



Press Information Bureau

Ministry of Information and Broadcasting, Government of India



Economy

Frequently Asked Questions (FAQs) on GST registration application

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S. No.	Question	Answer
1.	How can I submit an application for GST registration?	You can submit the application for GST registration online on the GST portal (https://www.gst.gov.in/) through Services → Registration → New Registration.
2.	Where can I find the step-by-step procedure for filing the GST registration application?	• A step-by-step manual/tutorial for filing the GST registration application is available on the GST portal. (https://www.gst.gov.in/) through Help and taxpayer facilities → GST Knowledge Portal → Register with GST. • The application form on the portal also provides tool-tips and real-time contextual guidance to help applicants furnish the required information correctly. • Further the amended GST registration FORM REG-01 will have drop down boxes and tool tips to guide you in filing the prescribed documents.

3.	Whether any guidelines have been provided regarding the information/documents required to be furnished in respect of various fields in GST registration application?	- A comprehensive guideline has been issued to provide clear and consistent guidance on the information/documents required to be furnished in various fields of the GST registration application, such as constitution of business, Principal Place of Business, etc. They also provide guidance for the tax officers across the Centre and States for uniform and expeditious processing of registration applications. - Furthermore, a detailed FAQ on various issues pertaining to GST registration application and its processing, shall be clarified through a circular - The registration form will be aligned to the circular and the user interface will be enhanced for hand-holding of taxpayers through auto populated fields, drop-down menus and guidance pop-ups in respect of documents required to be submitted.
4.	Is there a checklist of documents and information required for filing the GST registration application?	Yes. The same shall be clarified through a circular, specifying the information and documents required for filing the registration application so that applicants can keep the required information and documents ready before submitting the application.
5.	What documents are required as proof of	A consolidated list of documents required as proof of PPOB and APoB in different situations shall be provided

	Principal Place of Business (PPOB))?	in the circular and FORM GST REG-01, shall be suitably amended. Accordingly, when an applicant selects the type of premises on the GST portal, the portal will display only those documents that are relevant to that particular type of premises say owned or rented premises shall show different document requirements. No additional documents are required to be uploaded or sought by the officer in respect of the GST registration application. The same shall be clarified through a circular.
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