

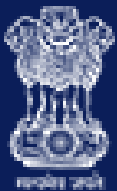
Fincer & Co

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NEW GST

REGISTRATION

MANUAL



Goods and Services Tax

BY

Fincer & Co

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STEP 1:

*Go to gst.gov.in and click **Register Now** under **Tax Payers***



🔔 are not reaching them while it is reaching on other email accounts. We are working to fix the problem. Inconvenience caused is regretted.

Taxpayers

Enrolment status	Find a GST Practitioner
Register Now	Pay Tax

GST Practitioners

Register Now	Find a Taxpayer
------------------------------	---------------------------------

News and updates

2017-06-25

If you are an existing Taxpayer under VAT, Service Tax and Central Excise, you can enroll yourself till next 3 months.

2017-06-25

Are you a first time user? Click here to view a quick video on how to login to the GST Portal

2017-06-25

Do you wish to register under GST? Click here to view the list of documents required for Registration under GST.

[View all](#)

STEP 2

Fill the Respective details and press proceed,

New Registration

• indicates mandatory fields

☒ New Registration ☐ Temporary Reference Number (TRN)

I am a •

Select ▼

State / UT •

Select ▼

District •

Select ▼

Legal Name of the Business (As mentioned in PAN) •

Enter Legal Name of Business

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

*In case of Legal Name of business not matching,
Go to*

<https://onlineservices.tin.egov-nsdl.com/etaxnew/tdsnontds.jsp> and

- *select challan no/ ITNS 280*
- *Enter Your PAN and give some random details, but don't make payment*
- *Name (as per Income Tax Department database) will be displayed on confirmation screen.*

STEP 3:

Enter the OTP sent to your registered e-mail and mobile.

✓

2

User Credentials

OTP Verification

Verify OTP

• indicates mandatory fields

Mobile OTP •

•••••

ⓘ

 Enter OTP sent to your mobile number

Email OTP •

|

ⓘ

 Enter OTP sent to your Email Address

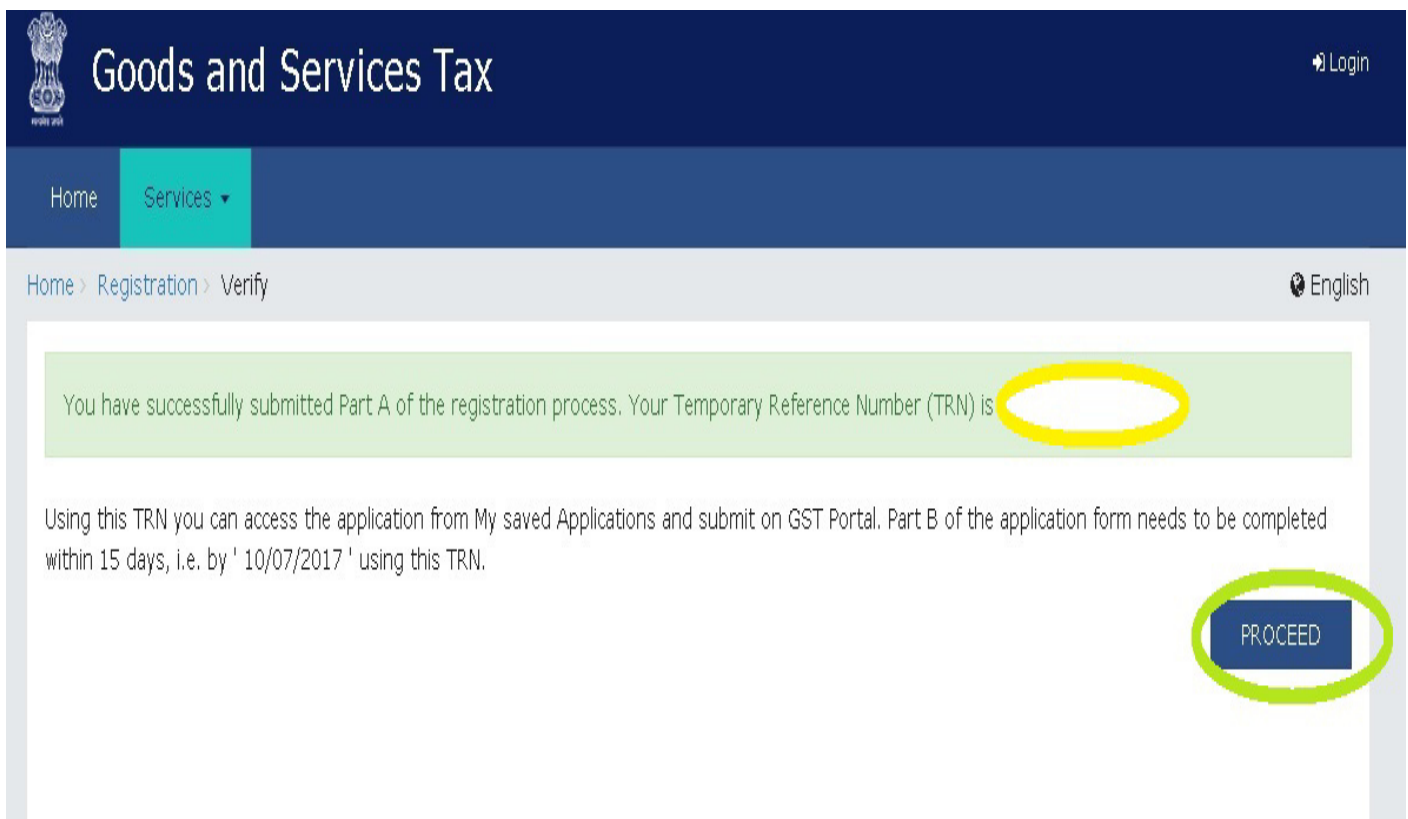
Need OTP to be resent? [Click here](#)

BACK

PROCEED

STEP 4

You wil receive a TRN(Temporary reference Number)which shall be our temporary login ID.



The screenshot shows the GST portal interface. At the top, there is a dark blue header with the GST logo and the text "Goods and Services Tax". A "Login" link is visible in the top right corner. Below the header, there is a navigation bar with "Home" and "Services" (with a dropdown arrow). The main content area has a breadcrumb trail: "Home > Registration > Verify". On the right side of this area, there is a language selector set to "English". The main message is: "You have successfully submitted Part A of the registration process. Your Temporary Reference Number (TRN) is [redacted]". The word "PROCEED" is written in a blue box, which is highlighted with a red circle. Below this message, there is a paragraph: "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 ' 10/07/2017 ' using this TRN."

STEP 5

Enter the TRN , Captcha and proceed

1

2

User Credentials

OTP Verification

New Registration

indicates mandatory fields

☐

New Registration

☒

Temporary Reference Number (TRN)

Temporary Reference Number (TRN)

Type the characters you see in the image below

107871

107871

PROCEED

STEP 6

An OTP will be sent to your e-mail and mobile,enter any one to proceed.



Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

i Fill OTP sent to Mobile and Email

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

BACK

PROCEED

STEP 7

View the Dashboard, then you could see the saved application, you can now save your work and come back again by logging in using TRN.

Click to Edit the application



Goods and Services Tax

[Logout](#)

[Dashboard](#) [Services ▾](#)

Dashboard [English](#)

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
25/06/2017	GST REG-01	Application for Registration of Goods and Services Tax Act, 2017	10/07/2017	Draft	

Track Application Status

You do not have any submitted applications



STEP 8

Enter Business Details

 **Goods and Services Tax** Logout

[Dashboard](#) [Services](#)

[Dashboard](#) > [Business Details](#) English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	10/07/2017	25/06/2017	4%

 Business Details

 Promoter / Partners

 Authorized Signatory

 Authorized Representative

 Principal Place of Business

 Additional Places of Business

 Goods and Services

 Bank Accounts

 State Specific Information

 Verification

Details of your Business

Legal Name of the Business

Permanent Account Number (PAN)

Are you applying for registration as a casual taxable person?

Option For Composition

Reason to obtain registration

Date of commencement of Business

Date on which liability to register arises

Indicate Existing Registrations

Type of Registration

Registration No.

Date of Registration

+ ADD

x CANCEL

BACK

SAVE & CONTINUE

STEP 9

Enter Promoter Details

Documents Required: Photograph of promoter

 Business Details ✓	 Promoter / Partners	 Authorized Signatory	 Authorized Representative	 Principal Place of Business	 Additional Places of Business	 Goods and Services	 Bank Accounts	 State Specific Information	 Verification
--	---	--	---	---	---	---	---	--	--

Details of Proprietor • indicates mandatory fields

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 •

State • District • PIN Code •

Document Upload

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

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

No file chosen

OR

 TAKE PICTURE

 You can use your device camera to take selfie photograph.

Other Information

Also Authorized Signatory

☐ No

STEP 10

Enter Authorised Signatory Details

Documents Required: Photograph, Proof of Authorisation

 Business Details ✓	 Promoter / Partners	 Authorized Signatory	 Authorized Representative	 Principal Place of Business	 Additional Places of Business	 Goods and Services	 Bank Accounts	 State Specific Information	 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

State •

District •

PIN Code •

Document Upload

Proof of details of authorized signatory •

• File with PDF or JPEG format is only allowed.

• Maximum file size for upload is 1 MB

No file chosen

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

• File with JPEG format is only allowed.

• Maximum file size for upload is 100 KB

No file chosen

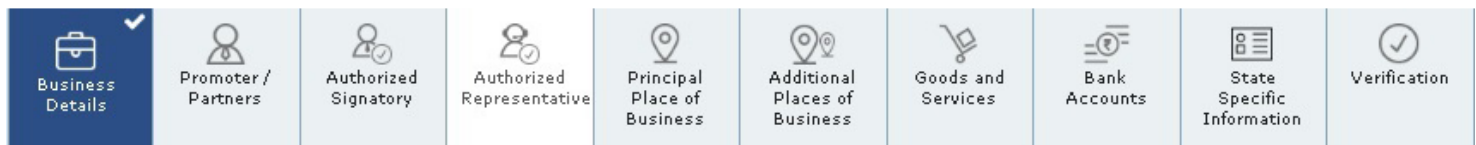
OR

 TAKE PICTURE

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

STEP 11

Enter Authorised Representative Details Non GST practitioners can also act.



Details of Authorized Representative

* indicates mandatory fields

Do you have any Authorized Representative?

☒ Yes

Type of Authorised Representative

☒ GST Practitioner ☐ Other

Enrolment ID *

Enter Enrolment ID

SEARCH

Name of Person

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Designation / Status

Select

☐ Mobile Number

+91

Enter Mobile Number

☐ Email Address

Enter Email Address

Permanent Account Number (PAN) *

Enter Permanent Account Number (PAN)

Aadhaar Number

Enter Aadhaar Number

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

☐ Telephone Number (with STD Code)

STD

Telephone Number

☐ FAX Number (with STD Code)

STD

Fax Number

BACK

SAVE & CONTINUE

STEP 12

Enter Place of Business

 Business Details ✓	 Promoter / Partners	 Authorized Signatory	 Authorized Representative	 Principal Place of Business	 Additional Places of Business	 Goods and Services	 Bank Accounts	 State Specific Information	 Verification
--	---	--	---	---	---	--	---	--	--

• indicates mandatory fields

Details of Principal Place of Business

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 Kerala	District • Select	PIN Code • Enter PIN Code
Latitude Enter Latitude	Longitude Enter Longitude	

Contact Information

Office Email Address sbotanicals1@gmail.com	Office Telephone Number (with STD Code) STD Enter Telephone Number	Mobile Number +91 8547570865
Office FAX Number (with STD Code) STD Enter Fax Number		

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

☐ Bonded Warehouse	☐ EOU / STP / EHTP	☐ Export
☐ Factory / Manufacturing	☐ Import	☐ Supplier of Services
☐ Leasing Business	☐ Office / Sale Office	☐ Recipient of Goods or Services
☐ Retail Business	☐ Warehouse / Depot	☐ Wholesale Business
☐ Works Contract	☐ Others (Please Specify)	

Have Additional Place of Business
☐ No

STEP 13

Enter Additional Place of Business



Details of Additional Places of your Business

Important! If you need to add details on additional places of business:

1. Go to **Principal Places of Business** tab.
2. Select **Yes** for **Have Additional Places of Business**

BACK

ADD NEW

CONTINUE

STEP 14

Enter Details of Top 5 Goods/Services

The form has a navigation bar at the top with ten tabs. The first tab, 'Business Details', is highlighted in dark blue with a white checkmark icon. The other tabs are light blue with icons: 'Promoter / Partners' (person), 'Authorized Signatory' (person with checkmark), 'Authorized Representative' (person with checkmark), 'Principal Place of Business' (location pin), 'Additional Places of Business' (location pin with plus), 'Goods and Services' (shopping cart), 'Bank Accounts' (banknote), 'State Specific Information' (document), and 'Verification' (checkmark).

Below the navigation bar, there are two tabs: 'Goods' and 'Services'. The 'Goods' tab is selected and highlighted with a blue underline.

The main content area is titled 'Details of Goods / Commodities supplied by the business'. Below this title, there is a text input field with the placeholder text 'Please specify top 5 Commodities'.

Below the text input field, there is a section titled 'Search HSN Chapter by Name or Code'. It contains a text input field with the placeholder text 'Search HSN Chapter'.

At the bottom right of the form, there are two buttons: 'BACK' and 'SAVE & CONTINUE'. The 'SAVE & CONTINUE' button is highlighted with a green circle.

STEP 15

Enter Bank Details

Documents Required: Front page of Pass Book, Bank statement copy which has IFSC, Account No, Name, Address.

 Business Details ✓	 Promoter / Partners	 Authorized Signatory	 Authorized Representative	 Principal Place of Business	 Additional Places of Business	 Goods and Services	 Bank Accounts	 State Specific Information	 Verification
---	--	---	--	--	--	---	--	---	---

Details of Bank Accounts (s)

 Details of Bank Account * indicates mandatory fields

Account Number*

Type of Account*

Select ▼

Enter Bank IFSC*

GET ADDRESS

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

 Document Upload

Proof of Details of Bank Accounts*

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

STEP 16

Enter Any state specific registrations.

Professional Tax, State Excise License if any..

Business Details ✓	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
--------------------	---------------------	----------------------	---------------------------	-----------------------------	-------------------------------	--------------------	---------------	----------------------------	--------------

State Specific Information

Professional Tax Employee Code (EC) No. Enter Professions Tax E.C Number	Professional Tax Registration Certificate (RC) No. Enter Professions Tax R.C Number
State Excise License No. Enter State Excise License Number	Name of the person in whose name Excise License is held Enter Name of the Person in whose name Excise License is held

STEP 17

Submit using-DSC/Esignature/EVC

Business Details ✓	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification
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• 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.

Name of Authorized Signatory • Select	Place • Enter Place
Designation / Status •	Date • 25/06/2017

📌 DSC is compulsory for Companies & LLP

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THANK YOU

Fincer & Co

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What you think,
you become.

What you feel,
you attract.

What you imagine,
you create.

-BUDDHA