main Content](#) A+ A-

[Login](#)

[Home](#) > [Create Username](#)



Kindly provide the below information to proceed

• Indicates Mandatory Fields

New Username •

Enter New Username

① You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password •

Enter New Password

① Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, one upper case letter, one lower case letter and one special character

Re-confirm Password •

Re-enter New Password

CONTINUE

- ✗ Lower Case
- ✗ Number
- ✗ Upper Case
- ✗ Symbol
- ✗ Min Length
- ✗ Valid Password

Note: New Username field, enter a username for yourself

Username should be of 8 to 15 characters, which should comprise of alphabets, numbers and can contain special character

(dot (.), underscore (_) or hyphen (-)).

Password should be of 8 to 15 characters, which should comprise at least one alphabet, one number, one upper case letter, one lower case letter and one special character

Enter **Security Answers** which will help you to reset the password incase if you forget your current password



Goods and Services Tax

[Skip to Main Content](#) A+ A-

[Login](#)

[Home](#) [Create Username](#)



Security Questions (To enable you to retrieve your password in case you forget it)

• Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)? •

Enter Security Answer

2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory? •

Enter Security Answer

3. Name your main commodity / service •

Enter Security Answer

4. Name of the first employee •

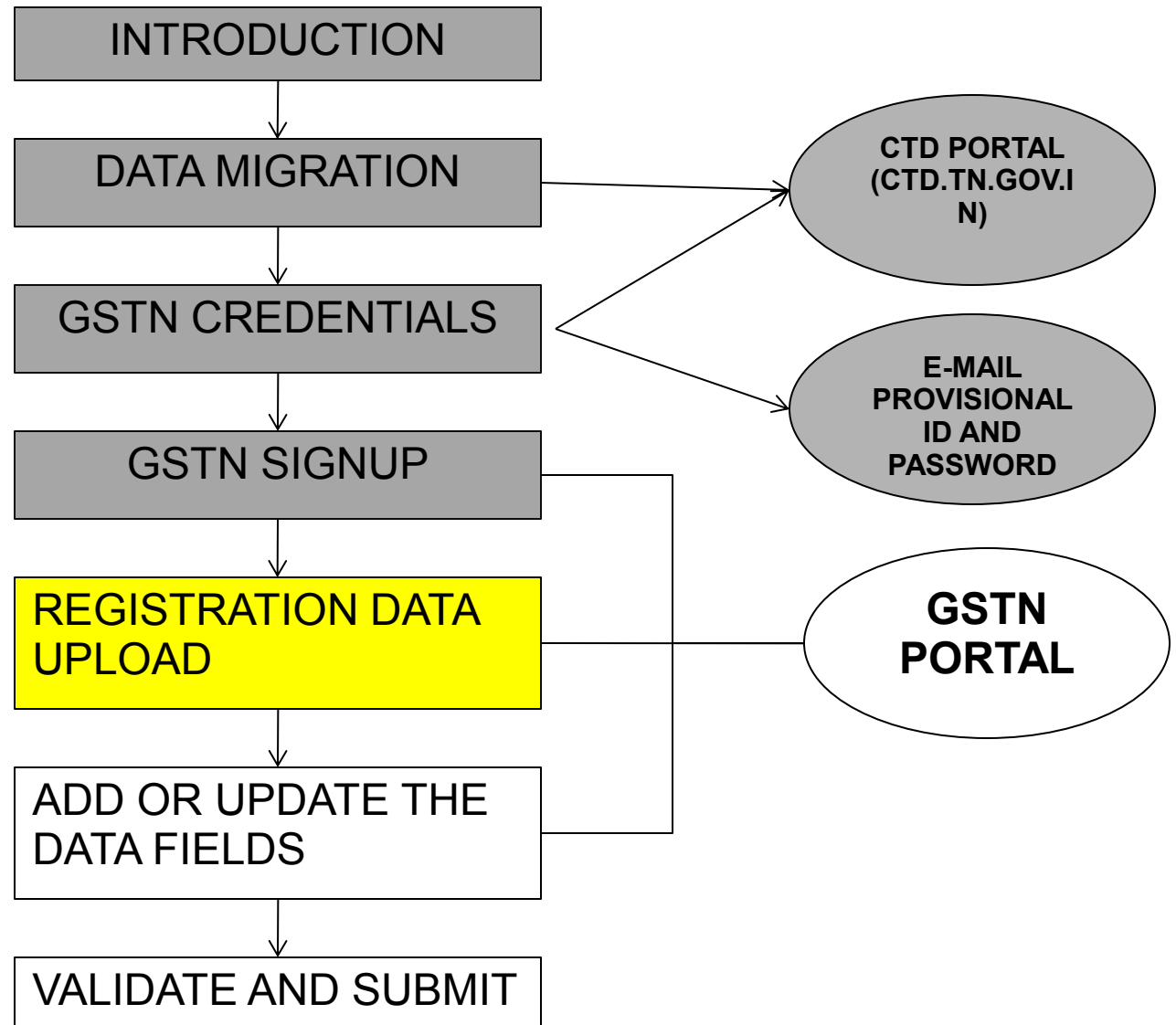
Enter Security Answer

5. Personal Mobile Number of Proprietor / Authorized Signatory •

Enter Security Answer

SUBMIT

GSTN SIGNUP PROCESS



GST Login credentials created successfully and Re-enter with your login credentials

[Skip to Main Content](#) A+ A-



Goods and Services Tax

[Login](#)

[Home](#) > [Login](#)

✔ Username and password have been successfully created. Kindly ✕
login using these credentials

Login

• Indicates Mandatory Fields

Username •

Password •

LOGIN

[Forgot Username](#)

[Forgot Password](#)

❗ **First time login:** If you are logging in for the first time, click [here](#) to login

Upload the Registration data in GST

[Skip to Main Content](#) A A



Goods and Services Tax

SADAIYAN SIVAKUMAR

Dashboard ▾

Help ▾

Dashboard

Welcome to the GST Portal for provisional registration of existing State VAT / Central Tax / Service Taxpayers

To facilitate existing State VAT / Central Tax / Service Taxpayers to easily migrate into new GST regime, this portal has been introduced. Existing Taxpayers can pre-register by providing some basic information. Initially portal will be available for State VAT Users only. **You can sign your application at any time later as stipulated by law, after filling up and Submitting on GST Portal.**

UPLOAD REGISTRATION DATA

CONTINUE

After successful login, click the **UPLOAD REGISTRATION DATA** button in the GST portal.

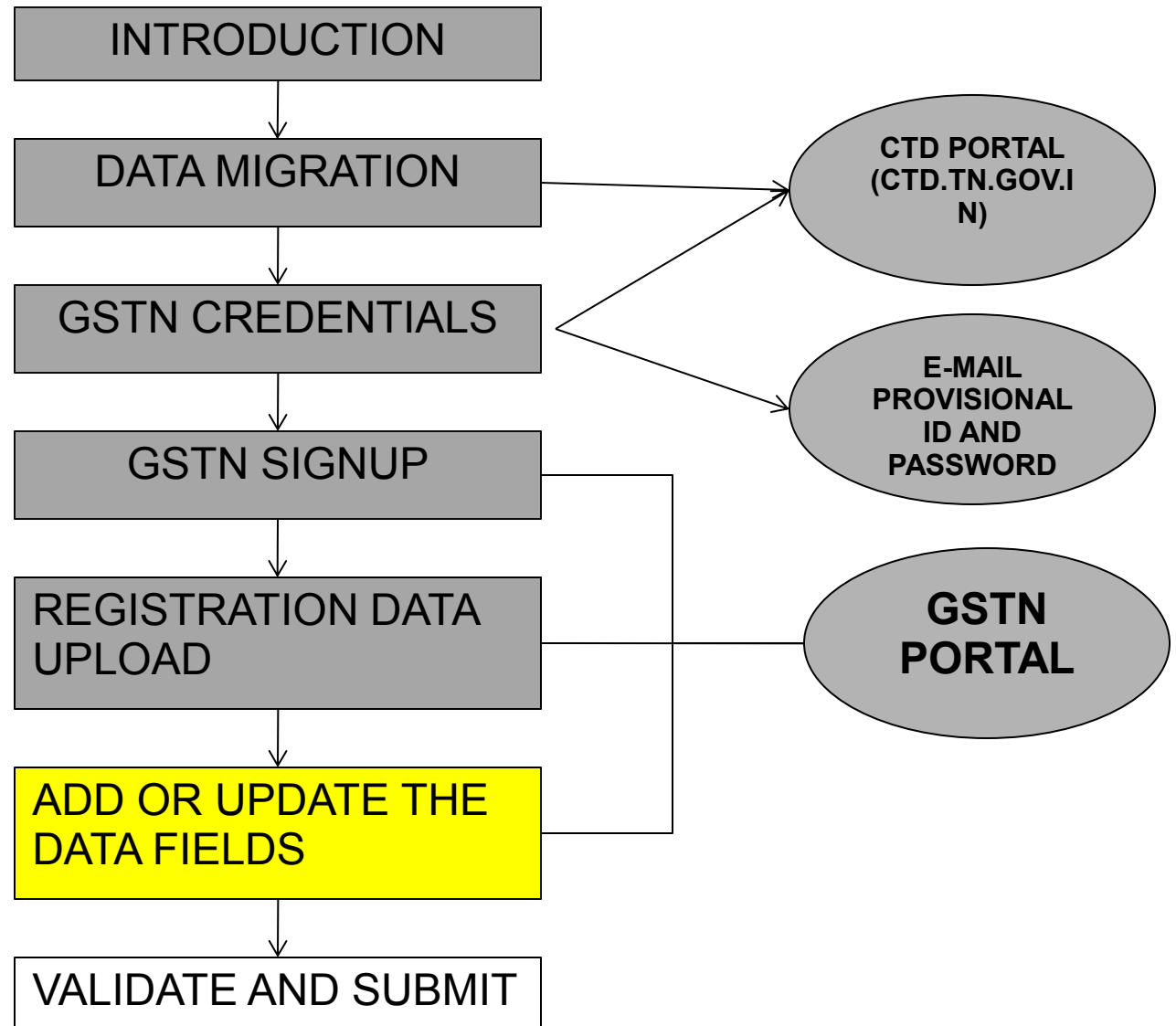
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How to Upload the Registration data file

- * Select the “Registration Data” file (downloaded from <https://ctd.tn.gov.in>) from your system using browse button.
- * After few seconds, your data will be displayed in the appropriate columns.
- * Verify and update the details in the preceding screens and upload the required documents wherever necessary.
- * Fill the data in the columns wherever the data is not available.

GSTN SIGNUP PROCESS



The following screens are used to Verify and update the data with documents upload.



Provisional ID Enrolment Details

[Skip to Main Content](#) A+ A-



Goods and Services Tax

UMESH SINGH

Dashboard

Help

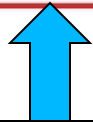
Provisional ID Enrolment

My Saved application

Register/ Update DSC

Application Type	Provisional ID	Last Modified	Profile
Enrolment	10BHBPS7793B1ZG	07/10/2016	90%

 Business Details ✓	 Promoter / Partners ✓	 Authorized Signatory ✓	 Principal Place of Business ✓	 Additional place of business ✓	 Goods & Services	 Bank Accounts ✓	 Verification
---	--	---	--	---	---	--	---



Click Business Details

Fill Details upload data and Click Save & Continue

• Indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN)

Prakash Agarwala

Legal Name of Business (as per current tax Act)

OM PRAKASH AGARWALA

PAN of the Business

AABFO0597R

Trade Name

Enter Trade Name

Constitution of Business •

Select One Business Area

State

Meghalaya

Ward/Circle/Sector

circle

Ward/Circle/Sector No. •

Select

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax etc. as applicable

Registration Type •

Select

Registration No. •

Date of Registration •

DD/MM/YYYY



ADD

CANCEL

Document Upload

Proof of Constitution of Business •

Select

File with PDF or JPEG format

Maximum file size for upload

Choose File

Click here to upload the document for Details of Business

BACK

SAVE & CONTINUE

Note :

Green Boxes are not editable fields

Fill the Details of Proprietors/Partners

Details of Proprietor

• indicates mandatory field

Personal Information

First Name •

SUNIL

Middle Name

KUMAR

Last Name

BAJPAYEE

Name of Father/Husband

First Name •

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Date of Birth •

DD/MM/YYYY



Mobile Number •

+91 Enter Mobile Number

Email Address

Enter Email Address

Gender •



Male



Female



Others

Telephone Number

Enter Telephone Number

Identity Information

Designation •

Enter the Designation

Permanent Account Number •

ENTER PAN

Are you a citizen of india?

Yes



Passport Number

Enter the Passport Number

Aadhaar Number

Enter Aadhaar Number

Fill the Details, Upload the documents and Click Save & Continue

Residential Address

Building No. / Flat No.*

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street*

Enter Road / Street

Locality / Village*

Enter Locality / Village

State*

Select

District*

Select

PIN Code*

Enter PIN Code

Document Upload

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

① File with JPEG format is only allowed.

① Maximum file size for upload is 100 KB

Choose File

Click here to upload the Photo file

OR

TAKE PICTURE

① You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory



No

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

Select Yes/No to choose for the same person as Authorized Signatory

Fill the Details of Authorized Signatory

• indicates mandatory field

Authorized Signatory

☐ Primary Authorized Signatory

Personal Information

First Name •

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Name of Father/Husband

First Name •

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Date of Birth •

DD/MM/YYYY



Mobile Number •

+91 Enter Mobile Number

Email Address

Enter Email Address

Gender •



Male



Female



Others

Telephone Number

Enter Telephone Number

Enter Details, upload documents and Click Save & Continue

Identity Information

Designation*

Enter the Designation

Permanent Account Number*

ENTER PAN

Are you a citizen of india?

Yes ☒

Passport Number

ENTER THE PASSPORT NUMBER

Aadhaar Number

Enter Aadhaar Number

ⓘ If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature

Residential Address

Building No. / Flat No.*

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street*

Enter Road / Street

Locality / Village*

Enter Locality / Village

State*

Select

District*

Select

PIN Code*

Enter PIN Code

Document Upload

Proof of appointment of Authorized Signatory*

Select

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

[Choose File](#)

Click here to upload the Authorized Signatory Document

Upload photograph (of person who is authorized signatory)

ⓘ File with JPEG format is only allowed.

ⓘ Maximum file size for upload is 100 KB

[Choose File](#) No file chosen

Click here to upload the Photo JPG file

OR

[TAKE PICTURE](#)

ⓘ You can upload your photograph by taking a selfie with your device camera

[BACK](#)

[SHOW LIST](#)

[ADD NEW](#)

[SAVE & CONTINUE](#)

Fill The Details of Principal place of business

• indicates mandatory field

Details of Principal Place of Business

Address

Building No. / Flat No. •

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street •

Enter Road / Street

Locality / Village •

Enter Locality / Village

State •

Bihar

District •

Select

PIN Code •

Enter PIN Code

Longitude

Latitude

Contact Information

Office Email Address •

Enter Email Address

Mobile Number •

+91 Enter Mobile Number

Office Telephone Number

Enter Telephone Number

Office FAX Number

Enter Fax Number

Nature of possession of premises •

Nature of possession of premises

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

Nature of Business Activity being carried out at above mentioned premises •

☐ Bonded Warehouse

☐ EOU / STP / EHTP

☐ Factory / Manufacturing

☐ Input Service Distributor (ISD)

☐ Leasing Business

☐ Office / Sale Office

☐ Retail Business

☐ SEZ

☐ Service Provision

☐ Service Recipient

☐ Wholesale Business

☐ Works Contract

☐ Warehouse / Depot

BACK

SAVE & CONTINUE

Fill The Details of Additional place of business

• indicates mandatory fields

Details of Additional Places of your Business

Address

Building No. / Flat No. •

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street •

Enter Road / Street

Locality / Village •

Enter Locality / Village

State •

Meghalaya

District •

Select

PIN Code •

Enter PIN Code

Contact Information

Office Email Address •

Enter Email Address

Mobile Number •

+91 Enter Mobile Number

Office Telephone Number

Enter Telephone Number

Office FAX Number

Enter Fax Number

Nature of possession of premises •

Nature of possession of premises

Select

Nature of Business Activity being carried out (You may select more than one) •

☐ Bonded Warehouse

☐ Input Service Distributor (ISD)

☐ Others

☐ Service Provision

☐ Works Contract

☐ EOU / STP / EHTP

☐ Leasing Business

☐ Retail Business

☐ Service Recipient

☐ Warehouse / Depot

☐ Factory / Manufacturing

☐ Office / Sale Office

☐ SEZ

☐ Wholesale Business

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

Enter Commodity Details and Save & Continue

Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

#If you want to add another commodity then please click on 'x' icon to enter a new commodity.

Search HSN Chapter by Name or Code

Search HSN Code

List of Goods

Sl No	HSN Code	Description of Goods	Action
1	52081110	WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2- - UNBLEACHED: PLAIN WEAVE, WEIGHING NOT MORE THAN 100 G/M2 : DHOTI	 DELETE
2	52081120	WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2- - UNBLEACHED: PLAIN WEAVE, WEIGHING NOT MORE THAN 100 G/M2 : SAREE	 DELETE

BACK

SAVE & CONTINUE

NOTE : In case you do not know the HSN Code:
In the Search HSN Chapter by Name or Code field, type the matching character and from the displayed HSN Chapter list, scroll and select the appropriate HSN code.

Fill the Details of Bank account and upload document

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number*

Enter Account Number

Type of Account*

Select

Others*

Enter Bank IFSC Code*

Enter IFSC Code for Bank

GET ADDRESS

Don't know your IFSC Code?

[Click here to find your bank](#)

Bank Name

Bank Address

Document Upload

Supporting Document*

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File No file chosen

BACK

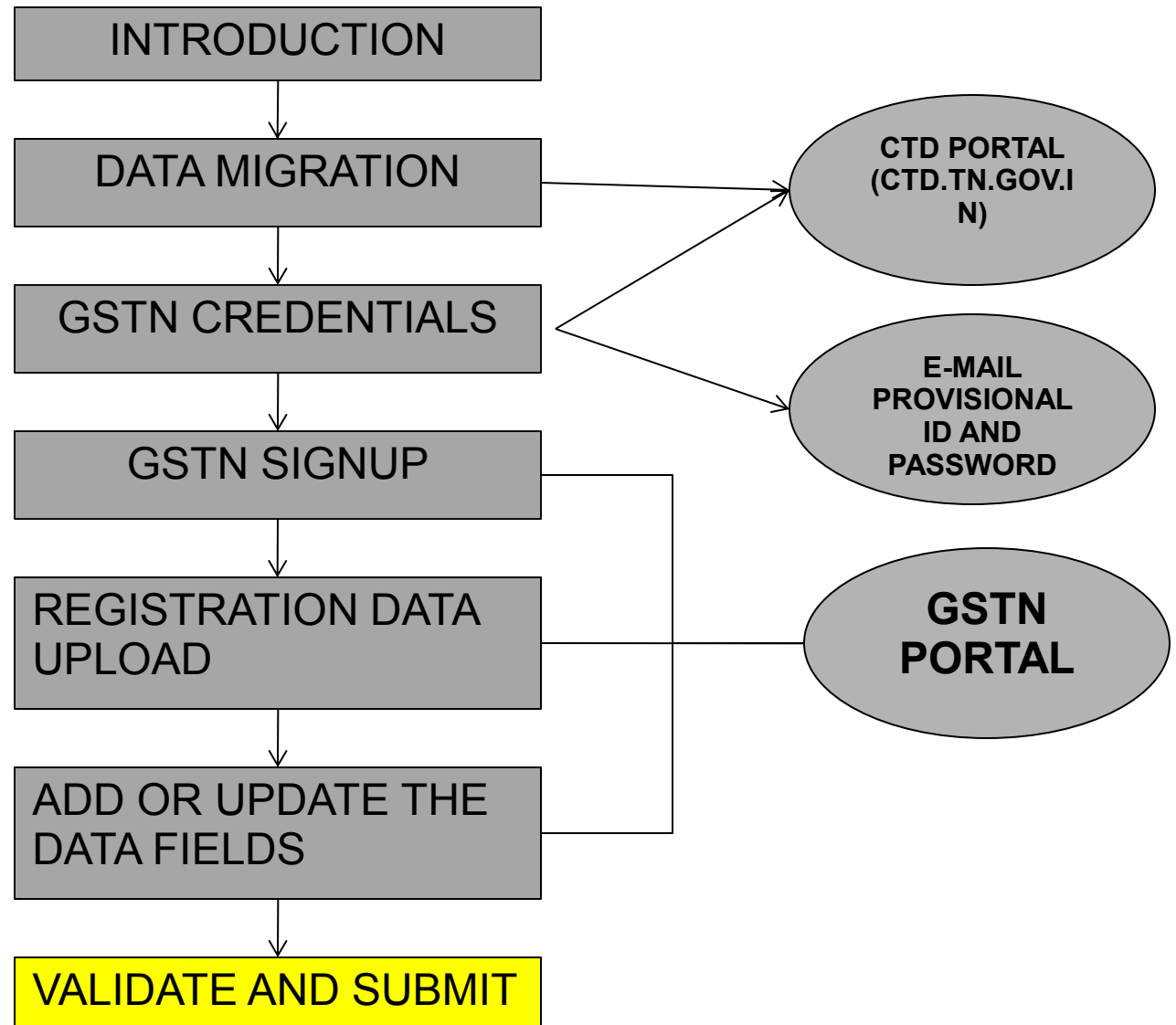
SHOW LIST

ADD NEW

SAVE & CONTINUE

Click here to upload the Bank account supporting document

GSTN SIGNUP PROCESS



Click Verification checkbox and submit with DSC

• indicates mandatory fields

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.

Authorized Signatory•

Place•

Designation

Date•

BACK

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT*

Note : Digitally signing using DSC is mandatory in case of LLP and Companies

Click the SUBMIT button to save the updated information and documents.

Click Proceed



Warning

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. 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, 2016

CANCEL

PROCEED

NOTE : Make sure your DSC dongle is inserted in your laptop/ desktop

Click Sign from the Pop-up window

GST Digital Signature Signer

 **Goods and Services Tax** **Digital Signature Signer**

Content To Sign

2fed99a41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

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Note:

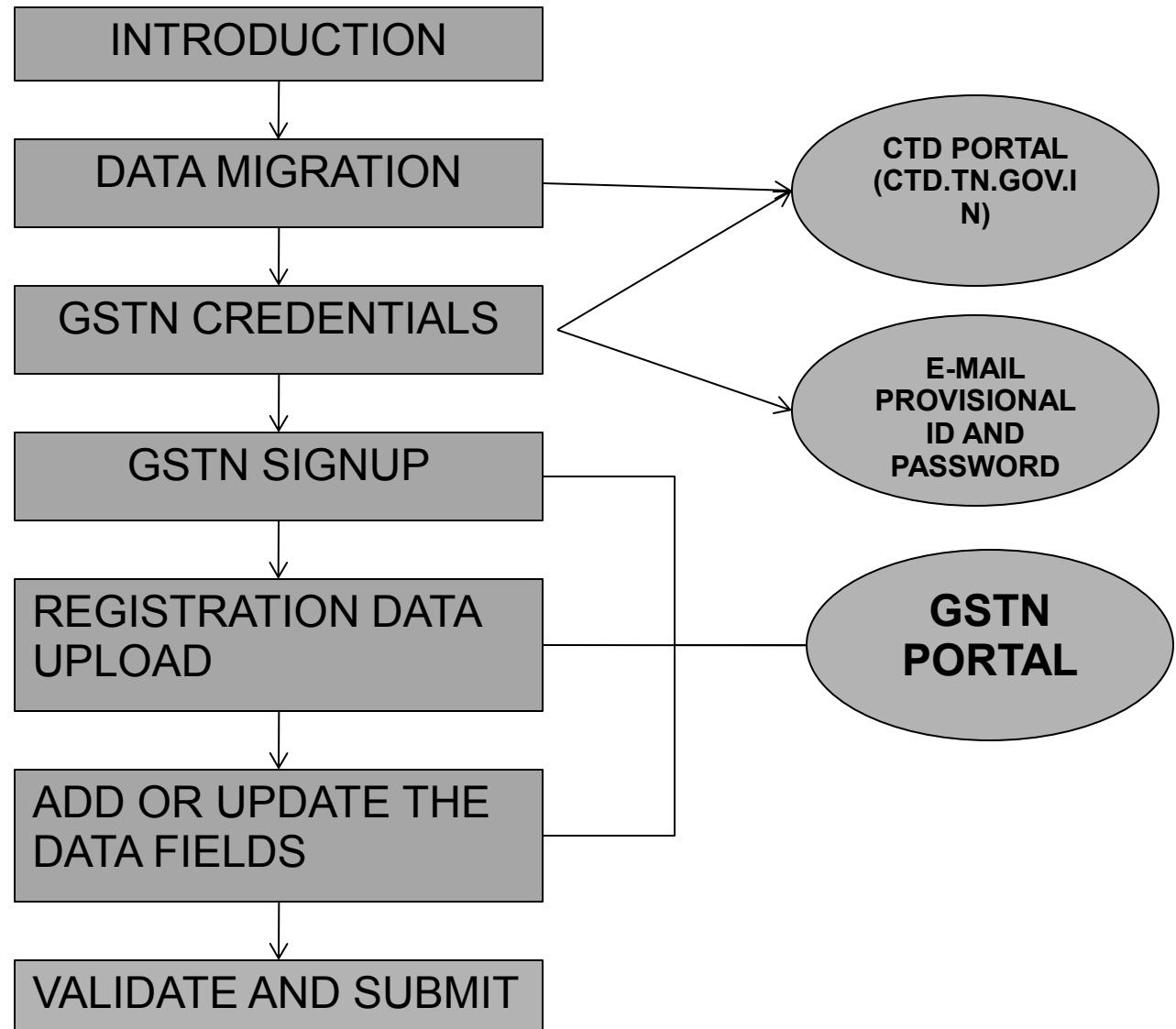
To view the details of your DSC, click the View Certificate button.

On successful submission it will show message on screen



NOTE : The success message is displayed after the validation of the DSC PIN. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile number. Application Reference Number (ARN) receipt will be sent on your e-mail address and mobile number.

GSTN SIGNUP PROCESS



**BEFORE STARTING THE ADD / UPDATE DATA FIELDS,
THE MANDATORY FIELDS MENTIONED IN THE
PRECEEDING SIX SCREENS NEEDS TO BE MADE
READY.**

BUSINESS DETAILS

- Details of Your Business

1. Legal Name of Business :
2. Constitutional of Business :
3. PAN of Business :
4. State :
5. State Jurisdiction :
6. Broad/ Circle/ Sector No. :
7. Centre Jurisdiction :
8. Option for Compensation :
9. Date on which liability to pay Tax arises :
10. Are you a Casual Dealer : Y/N
11. Period for which Registration records :
12. Reason of liability to obtain Registration :

Mandatory fields to be prepared for GST Signup

PROMOTORS / PARTNERS

- Details of stake holders (separately to be prepared for each)

☐ **Personal Information**

First Name :
Name of the Father / Husband : (First Name)
Date of Birth :
Mobile No. :
Gender :

☐ **Identity Information**

Designation :
Director Identification No. : (Note: To be filled on the basis of requirement)
PAN :

☐ **Residential Address**

Building No./Flat No :
Street/road :
Locality/village :
State :
District/city :
Pin Code :

Mandatory fields to be prepared for GST Signup

AUTHORIZED SIGNATORY

☐ Personal Information

First Name :
Name of Father / Husband : (First Name)
Date of Birth :
Mobile No. :
Email Address :
Gender :

☐ Identity Information

Designation :
Director of Identification No. : (Note: To be filled on the basis of
requirement)
PAN :

☐ Residential Address

Building No./Flat No :
Street/Road :
Locality /Village :
State :
City/District :
Pin Code :

Mandatory fields to be prepared for GST Signup

AUTHORIZED REPRESENTATIVE

- Details of Authorized Representative

1. Enrolment ID :

PRINCIPAL PLACE OF BUSINESS

- Address

1. Building No./Flat No :

2. Street/Road :

3. Locality/village :

4. State :

5. City/District :

6. Pin Code :

- Contact Information

7. Office Email Address :

8. Mobile No. :

9. Nature of possession of premises :Rent/Own/Lease..

ADDITIONAL PLACE OF BUSINESS (Separate detail for all)

1. Building No./Flat No :
2. Street/road :
3. Locality/village :
4. State :
5. District :
6. Pin Code :

• Contact Information

1. Office Email Address :
2. Mobile No. :
3. Nature of possession of premises : Rent/Own/Lease..

BANK ACCOUNTS

- Bank Account maintained by You for conducting Business

1. Total No. of Bank Account :
2. Account No. :
3. Types of Account :
4. Bank IFSC :

(Details for all account)

VERIFICATION

1. Authorized Signatory Name :
2. Place :

**THE NEXT FEW SLIDES WILL BE GIVING
THE DETAILS AND FORMAT OF
DOCUMENTS NEEDS TO BE
UPLOADED.**

Upload Document Details

1	BUSINESS DETAIL	1. Registration certificate of Business entity 2. Partnership deed(if applicable)	PDF/JPEG(1MB)
2	PROMOTERS/PARTNERS (each)	Photograph	JPEG(100KB)
3.	AUTHORISED SIGNATORY	1.Proof of appointment of Authorized Signatory 2.Photo	PDF/JPEG(1MB) JPEG(100KB)
4	PRINCIPAL PLACE OF BUSINESS	Proof of principal place of business	PDF/JPEG(1MB)
5	ADDITIONAL PLACE OF BUSINESS(each)	Proof of Additional place of business	PDF/JPEG(1MB)
6	BANK ACCOUNTS(each)	Statement/First page	PDF/JPEG(1MB)

Instructions on the uploading of the documents for proof:

1. Photographs wherever specified in the Application Form
Proprietary Concern – Proprietor
Partnership Firm / LLP – Managing/ Authorized
Partners (personal details of all partners is to be submitted but photos of only ten partners including that of Managing Partner is to be submitted)
HUF – Karta
Company – Managing Director or the Authorised Person
Trust – Managing Trustee
Association of Person or Body of Individual –Members of Managing Committee
(personal details of all members is to be submitted but photos of only ten members including that of Chairman is to be submitted)
Local Body – CEO or his equivalent
Statutory Body – CEO or his equivalent
Others – Person in Charge

Photograph upload should only in JPEG format and size should not exceed 100 kb

Instructions on the uploading of the documents for proof:

2. Partnership Deed in case of Partnership Firm, Registration Certificate in case of other businesses like Society, Trust etc. which are not captured in PAN.
In case of Others: Registration Certificate of the Business Entity (Like for companies CIN certificate to be scanned and uploaded).

Required document should be uploaded only in PDF or JPEG format with the maximum file size of 1 MB
3. Scanned copy of the document in respect of address of the Principal Place of Business and Additional Place of Business.
In case of Own premises –
Any document in support of the ownership of the premises like Latest Tax Paid Receipt or Municipal Khata copy or Electricity Bill copy
In case of Rented or Leased premises –
A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Tax Paid Receipt or Municipal Khata copy or Electricity Bill copy
In case of premises obtained from others, other than by way of Lease or Rent –
A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy
Customer ID or account ID of the owner of the property in the record of electricity providing company, wherever available should be sought for address verification.

Proof for principal place of business/ Additional place of business should be uploaded in PDF or JPEG format with a maximum file size of 1 MB

Instructions on the uploading of the documents for proof:

4	Scanned copy of the first page of Bank passbook / one page of Bank Statement Opening page of the Bank Passbook held in the name of the Proprietor / Business Concern – containing the Account No., Name of the Account Holder, MICR and IFS Codes and Branch details Required document should be uploaded only in PDF or JPEG format with the maximum file size of 1 MB
5	For each Authorised Signatory: Letter of Authorization or copy of Resolution of the Managing Committee or Board of Directors. Authorised Signatory document should be uploaded only in PDF or JPEG format with the maximum file size of 1 MB



Thank You

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