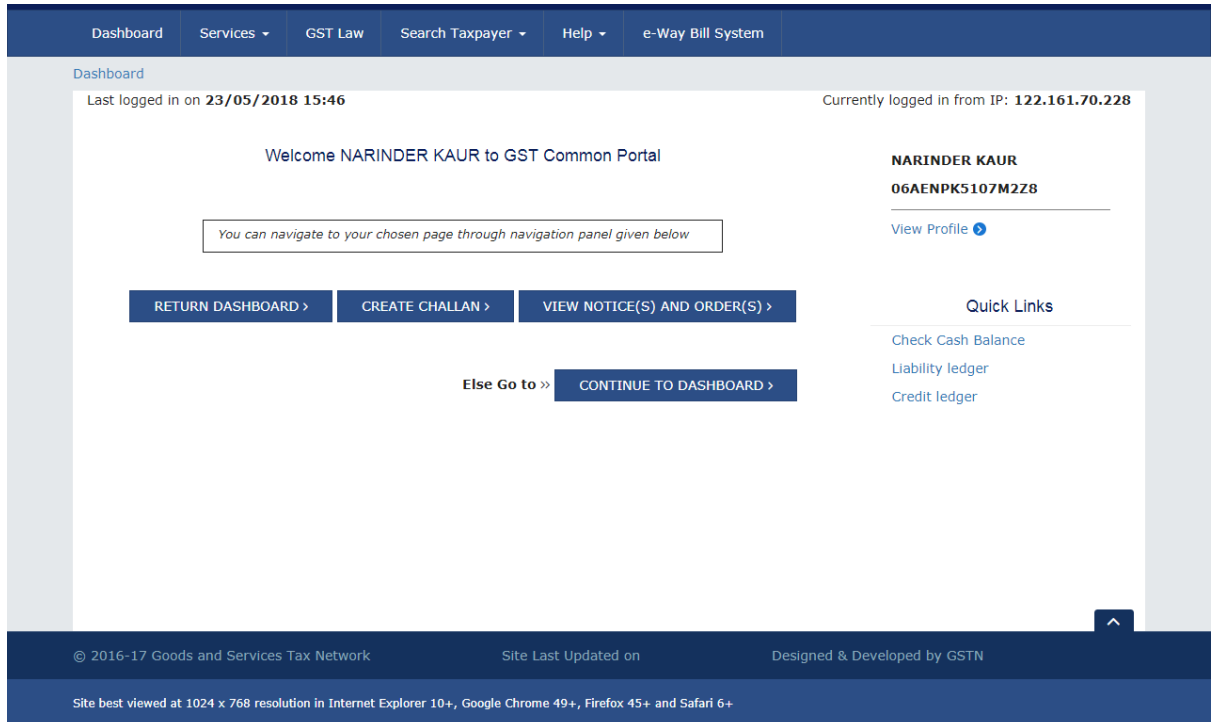
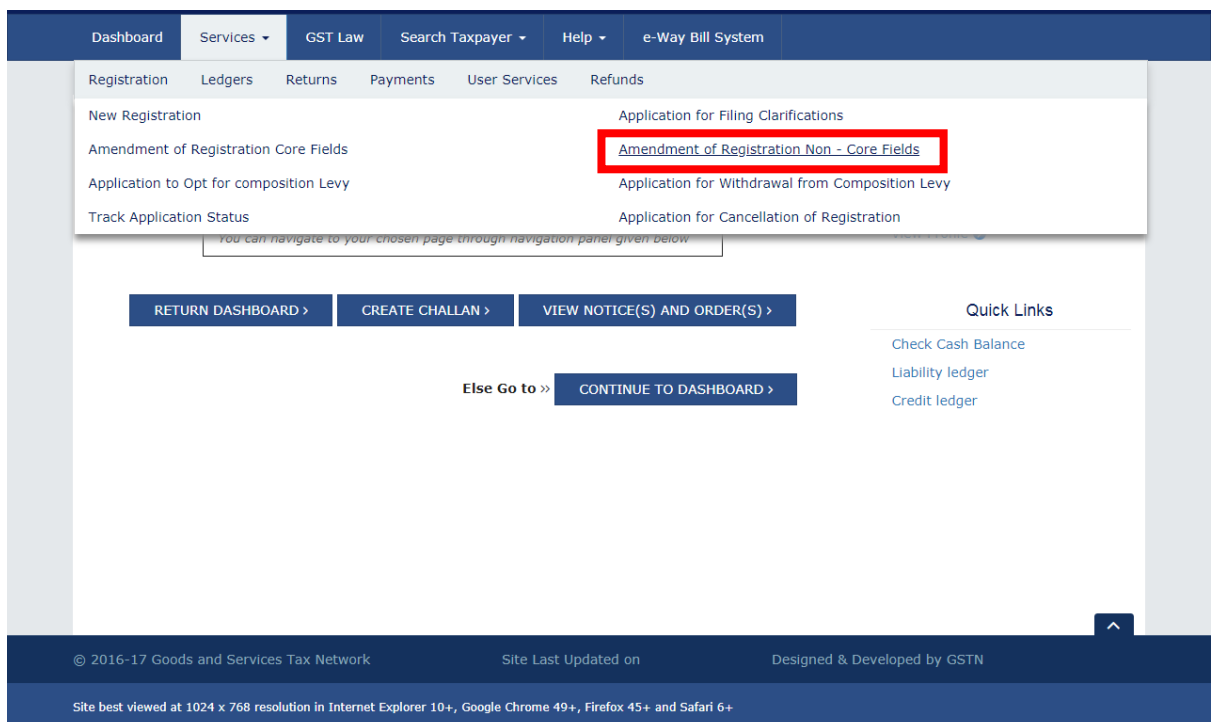


CHANGE MOBILE NUMBER & E-MAIL ID

- Go to www.gst.gov.in
- Login through user id & password
- Dashboard will open



- Go to Services >> Registration >> Amendment of Registration Non – Core Fields



CHANGE MOBILE NUMBER & E-MAIL ID

- Go to Authorized Signatory

Authorized Signatory

Primary Authorized Signatory

Sl No	Name	Designation / Status	Actions
1	NARINDER KAUR	PROPRIETOR	EDIT DELETE

[BACK](#) [ADD NEW](#) [CONTINUE](#)

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- Add new Authorised Signatory (as Duplicate/Fake)

Authorized Signatory

Primary Authorized Signatory

Sl No	Name	Designation / Status	Actions
1	NARINDER KAUR	PROPRIETOR	EDIT DELETE

[BACK](#) [ADD NEW](#) [CONTINUE](#)

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Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

- Important step: Add all the details as fake just to add later it will be deleted. So add all details as fake except **Mobile Number & Email Id**
- In the below picture, I added a duplicate authorised signatory

CHANGE MOBILE NUMBER & E-MAIL ID

Authorized Signatory

• Primary Authorized Signatory

Sl No	Name	Designation / Status	Actions
1	NARINDER KAUR •	PROPREITOR	EDIT DELETE
2	naveen chand	partner	EDIT DELETE

[BACK](#) [ADD NEW](#) [CONTINUE](#)

- Go to the Original Authorised Signatory and **un-tick** the Primary Authorised Signatory

• indicates mandatory fields

Checking this will automatically set 'Is Citizen of India', if No as Yes.

☒ Primary Authorized Signatory

Personal Information

Name of Person

First Name • Middle Name Last Name

NARINDER Enter Middle Name KAUR

Name of Father/Husband

First Name • Middle Name Last Name

SATWANT Enter Middle Name SINGH

Date of Birth • Mobile Number • Email Address •

04/09/1967 +91 9717481254 arunjai20@gmail.com

Gender •

☐ Male ☐ Female ☐ Others

Telephone Number (with STD Code)

STD Enter Telephone Number

[Top](#)

- And save it

●

- Go to the duplicate one and tick the Primary Authorised Signatory

●

CHANGE MOBILE NUMBER & E-MAIL ID

- It will ask for OTP , enter the OTP on new Mobile Number

The screenshot displays a web form for updating user information. A modal window titled "OTP Verification" is centered on the screen, featuring a text input field with six asterisks and two buttons: "CANCEL" and "VERIFY & CONTINUE". The background form is partially visible and includes the following sections:

- Designation / Status:** A dropdown menu with "partner" selected.
- Director Identification Number:** A text field containing "3333333".
- Are you a citizen of India?:** A checkbox that is checked.
- Permanent Account Number (PAN):** A text field containing "AXKPN8372M".
- Residential Address:** A section with multiple fields:
 - Building No. / Flat No.:** Two text fields, both containing "asd".
 - Road / Street:** A text field containing "dads".
 - City / Town / Locality / Village:** A text field containing "dasd".
 - Country:** A dropdown menu with "India" selected.
 - State:** A dropdown menu with "Delhi" selected.
 - District:** A dropdown menu with "South Delhi" selected.
 - PIN Code:** A text field containing "110044".
- Document Upload:** A section with two upload slots:
 - The first slot shows a PDF icon and the text "Letter of Authorisation".
 - The second slot shows a photo icon and the text "Photo".
 - Each slot has a "DELETE" button to its right.

At the bottom right of the form, there are three buttons: "BACK", "CANCEL", and "SAVE".

- Now again go to the duplicate Authorised Signatory and un-tick the Primary Authorised Signatory

CHANGE MOBILE NUMBER & E-MAIL ID

ⓘ Checking this will automatically set 'Is Citizen of India', if No as Yes.

☐ Primary Authorized Signatory

Personal Information

Name of Person

First Name * Middle Name Last Name

Name of Father/Husband

First Name * Middle Name Last Name

Date of Birth *

Mobile Number *

Email Address *

Gender *

☒ Male ☐ Female ☐ Others

Telephone Number (with STD Code)

STD

Identity Information

Designation / Status *

Director Identification Number 22222222

Are you a citizen of India? ⓘ ☒ Yes

Permanent Account Number (PAN) *

Passport Number (In case of Foreigner)

Aadhaar Number ⓘ

Residential Address

Building No. / Flat No. *

Floor No.

Name of the Premises / Building

⬆ Top

- And save it
- Now go to the Original Authorised Signatory and tick the Primary Authorised Signatory
- And number changed

For further you can contact @ navkailashchand1996@gmail.com