

GST System Project: User Manual – Registration

Goods and Services Tax Network

4/13/2017

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Authorized by	Snigdha Tayal

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Revision History

Version	Date	Author	Reviewer	Approver	Comments
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0.02	4/13/2017	Khushboo Jain	Snigdha Tayal		ID Review Implementation
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1. Introduction

1.1 Scope of the document

This document covers the User Manuals for P1 use cases.

1.2 Purpose of the document

This document will be hosted on the GST Portal, Help section in HTML format. The document will help the users of the GST Portal understand and easily use the GST Portal.

1.3 Intended Audience for this document

This document is intended for use by the GST Services team for validation of content and for Infosys Training team to design HTML based Help file.

2. Registration

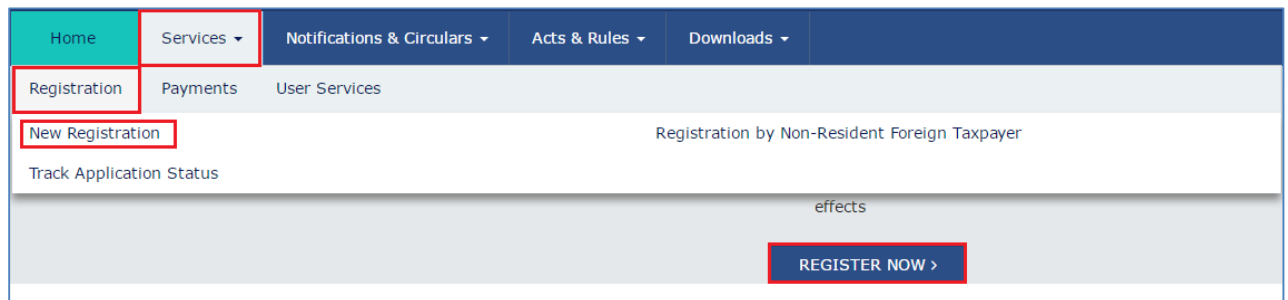
2.1 Apply for Registration – Normal Taxpayer

SRS_Reg_001 (Application for New Registration)

I am a normal taxpayer. How can I register with GST?

For registering yourself as a normal taxpayer, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
Alternatively, you can also click **Services > Registration > New Registration** option.



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

Part A:

3. The New Registration page is displayed. Select the **New Registration** option.
4. In the **I am a** drop down list, select the **Taxpayer** as the type of taxpayer to be registered.
5. In the **State/UT** and **District** drop down list, select the state for which registration is required and district.
6. In the **Legal Name of the Business (As mentioned in PAN)** field, enter the legal name of your business/ entity as mentioned in the PAN database.
7. In the **Permanent Account Number (PAN)** field, enter PAN of your business or PAN of the Proprietor.

Note:

- PAN is mandatory for registration with GST.
- In case you don't have PAN, you can apply for PAN. To do so, click the **here** link.

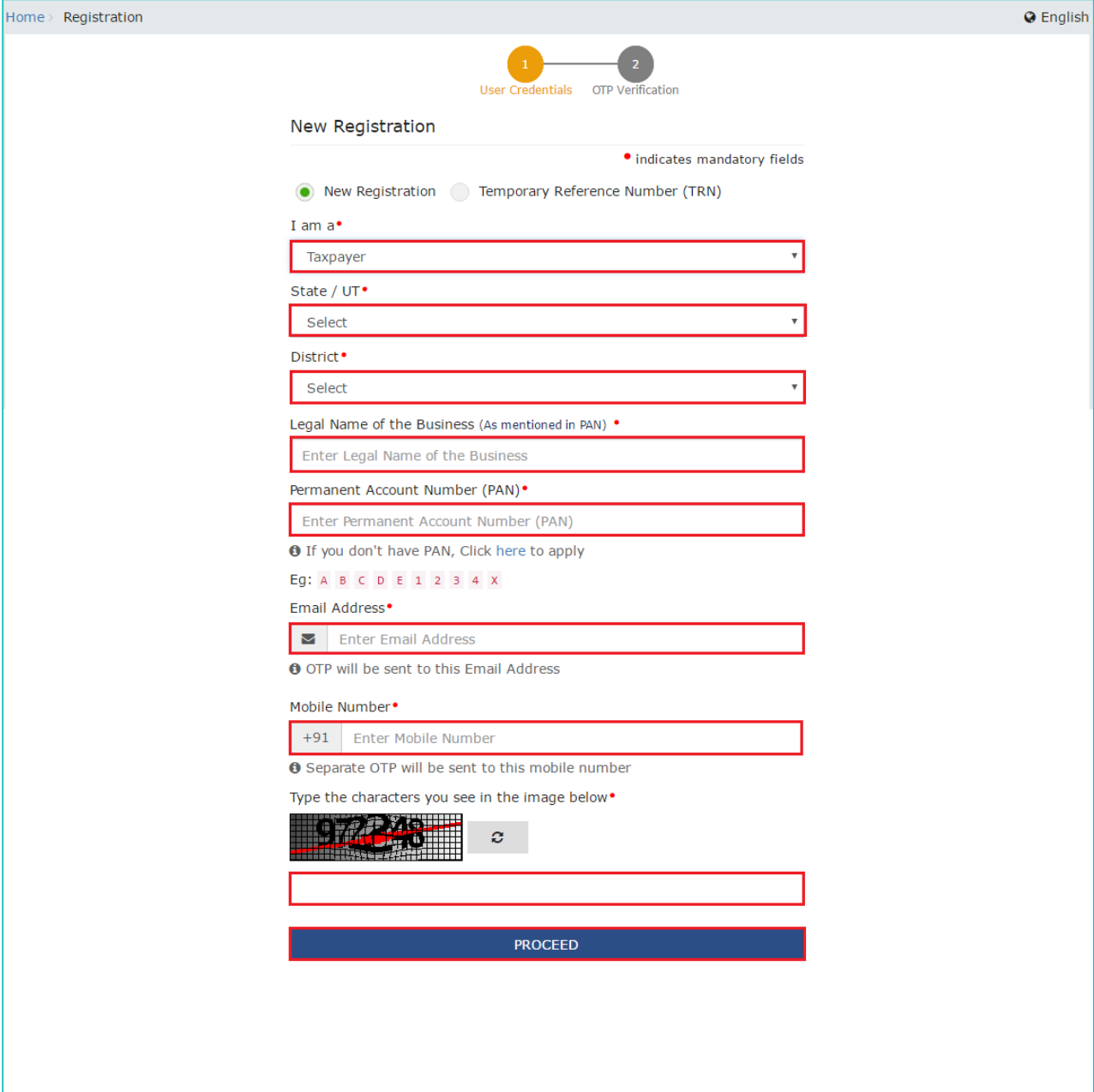
8. In the **Email Address** field, enter the email address of the Primary Authorized Signatory.
9. In the **Mobile Number** field, enter the valid Indian mobile number of the Primary Authorized Signatory.

Note:

Different One Time Password (OTP) will be sent on your email address and mobile number you just mentioned for authentication.

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

Click the **PROCEED** button. The **OTP Verification** page is displayed.



Home > Registration English

1 — 2
 User Credentials OTP Verification

New Registration • Indicates mandatory fields

New Registration Temporary Reference Number (TRN)

I am a •

State / UT •

District •

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

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 •

OTP will be sent to this Email Address

Mobile Number •

Separate OTP will be sent to this mobile number

Type the characters you see in the image below •


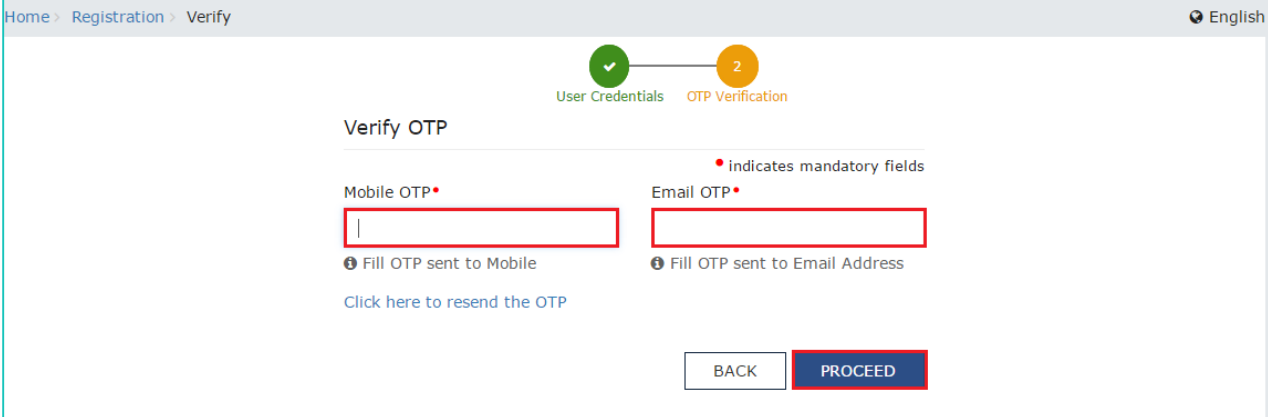
PROCEED

11. In the **Mobile OTP** field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.
12. In the **Email OTP** field, enter the OTP you received on your email address. 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.

13. Click the **PROCEED** button.

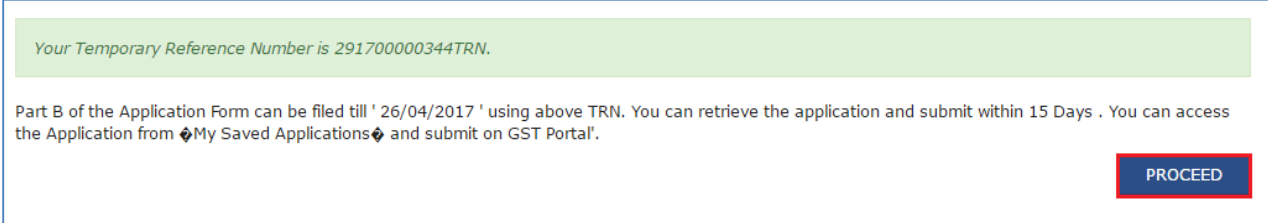


The system generated Temporary Reference Number (TRN) is displayed.

Note: You will receive the TRN acknowledgment information on your e-mail address as well as your mobile number.

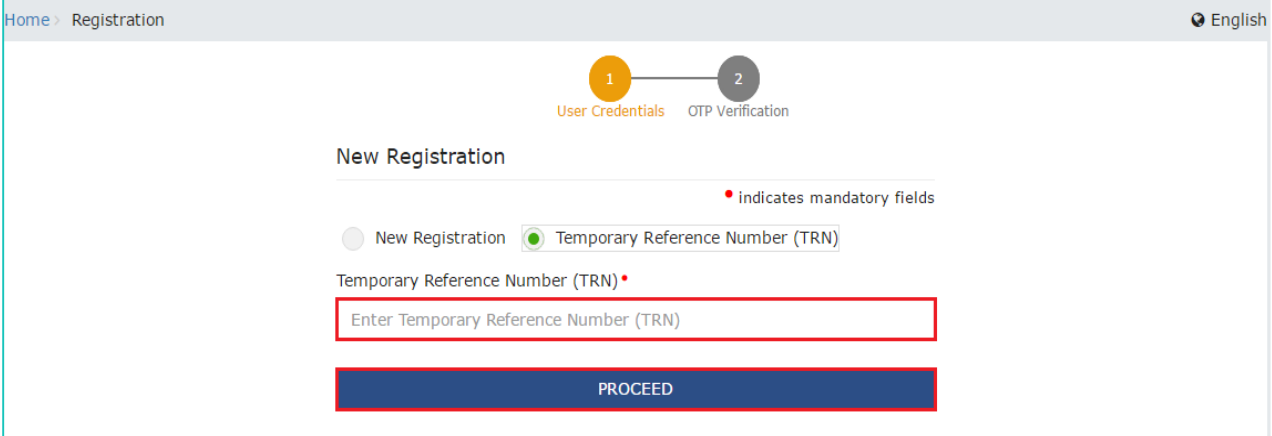
14. Click the **PROCEED** button.

Alternatively, you can also click **Services > Registration > New Registration** option and select the **Temporary Reference Number (TRN)** radio button to login using the TRN.



Part B:

15. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.
16. 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.

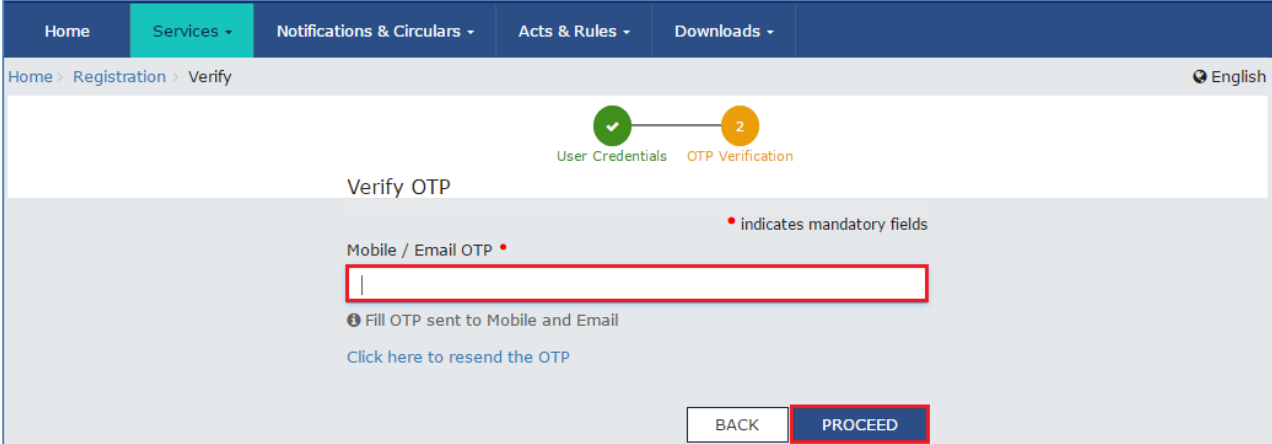


17. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

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.


18. Click the **PROCEED** button.





19. 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'.

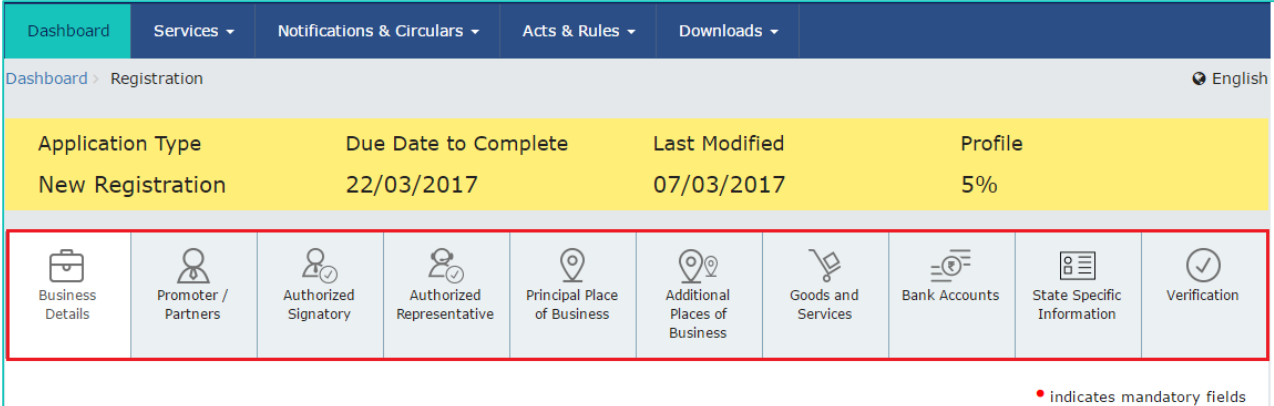


Creation Date	Form No.	Form Description	Expiry Date	Status	Action
07/03/2017	GST REG-01	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--	22/03/2017	Draft	 


Track Application Status
No Records Found


The Registration Application form with various tabs is displayed.


On the top of the page, there are ten tabs as **Business Details**, **Promoter/ Partners**, **Authorized Signatory**, **Authorized Representative**, **Principal Place of Business**, **Additional Places of Business**, **Goods and Services**, **Bank Accounts**, **State Specific Information** and **Verification**. Click each tab to enter the details.





Application Type	Due Date to Complete	Last Modified	Profile
New Registration	22/03/2017	07/03/2017	5%



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

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 **Ward/ Circle /Sector No.** drop-down list, select the ward/ circle/ sector number of your business.
- d) In the **Commissionerate Code, Division Code and Range Code** drop-down list, select the appropriate choice.

Note:

In case you don't know the Center Jurisdiction, click the **link** to know about your Center Jurisdiction.

- e) In the **Option for Composition** field, select **Yes** in case you want to opt for the composition scheme, or else select **No**.

In case of Yes

- a. Select the checkbox for accepting the declaration for opting for Composition scheme.

Note:

A regular taxpayer can opt under the Composition Scheme if the Taxpayer expects likely aggregate turnover will remain below the threshold limit specified for availing the composition scheme.

- f) Select the **Date of commencement of Business** using the calendar.
g) Select the **Date on which liability to register arises** using the calendar.

Note:

- The registration for a normal taxpayer shall be effective from the date on which the person becomes liable for registration if he files the application for new registration within 30 days from the date on which the liability to register arises. In such a case he will get pre-registration ITC credit on his purchases. Refer to Section 18(1) of the GST Act for more details.
- In case of delay in filing of application of New Registration, the date of liability to register remains same but effective date of registration shall be the date of grant of registration.
- A casual taxable person shall electronically submit an application at least five days prior to the commencement of business.
- In case of Casual Taxpayer, date on which liability to register arises is auto filled.
- In case of Reason to obtain Registration selected as **Voluntary Basis**, this field is disabled and visible.

- h) In the **Are you applying for registration as a casual taxable person?** field, select **Yes** in case you are a casual dealer, or else select **No**.

In case of Yes

- a. In the **Estimated supplies and Estimated Net Tax Liability** field, enter the estimated turnover and Net Tax Liability.
b. The casual taxpayer may opt to pay the estimated tax liability by clicking the **CREATE CHALLAN** button.

Note:

- Casual taxable person means a person who occasionally undertakes transactions involving supply of goods and/ or services in a taxable territory where he has no fixed place of business.

- A person applying for registration as a casual taxable person while submitting the Application form creates a Challan and a Provisional GSTIN is generated by the GST Portal for making advance deposit of tax and the acknowledgement is issued electronically only after the deposit is made in the electronic cash ledger.
- i) In the **Reason to obtain registration** drop-down list, select the reason of liability to obtain registration for your business.
 - j) In the **Indicate Existing Registrations** section, select the existing registration type, Registration No. and Date of Registration. Click the **Add** button.

Note:

You can include registration type as Central Sales Tax Registration Number, Central Excise Registration Number, Service Tax Registration Number etc.

- k) In the **Document Upload** section, select the Proof of Constitution of Business from the drop-down list. Click the **Choose file** button. Navigate and select the document.
 - a. In case of Partnership firm: Upload the Partnership Deed of Partnership Firm document
 - b. In case of Others: Upload the Registration Certificate of the Business Entity

Note:

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

- l) Click the **SAVE & CONTINUE** button. You will notice a blue tick on the Business Details section indicating the completion of the tab information and notice the Profile indicating the percentage completion of the application form.

--	--	--	--	--	--	--	--	--	--

• indicates mandatory fields

Details of your Business

Trade Name

Constitution of Business •

State •

State Jurisdiction

Ward/Circle/Sector No •

Center Jurisdiction
 ⓘ Refer the [link](#) for Center Jurisdiction

Commissionerate Code •

Division Code •

Range Code •

Option For Composition
 No

Date of commencement of Business •

Date on which liability to register arises

Are you applying for registration as a casual taxable person?
 No

Reason to obtain registration •

Indicate Existing Registrations

Registration Type <input type="text" value="Select"/>	Registration No. <input type="text"/>	Date of Registration <input type="text" value="DD/MM/YYYY"/>	<input type="button" value="+ ADD"/>	<input type="button" value="X CANCEL"/>
--	--	---	--------------------------------------	---

Document Upload

Proof of Constitution of Business •

ⓘ File with PDF or JPEG format is only allowed.
 ⓘ Maximum file size for upload is 1 MB

No file chosen

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	19/04/2017	04/04/2017	32%

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Promoter/ Partners tab:

This tab page displays the details of the stakeholders chosen in the constitution of business detail. You can enter details of upto 10 Promoters or Partners.

- a) In the Personal Information section, enter the personal details of the stakeholder like name, date of birth, address, mobile number, email address and gender.
- b) In the Identity Information section, enter the official information of the stakeholder.
 - i. In the **Designation / Status** field, enter the designation of the stakeholder.
 - ii. In the **Director Identification Number (DIN)** field, enter the DIN of the stakeholder issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
 - Public Limited Company
 - Public Sector Undertaking
 - Unlimited Company
 - Foreign Company registered in India
- iii. In case you are a citizen of India, select **Yes** or else select **No**. In case of **NO**, In the **Passport Number** field, enter the passport number.
 - iv. In the **Permanent Account Number (PAN)** field, enter the PAN of the stakeholder.
 - v. In the **Aadhaar Number** field, enter the Aadhaar number of the stakeholder.

Note:

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 if you are also the authorized signatory.











- c) In the **Residential Address** in India section, enter the address details of the stakeholder. Based on the State selected, select the district and enter the corresponding pin code.
- d) In the **Document Upload** section, click the **Choose file** button. Navigate and upload the photograph of the stakeholder.

Note: You can upload PDF or JPEG files with maximum file size for upload of as 100 KB.

- e) In case the promoter or partner is also the authorized signatory, select the **Also Authorized Signatory** as Yes and details will be auto-populated in the Authorized Signatory tab.
- f) Click the **SAVE & CONTINUE** button.

Note:

To add more details of promoter or partner, click the **ADD NEW** button and repeat the steps each time after adding the details of the stakeholder

 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 Managing / Authorized Partners

Personal Information

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/Husband

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
<input type="text" value="DD/MM/YYYY"/> 	<input type="text" value="+91 Enter Mobile Number"/>	<input type="text" value="Enter Email Address"/>

Gender *	Telephone Number (with STD Code)	FAX Number (with STD Code)
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<input type="text" value="STD"/> <input type="text" value="Enter Telephone Number"/>	<input type="text" value="STD"/> <input type="text" value="Enter Fax Number"/>

Identity Information

Designation / Status *	Director Identification Number (DIN) *	Are you a citizen of India?
<input type="text" value="Enter Designation"/>	<input type="text" value="Enter DIN Number"/>	<input checked="" type="radio"/> Yes

Permanent Account Number (PAN) *	Passport Number	Aadhaar Number
<input type="text" value="Enter Permanent Account Number (PAN)"/>	<input type="text" value="Enter Passport Number"/>	<input type="text" value="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 in India

Building No. / Flat No. / Door No. *	Floor No.	Name of Premises / Building
<input type="text" value="Enter Building No. / Flat No. / Door No."/>	<input type="text" value="Enter Floor No."/>	<input type="text" value="Enter Name of Premises / Building"/>

Road / Street / Lane *	Locality / Area / Village *
<input type="text" value="Enter Road / Street / Lane"/>	<input type="text" value="Enter Locality / Area / Village"/>

State *	District *	PIN Code *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Enter PIN Code"/>

Document Upload

<p>Upload Photograph (of person whose information has been given above) *</p> <p><small>ⓘ File with JPEG format is only allowed.</small></p> <p><small>ⓘ Maximum file size for upload is 100 KB</small></p> <p><input type="button" value="Choose File"/> No file chosen</p>	<p>OR</p> <p><input type="button" value="TAKE PICTURE"/></p> <p><small>ⓘ You can use to capture your photograph</small></p>
--	---

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.

- a) In case you are the Primary Authorized Signatory, select the checkbox for **Primary Authorized Signatory**.
- b) In the Personal Information section, enter the personal details of the authorized signatory like name, date of birth, mobile number, email address and gender.
- c) In the Identity Information section, enter the official information of the stakeholder.
 - i. In the **Designation / Status** field, enter the designation of the authorized signatory.
 - ii. In the **Director Identification Number (DIN)** field, enter the DIN of the authorized signatory issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
 - Public Limited Company
 - Public Sector Undertaking
 - Unlimited Company
 - Foreign Company registered in India
- iii. In case you are a citizen of India, select **Yes** or else select **No**.
 - a. In case of NO
 - b. In the **Passport Number** field, enter the passport number.
 - iv. In the **Permanent Account Number (PAN)** field, enter the PAN of the authorized signatory.
 - v. In the **Aadhaar Number** field, enter the Aadhaar number of the authorized signatory.

Note:

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.

- d) In the **Residential Address** in India section, enter the address details of the authorized signatory. Based on the State selected, select the district and enter the corresponding pin code
- e) In the **Document Upload** section, click the **Choose file** button. Navigate and select the Proof of Appointment and photograph of the authorized signatory.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB for Proof of appointment of Authorized Signatory and 100 KB as photograph of the authorized signatory.

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

Note:

To add more details of authorized signatory, click the **ADD NEW** button.

Business Details <input checked="" type="checkbox"/>	Promoter / Partners <input checked="" type="checkbox"/>	Authorized Signatory <input type="checkbox"/>	Authorized Representative <input type="checkbox"/>	Principal Place of Business <input type="checkbox"/>	Additional Places of Business <input type="checkbox"/>	Goods and Services <input type="checkbox"/>	Bank Accounts <input type="checkbox"/>	State Specific Information <input type="checkbox"/>	Verification <input type="checkbox"/>
--	---	---	--	--	--	---	--	---	---------------------------------------

• indicates mandatory fields

Authorized Signatory

Primary Authorized Signatory

Personal Information

First Name* <input type="text" value="Enter First Name"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name <input type="text" value="Enter Last Name"/>
Name of Father/Husband		
First Name* <input type="text" value="Enter First Name"/>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name <input type="text" value="Enter Last Name"/>
Date of Birth* <input type="text" value="DD/MM/YYYY"/>	Mobile Number* <input type="text" value="+91 Enter Mobile Number"/>	Email Address* <input type="text" value="Enter Email Address"/>
Gender* <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Telephone Number (with STD Code) STD <input type="text" value="Enter Telephone Number"/>	FAX Number (with STD Code) STD <input type="text" value="Enter Fax Number"/>

Identity Information

Designation / Status* <input type="text" value="Enter Designation"/>	Director Identification Number (DIN)* <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 <input type="text" value="Enter Passport Number"/>	Aadhaar Number <input type="text" value="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 in India

Building No. / Flat No. / Door No.* <input type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of Premises / Building <input type="text" value="Enter Name of Premises / Building"/>
Road / Street / Lane* <input type="text" value="Enter Road / Street / Lane"/>	Locality / Area / 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

Proof of appointment 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

ⓘ You can use to capture your photograph

Authorized Representative tab:

This tab page displays the details of the authorized representative.

- a) Select the type authorized representative using the radio button.

In case of GST Practitioner

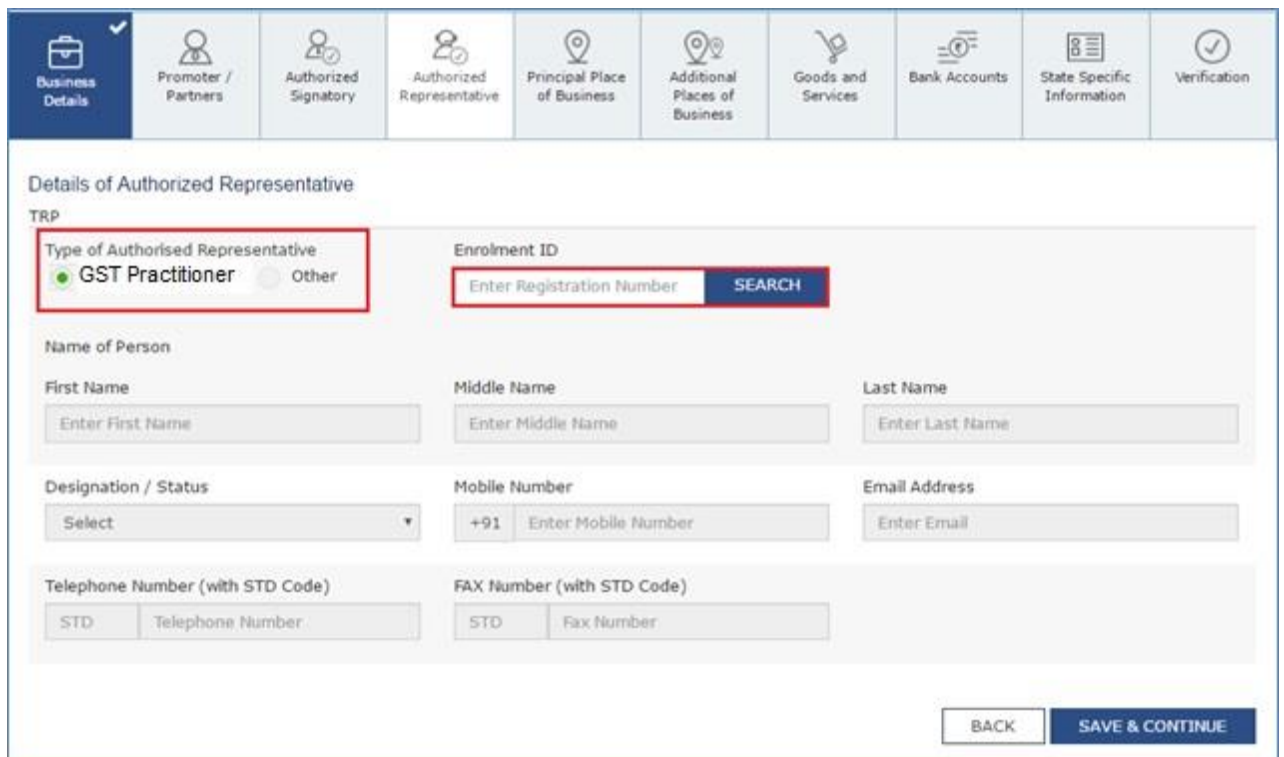
- a. In the **Enrolment ID** field, enter the enrolment ID of the authorized representative.
- b. Click the **SEARCH** button.

Note:

All details of the authorized representative will be auto-populated from the GST Portal.

In case of Other

- a. In the Name of Person section, enter the name, designation, mobile number and email address of the authorized representative.
- b) Click the **SAVE & CONTINUE** button.



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 Authorized Representative

TRP

Type of Authorised Representative
 GST Practitioner Other

Enrolment ID
 Enter Registration Number **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

Telephone Number (with STD Code): STD Telephone Number FAX Number (with STD Code): STD Fax Number

BACK **SAVE & CONTINUE**

Principal Place of Business tab:

This tab page displays the details of the principal place of the business. Principal Place of Business is the primary location within the State where a taxpayer's business is performed. The principal place of business is generally the address where the business's books of accounts and records are kept and is often where the head of the firm or at least top management is located.

- a) In the **Address** section, enter the address details of the principal place of business. Based on the State selected, select the district and enter the corresponding pin code.
- 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) In the **Nature of Possession of Premises** drop-down list, select the nature of possession of premises.
- d) In the **Document Upload** section, click the **Choose file** button. Navigate and select the proof of Principal Place of Business document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.
 - You can upload these documents for the proof of Principal Place of Business
 - **For Own premises** – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
 - **For 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 Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
 - **For premises not covered above** – 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. For shared properties also, the same documents may be uploaded.
- e) Select the checkbox for **Nature of Business activities being carried out**.
 - f) In case you have additional place of business, select Yes for Have Additional Place of Business.
 - g) Click the **SAVE & CONTINUE** button.

--	--	--	--	--	--	--	--	--	--

• Indicates mandatory fields

Details of Principal Place of Business

Address

Building No. / Flat No. / Door No. • <input type="text" value="Enter Building No. / Flat No. / Door No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of Premises / Building <input type="text" value="Enter Name of Premises / Building"/>
Road / Street / Lane • <input type="text" value="Enter Road / Street / Lane"/>	Locality / Area / Village • <input type="text" value="Enter Locality / Area / Village"/>	
State • <input type="text" value="Karnataka"/>	District • <input type="text" value="Select"/>	PIN Code • <input type="text" value="Enter PIN Code"/>
Latitude <input type="text" value="Enter Latitude"/>	Longitude <input type="text" value="Enter Longitude"/>	

Contact Information

Office Email Address • <input type="text" value="khushbo6in@gmail.com"/>	Office Telephone Number (with STD Code) STD <input type="text" value="Enter Telephone Number"/>	Mobile Number • +91 <input type="text" value="8767199811"/>
Office FAX Number (with STD Code) STD <input type="text" value="Enter Fax Number"/>		

<h4>Nature of possession of premises •</h4> <p>Please Select</p> <input type="text" value="Select"/>	<h4>Document Upload •</h4> <p>Proof of Principal Place of Business •</p> <input type="text" value="Select"/> <p><small>• File with PDF or JPEG format is only allowed. • Maximum file size for upload is 1 MB</small></p> <p><input type="button" value="Choose File"/> No file chosen</p>
--	--

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

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU / STP / EHTP	<input type="checkbox"/> Factory / Manufacturing
<input type="checkbox"/> Input Service Distributor (ISD)	<input type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office
<input type="checkbox"/> Retail Business	<input type="checkbox"/> Service Provision	<input type="checkbox"/> Service Recipient
<input type="checkbox"/> SEZ	<input type="checkbox"/> Warehouse / Depot	<input type="checkbox"/> Wholesale Business
<input type="checkbox"/> Works Contract	<input type="checkbox"/> Others	

Have Additional Place of Business
 No

Additional Places of Business tab:

This tab page displays the details of the additional place of the business. Enter the details similarly like Principal Place of Business Details provided above.

Goods and Services tab:

This tab page displays the details of the goods and services supplied by the business.

In case you deal with Goods or Commodities, you need to mention the HSN Code in the Goods tab. In case you deal with services, you need to mention the SAC Code in the Services tab. You can add maximum 5 goods and 5 services. In case, you have more than 5 goods or services, you must add the top 5 goods or services you are dealing with.

Goods Tab:

In some cases you may know the HSN Code, and in some cases you might not know the HSN Code. Follow the steps given below to fill the HSN Code.

In case you know the HSN Code:

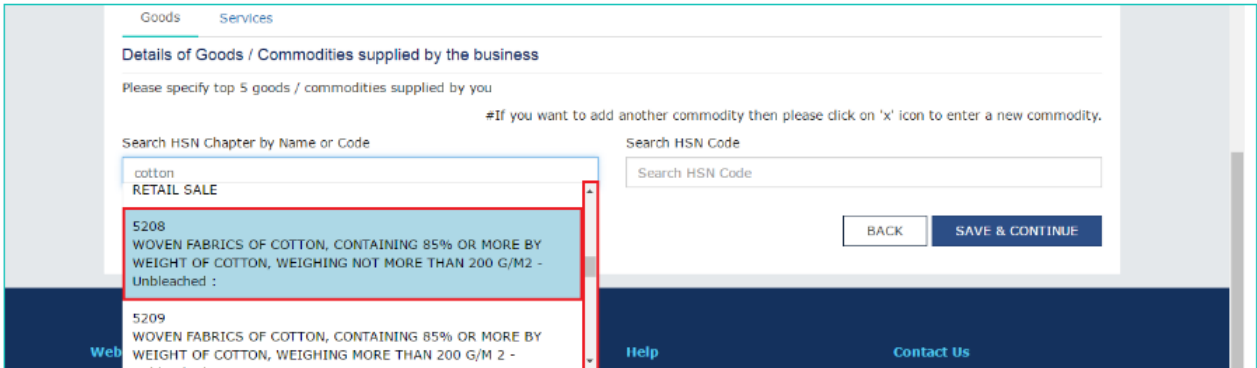
Let us take an example that you need to add the HSN Code 61051010. To add the HSN Code, perform the following steps:

- a. In the **Search HSN Chapter by Name or Code** field, enter the first four digit 6105 from the HSN Code.
- b. In the **Search HSN Code** field, enter the HSN code 61051010. HSN Code is successfully added.

In case you do not know the HSN Code:

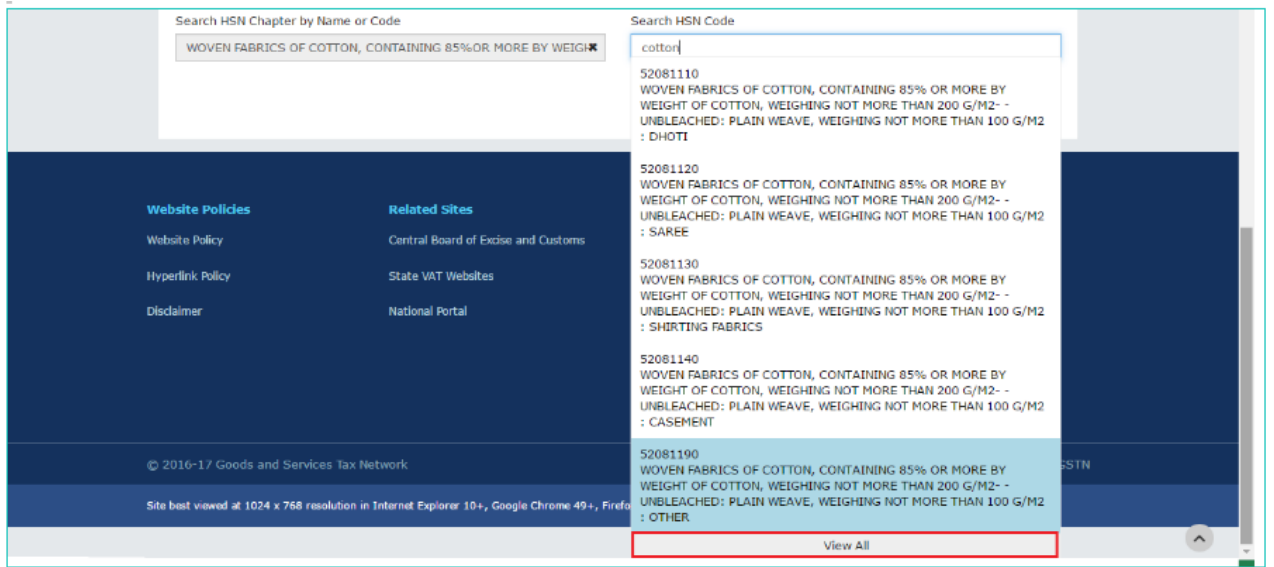
Let us take an example where the dealer deals with cotton textile.

- a. In the **Search HSN Chapter by Name or Code** field, type cotton; related HSN Chapter list is displayed. From the displayed list, scroll and select the appropriate option (in this case 5208).

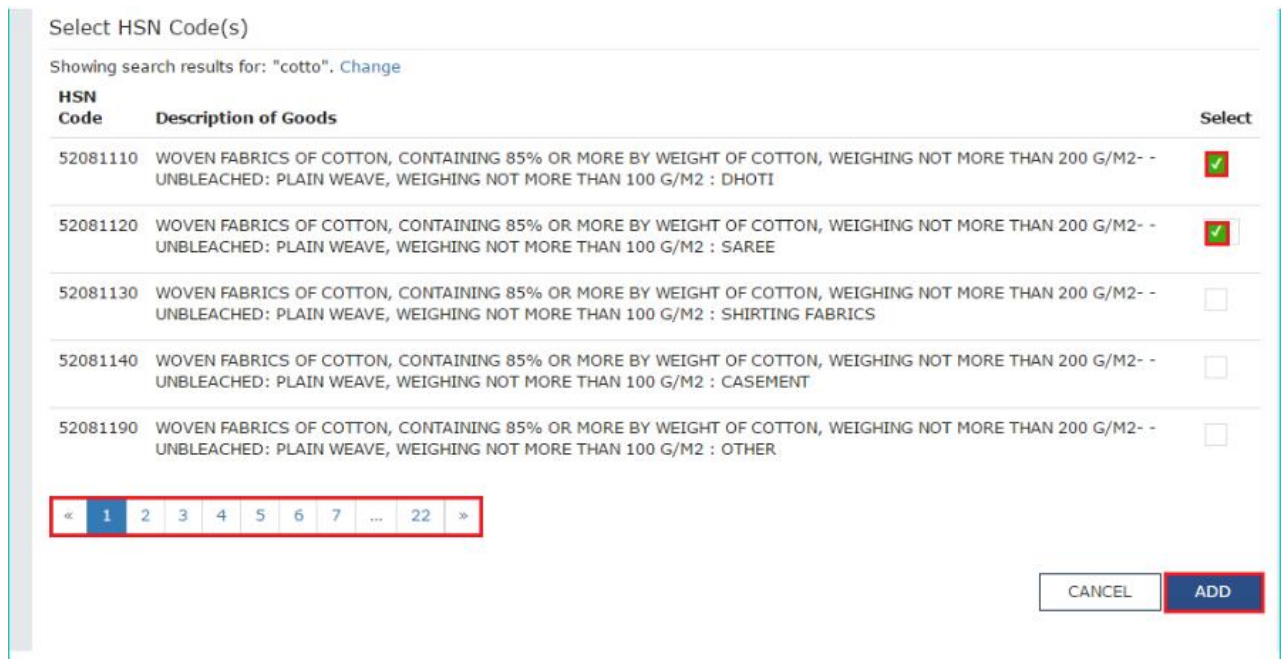


The screenshot shows the 'Goods' tab interface. At the top, there are tabs for 'Goods' and 'Services'. Below them is the heading 'Details of Goods / Commodities supplied by the business'. A sub-heading reads 'Please specify top 5 goods / commodities supplied by you'. A note says '#If you want to add another commodity then please click on 'x' icon to enter a new commodity.' There are two search fields: 'Search HSN Chapter by Name or Code' and 'Search HSN Code'. The first field contains 'cotton' and has a dropdown menu open showing 'RETAIL SALE' and '5208 WOVEN FABRICS OF COTTON, CONTAINING 85% OR MORE BY WEIGHT OF COTTON, WEIGHING NOT MORE THAN 200 G/M2 - Unbleached :'. The second field is empty. There are 'BACK' and 'SAVE & CONTINUE' buttons. At the bottom, there are links for 'Web', 'Help', and 'Contact Us'.

b. In the **Search HSN Code** field, again type cotton or 5208; related HSN Code list is displayed. From the displayed list, scroll and select the appropriate option. In case the appropriate option is not visible, scroll and select the **View All** link.



c. Select the check boxes for HSN codes to be added. Scroll between the pages to select the appropriate option.



d. Click the **Add** button. HSN Code is successfully added.

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

Search HSN Chapter 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 want to add another good or commodity, click the **X** icon as shown in the image below.

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

MEN'S OR BOYS' OVERCOATS,CARCOATS, CAPES, CLOAKS,ANORA X Search HSN Code

BACK SAVE & CONTINUE

Services Tab:

- In the **Search by Name or Code** field, type the name or the SAC Code of the services supplied by the business. SAC is successfully added.
- Click the **SAVE & CONTINUE** button.

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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Goods Services

Details of Services offered by the Business

Please specify top 5 services offered by your business

Search by Name or Code

BACK
SAVE & CONTINUE

Bank Accounts tab:

This tab page displays the details of the bank accounts maintained for conducting business. You can enter details of upto 10 Bank Accounts.

- a) In the **Account Number** field, enter the account number of the Bank.
- b) In the **Type of Account** drop-down list, select the type of account.
- c) In the **Enter Bank IFSC** field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the **here** Link to know the IFSC code.

Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

- d) In the **Document Upload** section, click the **Choose file** button. Navigate and select the scanned copy of Bank passbook/ statement.

Note:

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

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

Note:

In case you want to add details of more Bank accounts, click the **ADD NEW** button.

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

Bank Accounts Maintained By You for Conducting Business

Account Number *

Type of Account *

Select
▼

Enter Bank IFSC *

GET ADDRESS

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

Document Upload

Supporting Document *

Select
▼

i File with PDF or JPEG format is only allowed.
i Maximum file size for upload is 1 MB

No file chosen

State Specific Information tab:

This tab page displays the details of the state.

- a) In the **Professions Tax E.C Number** field, enter professions tax E.C number.
- b) In the **Professions Tax R.C Number** field, enter professions tax R.C number.
- c) In the **State Excise License Number** field, enter state excise license number.
- d) In the **Name of the person in whose name Excise License is held** field, enter the name of the person in whose name excise license is held.
- e) Click the **SAVE & CONTINUE** button.

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

Professions Tax E.C Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Professions Tax E.C Number"/>	Professions Tax R.C Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Professions Tax R.C Number"/>
State Excise License Number <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter State Excise License Number"/>	Name of the Person in whose name Excise License is held <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter Name of the Person in whose name Excise License is held"/>

Verification tab:

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

- a. Select the **Verification** checkbox.
- b. In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.
- c. In the **Place** field, enter the place where the form is filed.
- d. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC) or E-Signature. Submission of application with the details is NOT completed unless DSC or E-Signature is affixed.

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

The Enrolment Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Partners/Promoters tab page of the Enrolment Application. This is because E-Signature is an Aadhar based electronic verification service.

In Case of DSC:

- e. Click the **SUBMIT WITH DSC** button.

Note: In case, your DSC is not registered, you will need to register DSC. [Click here to know more about how to register DSC.](#)

- f. Click the **PROCEED** button.

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.

- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on you laptop/ desktop, perform the following steps:

1. Click the item tray.
2. Double click the emSigner icon.
3. Click the Hide Service button to minimize the dialog box.

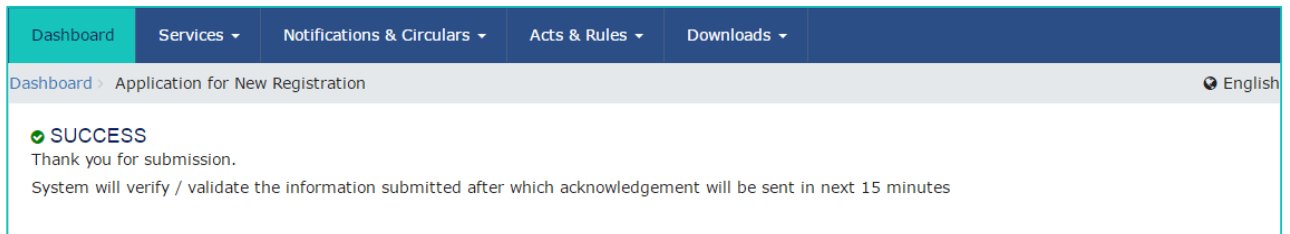
- g. Select the certificate and click the SIGN button.
- h. Enter the PIN (dongle password) for the attached DSC.

Note:

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

The success message is displayed after the validation of the PIN. 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.

You can track the status of your application using the **Services > Registration > Track Application Status** command.



In Case of E-Signature:

- e. Click the **SUBMIT WITH E-SIGN** button.
- f. In the Declaration box, click the **AGREE** button.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.
- g. **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **CONTINUE** 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.

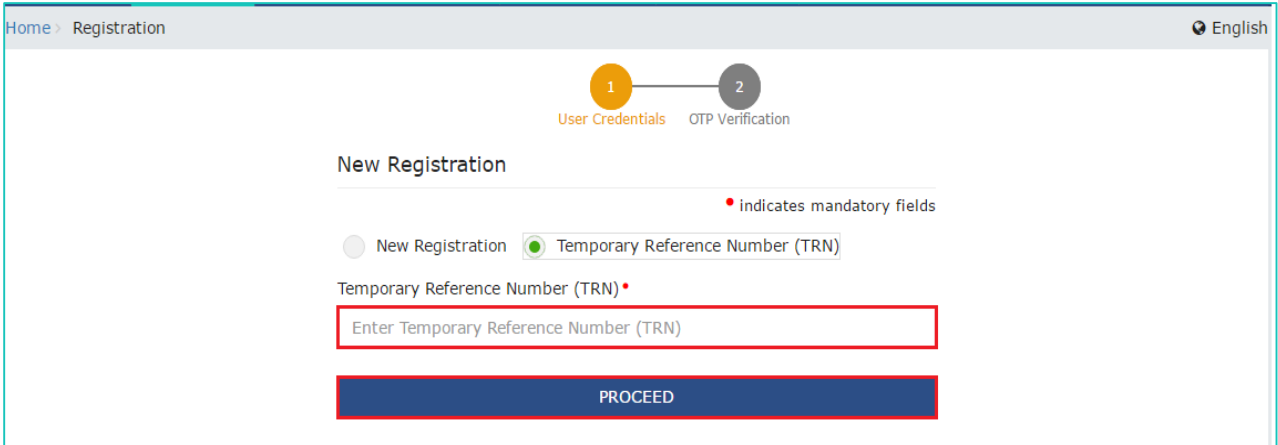
2.2 My Saved Applications

SRS_FO_0002 (Taxpayer dashboard – My saved applications)

How can I view my saved applications?

To view the saved applications, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
3. Select the **Temporary Reference Number (TRN)** option.
4. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
5. Click the **PROCEED** button.




The screenshot shows the 'New Registration' page on the GSTN portal. At the top, there are two steps: '1 User Credentials' and '2 OTP Verification'. Below this, the 'New Registration' section has two radio buttons: 'New Registration' (unselected) and 'Temporary Reference Number (TRN)' (selected). A red dot next to the TRN label indicates it is a mandatory field. Below the radio buttons is a text input field labeled 'Enter Temporary Reference Number (TRN)' with a red border. At the bottom of the form is a blue button labeled 'PROCEED'.

6. 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.

7. Click the **PROCEED** button.



Home > Registration > Verify

English

User Credentials ✓ — 2 OTP Verification

Verify OTP

• Indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

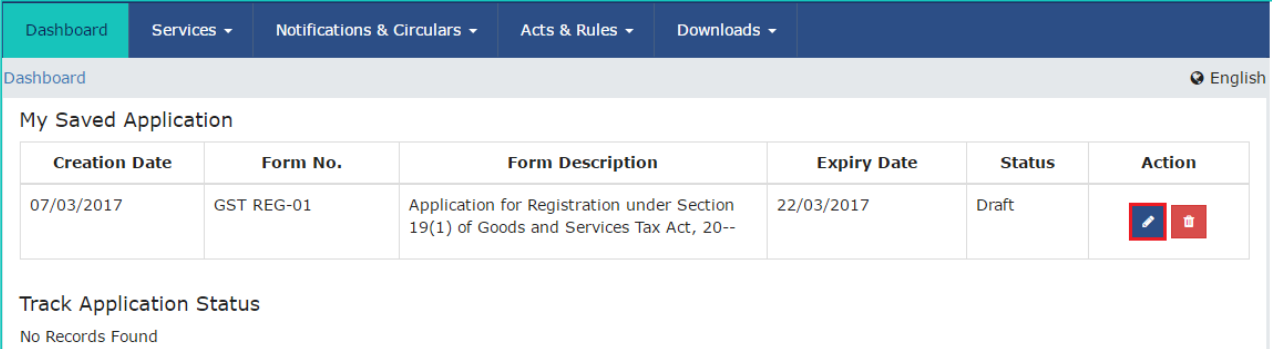
[Click here to resend the OTP](#)

BACK PROCEED

- The **My Saved Application** page is displayed. Under the Action column, click the **Edit** icon (icon in blue square with white pen) to access the PART B of the application form and retrieve the saved application.

Note:



Application Form will be available for 15 days from the date of generation of TRN.



Dashboard

English

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
07/03/2017	GST REG-01	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--	22/03/2017	Draft	 

Track Application Status

No Records Found

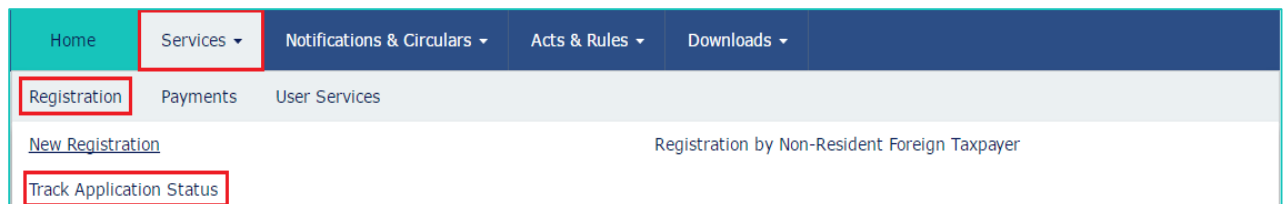
2.3 Track Application Status (Pre-Login)

SRS_FO_0001 (Registration – Track Application Status)

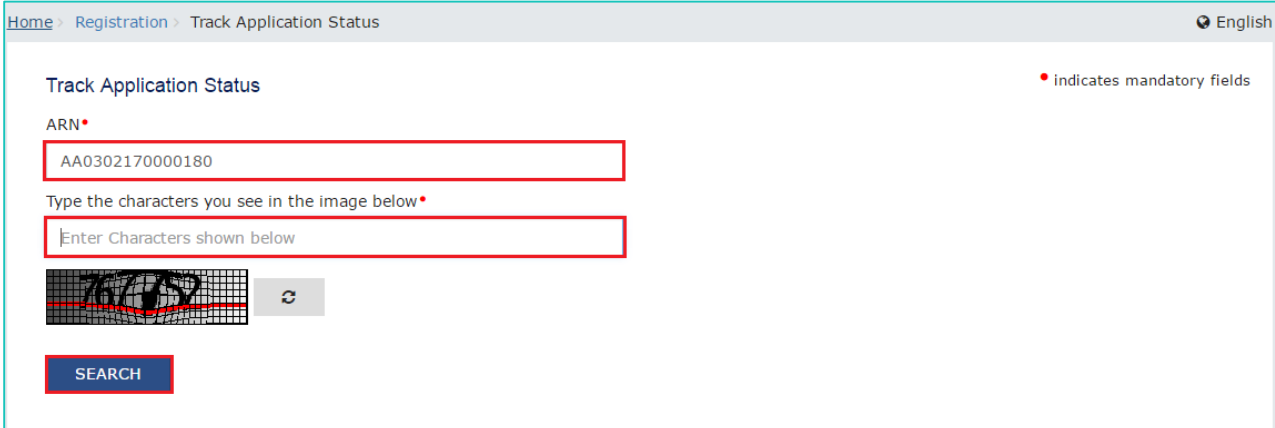
I am a taxpayer. How can I track status of my registration application that I have submitted without logging to the GST Portal?

On submission of the registration application, you will be given an Application Reference Number (ARN). You can track status of your application by tracking this ARN. To view status of your ARN without logging to the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Registration > Track Application Status** command.



3. In the **ARN** field, enter the ARN received on your e-mail address when you submitted the registration application.
4. In the **Type the characters you see in the image below** field, enter the captcha text.
5. Click the **SEARCH** button.



The Application status is displayed.

Track Application Status

• indicates mandatory fields

ARN*

AA0302170000180

Type the characters you see in the image below*

Enter Characters shown below



SEARCH

Search Result based on ARN : AA0302170000180

ARN:	AA0302170000180
Form No.:	GST REG-01
Form Description:	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--
Submission Date	
Status	Approved

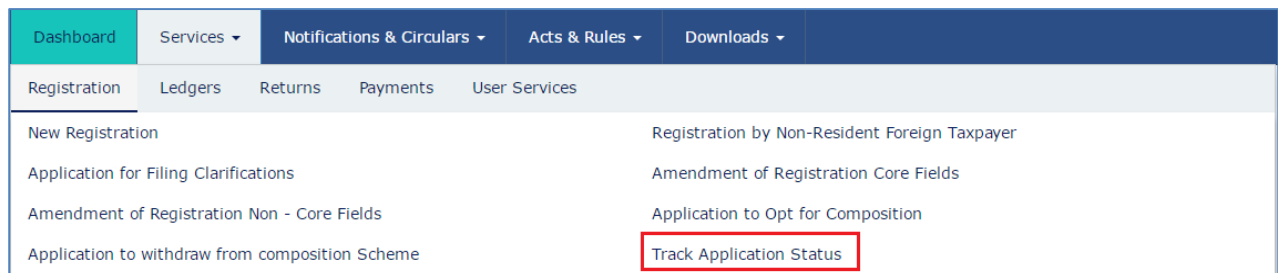
2.4 Track Application Status (Post-Login)

SRS_FO_0001 (Registration – Track Application Status)

I am a taxpayer. How can I track status of my application that I have submitted after logging to the GST Portal?

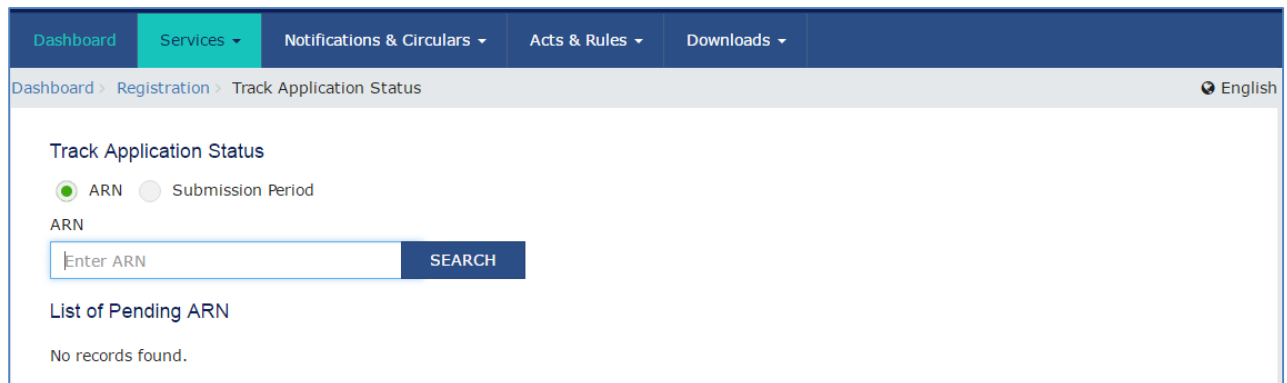
On submission of the application, you will be given an Application Reference Number (ARN). You can track status of your application by tracking this ARN. To view status of your ARN after logging to the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.
3. Click the **Services > Registration > Track Application Status** command.



In Case of ARN:

- a) In the **ARN** field, enter the ARN received on your e-mail address when you submitted the registration application.
- b) Click the **SEARCH** button.



The Application status is displayed.

In Case of Submission Period:

- a) Select the Submission Period of the application using the calendar.
- b) Click the **SEARCH** button.

Dashboard Services Notifications & Circulars Acts & Rules Downloads

Dashboard > Registration > Track Application Status English

Track Application Status • indicates mandatory fields

ARN Submission Period

Submission Period •

From DD/MM/YYYY To DD/MM/YYYY SEARCH

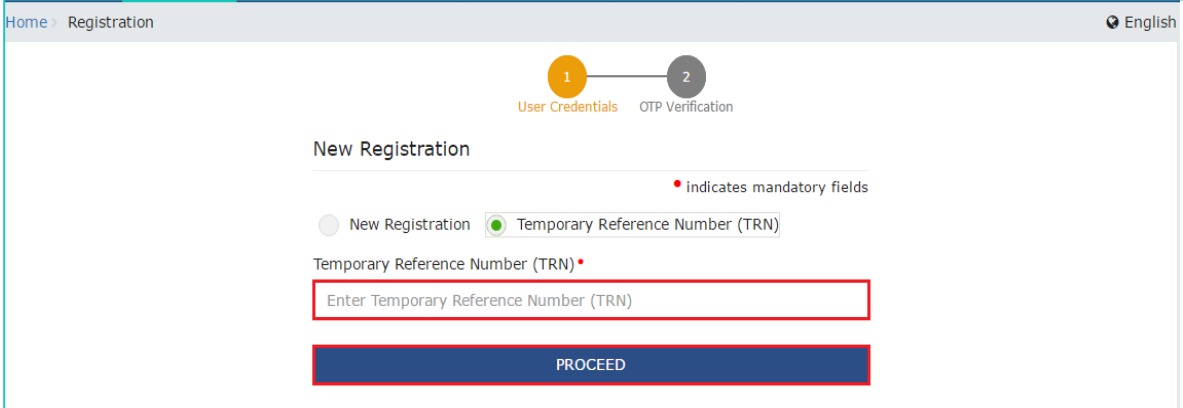
The Application status is displayed.

2.5 Track Application Status (Login using TRN)

I am a taxpayer. How can I track status of my registration application that I have submitted after logging to the GST Portal using TRN?

To track status of registration application after logging to the GST Portal using Temporary Reference Number (TRN), perform the following steps.

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **REGISTER NOW** link.
3. Select the **Temporary Reference Number (TRN)** option.
4. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
5. Click the **PROCEED** button.

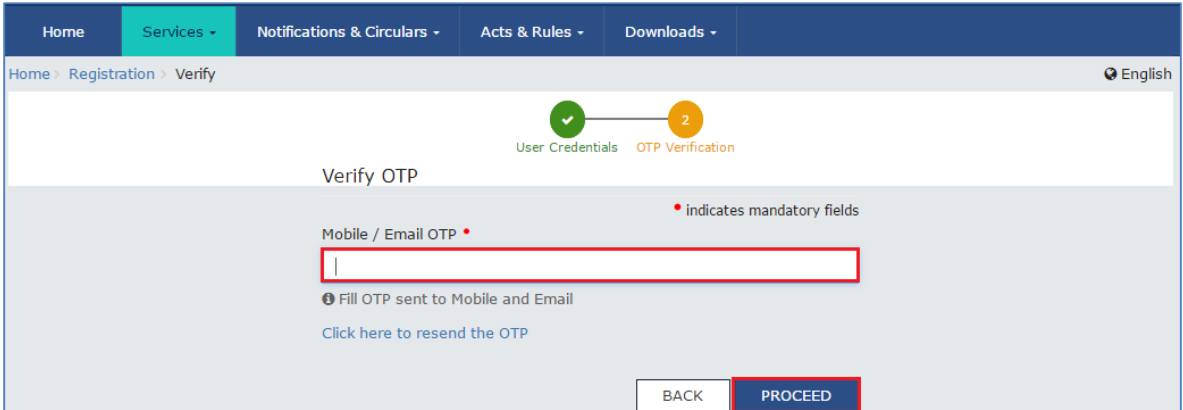


6. In the **Mobile / Email OTP** field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

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.

7. Click the **PROCEED** button.



8. The **My Saved Application** page is displayed. You can check the current status of the application under Status column.

Status	Status description
Draft	When the Application Form is saved but not submitted at the GST Portal
Active	On the generation of the TRN, Status of TRN becomes Active or Status of GSTIN on approval of application
Expired	Status of TRN on expiry of 15 days and application form not submitted at the GST Portal
ARN Generated	Status of TRN on submission of the application form at the GST Portal
Inactive	Status of the Provisional GSTIN in case of Casual Dealer or Non-Resident Taxable Person on rejection of the application/ Post expiry of the validity period of 90 days
Provisional	Status of GSTIN, when create challan is initiated (in case of casual taxpayer) till registration form is approved
Pending for Validation	On submission of the application form until ARN is generated at the GST Portal
Validation Error	In case the validation fails, on submission of the application form until ARN is generated
Pending for Processing	Application Form successfully filed at the GST Portal
Pending for Clarification	Notice is issued for seeking clarification by the Tax Official
Pending for Order	Application Form resubmitted by the Applicant with the Response/ clarifications to the notice
Approved	When the Registration Application is approved by the Tax Official
Rejected	When the Registration Application is rejected by the Tax Official

ARN	Form No.	Form Description	Submission Date	Status
	GST REG-01	Application for Registration under Section 19(1) of Goods and Services Tax Act, 20--		Pending for verification

2.6 Register / Update DSC

SRS_FO_0021 (My Account - Register / Update DSC)

I have procured a DSC. How can I register my DSC with the GST Portal??

Before you register your DSC at the GST Portal, you need to install the emSigner utility. The utility can be downloaded from the Register DSC page. DSC registration is PAN based and only Class 2 and Class 3 DSC are accepted at the GST Portal.

Note:

DSC is mandatory in case Taxpayer is a

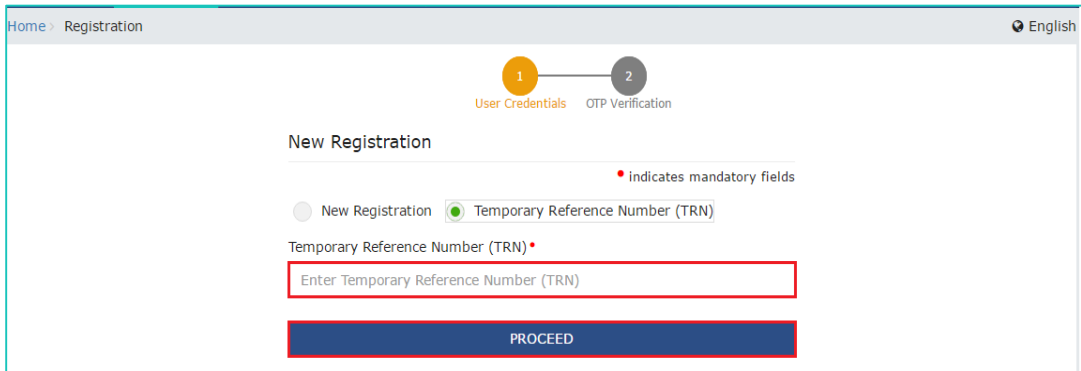
- Public Limited Company
- Private Limited Company
- Unlimited Company
- Foreign Company
- Limited Liability Partnership (LLP)
- Foreign Limited Liability Partnership
- Public Sector Undertaking

To register your DSC with the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.

In case of New Registration:

- a. Click the **REGISTER NOW** link.
- b. Select the **Temporary Reference Number (TRN)** option.
- c. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
- d. Click the **PROCEED** button.



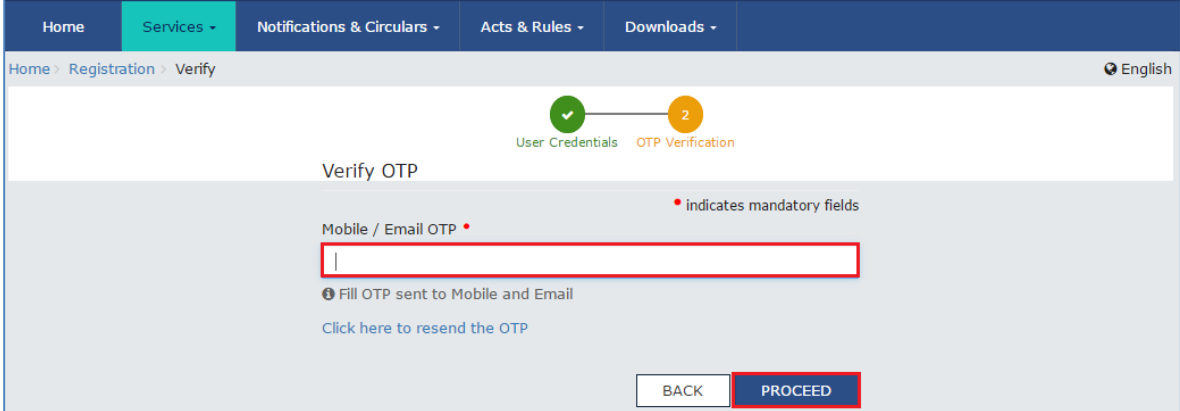
The screenshot shows the 'Registration' page on the GST Portal. At the top, there is a breadcrumb 'Home > Registration' and a language selector 'English'. Below this is a progress indicator with two steps: '1 User Credentials' (highlighted in orange) and '2 OTP Verification' (greyed out). The main heading is 'New Registration'. Below the heading, there are two radio buttons: 'New Registration' (unselected) and 'Temporary Reference Number (TRN)' (selected). A red asterisk indicates a mandatory field. Below the radio buttons is a text input field labeled 'Enter Temporary Reference Number (TRN)'. At the bottom of the form is a blue 'PROCEED' button.

- e. 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.

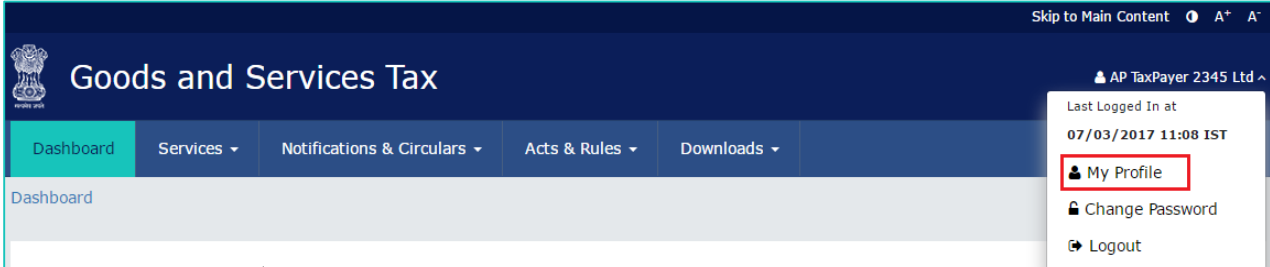
f. Click the **PROCEED** button.




g. Click the **Services > User Services > Register / Update DSC** command.

In case of Existing Registration:

- Login to the GST Portal with valid credentials.
- Go to **My Profile** link.



2. Click the **Register/ Update DSC** link.



GSTIN	Legal Name of Business	Center Jurisdiction
29APPCK7465F1Z1	AP TaxPayer 2345 Ltd	Range SN1012
State Jurisdiction	Date of Registration	Constitution of Business
VAT03 Bangalore, Karnataka	10/08/2016	Private Limited Company
Nature of Business Activity	GSTIN Status	Taxpayer Type
Retailer	Active	Normal
Compliance Rating		
NA		

- The Register Digital Signature Certificate page is displayed. In the **PAN of Authorized Signatory** drop-down list, select the PAN of the authorized Signatory that you want to register.

Note:

Only PAN specified in the Registration form can be used for registering DSC

- Select the **I have downloaded and installed the signer** checkbox.
- Click the **PROCEED** button.



Register Digital Signature Certificate

PAN of Authorized Signatory

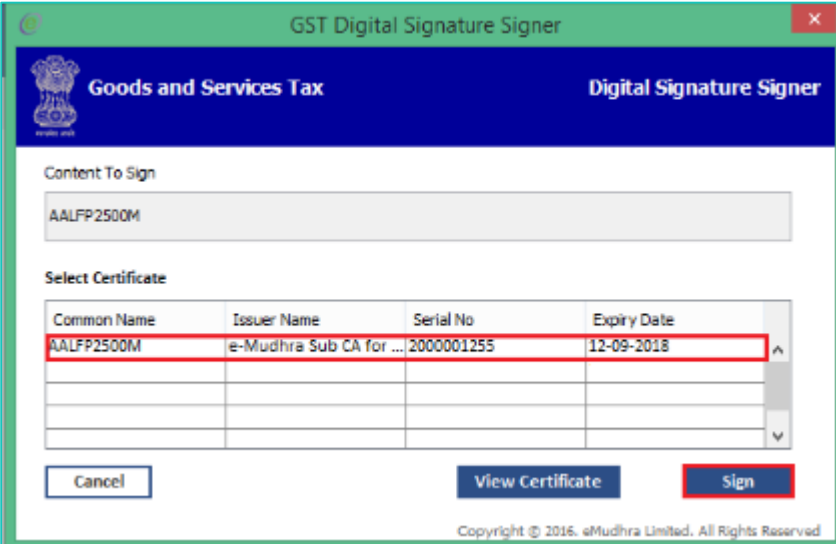
Ravi[AALFP2500M]

[Click here for instructions on installing signer utility](#)

I have downloaded and installed the signer

BACK PROCEED

- Select the certificate. Click the **Sign** button.



GST Digital Signature Signer

Goods and Services Tax Digital Signature Signer

Content To Sign

AALFP2500M

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

Cancel View Certificate Sign

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A successful message that "Your DSC has been successfully registered" is displayed.



Register Digital Signature Certificate

Your DSC has been successfully registered.

PAN of Authorized Signatory

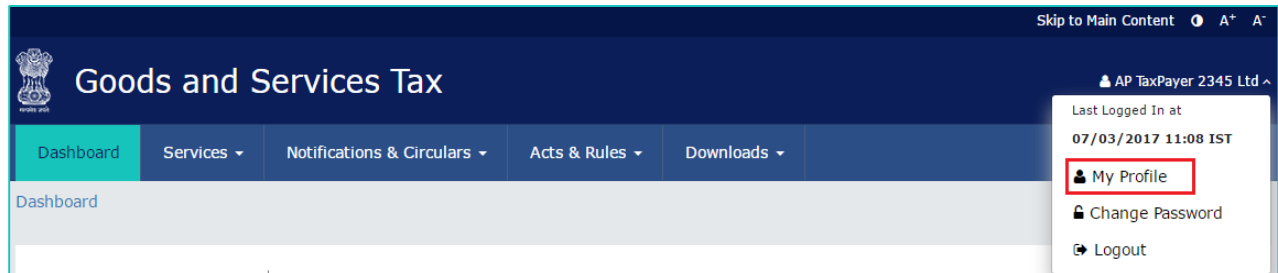
Select

[Click here for instructions on installing signer utility](#)

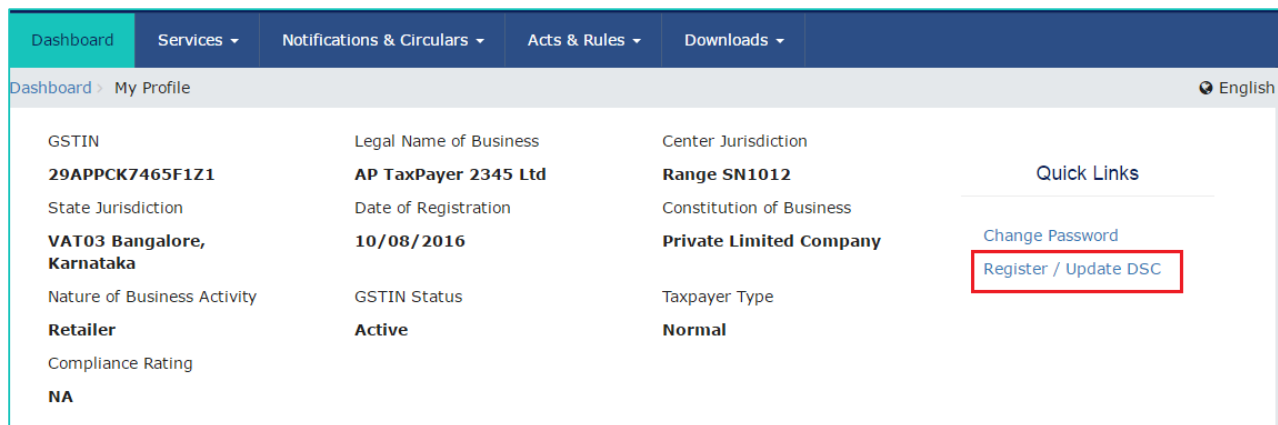
I have renewed my DSC. How can I update my DSC with the GST Portal?

To update your DSC with the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Login to the GST Portal with the valid credentials.
3. Go to **My Profile** link.



4. Click the **Register/ Update DSC** link.



5. The Register Digital Signature Certificate page is displayed. In the **PAN of Authorized Signatory** drop-down list, select the PAN of the authorized Signatory that you want to update.

Note:

Before you update your DSC at the GST Portal, you need to install the emSigner utility. The utility can be downloaded from the Register DSC page. DSC registration is PAN based and only Class 2 and Class 3 DSC are accepted at the GST Portal.

6. Click the **UPDATE** button.

Register Digital Signature Certificate

Select PAN of Authorized Signatory

Ravi[DDDDDD0987D] ▼

[Click here for instructions on installing signer utility](#)

You have already registered. Do you want to view existing details or you want to Re-Register?

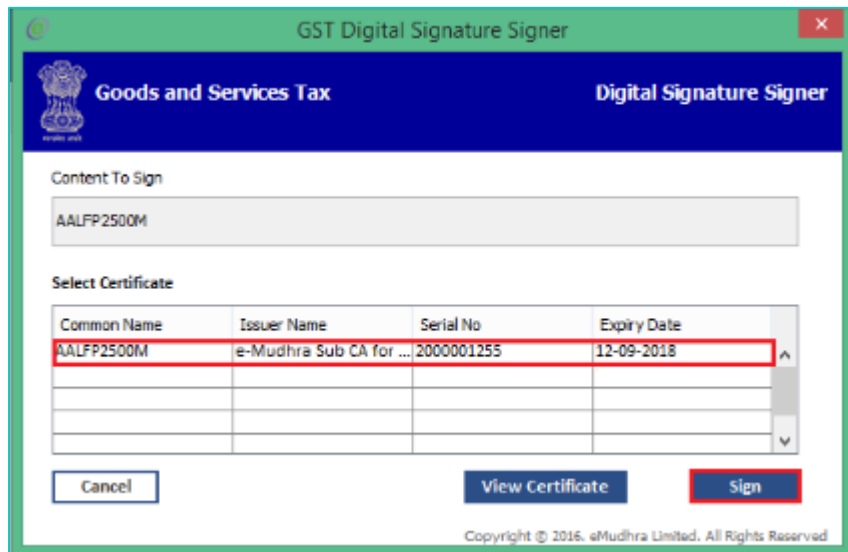
7. Click the **CONTINUE** button.

DSC Re-Registration

Re-Registering your Digital Signature Certificate will remove only your Digital Signature Certificate from GST System , but PAN will remain same.

Are you sure you want to Re-Register your Digital Signature Certificate ?

8. Select the certificate. Click the **Sign** button.



A successful message that " DSC has been successfully updated" is displayed.

2.7 Application for Filing Clarification

SRS_Reg_New10 (Application for Filing Clarification)

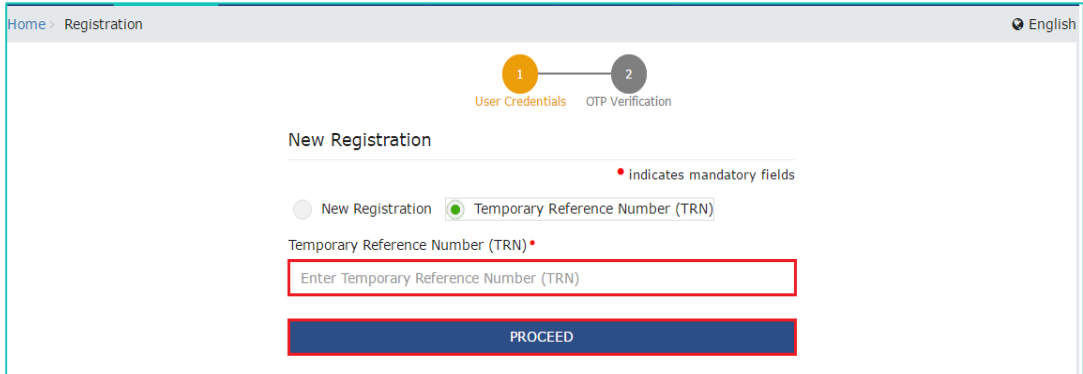
I have received notice for seeking clarifications for the registration application submitted on the GST Portal. How do I respond to the notice issued by the Tax Official?

To respond to the notice seeking clarifications on the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.

In case of New Registration:

- a. Click the **REGISTER NOW** link.
- b. Select the **Temporary Reference Number (TRN)** option.
- c. In the **Temporary Reference Number (TRN)** field, enter the TRN received.
- d. Click the **PROCEED** button.



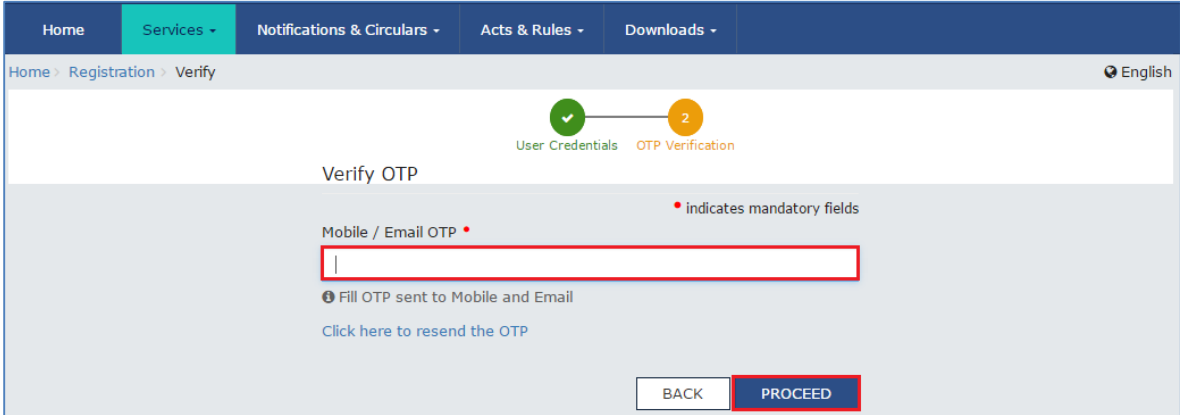
The screenshot shows the 'New Registration' page on the GST Portal. At the top, there is a progress indicator with two steps: '1 User Credentials' and '2 OTP Verification'. Below this, the 'New Registration' section has two radio button options: 'New Registration' and 'Temporary Reference Number (TRN)'. The 'Temporary Reference Number (TRN)' option is selected. Below the radio buttons, there is a text input field labeled 'Enter Temporary Reference Number (TRN)' with a red border. A blue 'PROCEED' button is located below the input field. A red dot next to the 'Temporary Reference Number (TRN)' label indicates a mandatory field.

- e. 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:

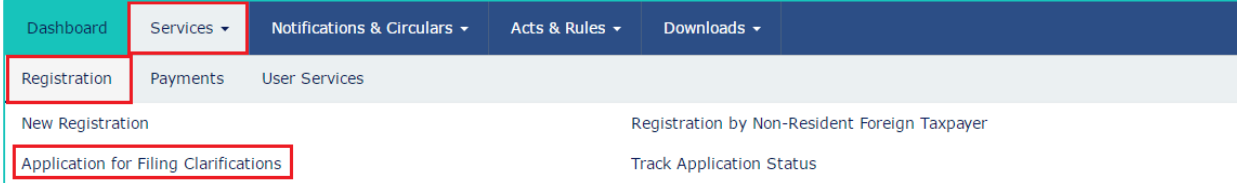
- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

- f. Click the **PROCEED** button.

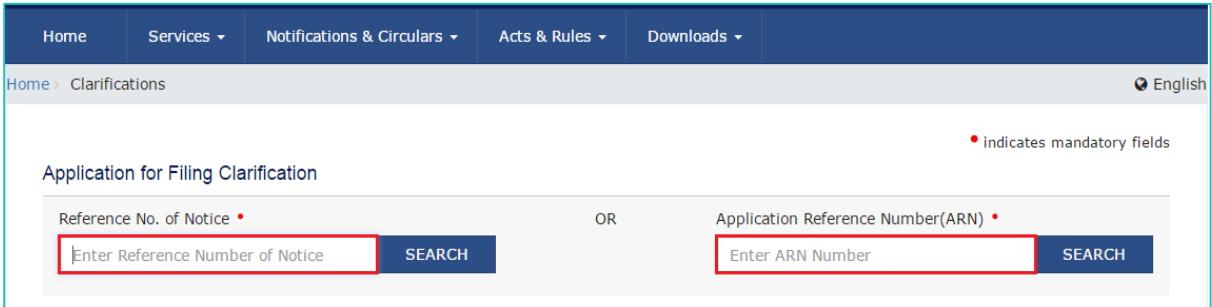


In case of Existing Registration:

- c. Login to the GST Portal with valid credentials.
- 2. Click **Services > Registration > Application for Filing Clarifications** command.



- 3. In the **Reference No. of Notice** field, enter the reference number specified on the notice which you have received for filing the clarifications. Or in the **Application Reference Number (ARN)** field, enter the application reference number received corresponding to the application submitted. Click the **SEARCH** button.



4. In the **Modification in the Registration Application filed** field, select Yes or No.

In case of Yes:

- a. Original application is available in editable mode for all those fields for which Notice has been issued. Edit the details and upload the additional documents wherever required.

In case of No:

- a. In the **Additional Information** field, enter the additional information.

Note:

- You need to enter response to all the queries in the textbox provided corresponding to each query.
- You can save the form at any point of time within the timeline of maximum 7 working days from generation of the Notice for seeking clarifications by the Tax Official.

5. Submit the application using **SUBMIT WITH DSC** or **SUBMIT WITH E-SIGN** as applicable/ eligible.

In case of SUBMIT WITH DSC:

- Click the **SUBMIT WITH DSC** button.
- Click the **PROCEED** button.
- Select the certificate and click the **SIGN** button.
- Enter the **PIN** (dongle password) for the attached DSC.

In case of SUBMIT WITH E-SIGN:

- Click the **SUBMIT WITH E-SIGN** button.
- In the Declaration box, click the **AGREE** button.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

- In the Declaration box, click the **AGREE** button.
- Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the **CONTINUE** button.

6. Success message is displayed.

Note: Intimation of submission of the form by the Taxpayer is sent via SMS to the applicant on the registered mobile number. Email is sent to the applicant as well the authorized signatory.

3. Collaborations and dependencies

3.1 Collaborations

Sr.	Collaboration required with
1.	Domain Team
2.	Services Team

3.2 Dependencies

Sr.	Modules	Reference/ Functionalities
1	SRS	
2	SIT environment readiness for verification of content with application	
3	UAT completion	

4. Assumptions and constraints

4.1 Assumptions

Sr.	Assumption
1	Post UAT completion , the training content will be verified with the UAT environment

4.2 Constraints

Sr.	Constraint
1	Content cannot be finalized before the UAT completion

5. Glossary

Sl. No	Term / Acronym	Description
1	API	Application Program Interface
2	ARN	Application Reference Number
3	B2B	Business to Business
4	B2C	Business to Consumer
5	BO	Back Office
6	BRN	Branch Receipt Number
7	CBDT	Central Board of Direct Taxes
8	CBEC	Central Board of Excise & Customs
9	CC	Credit Card
10	CIN	Challan Identification Number
11	CPIN	Common Portal Identification Number
12	CPIN	Common Portal Identification Number
13	DC	Debit Card
14	DSC	Digital Signature Certificate
15	e-FPB	Electronic Focal Point Branch
16	EOD	End of the Day
17	FO	Front Office
18	GSP	GST Suvidha Providers
19	GSTIN	Goods and Services Taxpayer Identification Number
20	GSTN	GST Network
21	HSN	Harmonized System of Nomenclature for goods
22	MCA	Ministry of Corporate Affairs
23	OTP	One Time Password
24	PAN	Permanent Account Number
25	POS	Place of Supply of Goods or Services – State code to be mentioned
26	SAC	Service Accounting Code
27	UIDAI	Unique Identification Authority of India
28	ITC	Input Tax Credit

Sl. No	Term / Acronym	Description
29	TDS	Tax Deducted at Source
30	TCS	Tax Collected at Source

6. Appendices

6.1 Open items

The following table lists all the open items in this document:

ID	Item	Responsibility	Status
1			
2			
3			
4			
5			
6			
7			
8			

Table 1. Open Items

6.2 Comments Matrix

Since there is no formal tool finalized currently for logging comments on various document deliverables, Comments Matrix is being put here to ensure comments are being tracked and resolved. Once a formal tool is identified, this process might change for future deliverables.

S. No.	GSTN Review Comments	Date Raised	Infosys Remarks
1			
2			

Table 2. Comments Matrix

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