

Manual > Application for Filing Clarification

I have received notice for seeking clarifications by Tax Official 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:

[In case of New Registration:](#)

[In case of Existing Registration:](#)

New RegistrationIn case of :

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.

Home > Registration > Verify

English

Verify OTP

• indicates mandatory fields

Mobile / Email OTP •

Fill OTP sent to Mobile and Email

[Click here to resend the OTP](#)

BACK PROCEED

In case of Existing Registration:

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

Dashboard Services Notifications & Circulars Acts & Rules Downloads

Registration Payments User Services

New Registration Registration by Non-Resident Foreign Taxpayer

Application for Filing Clarifications Track Application Status

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.

Home Services Notifications & Circulars Acts & Rules Downloads

Home > Clarifications

English

Application for Filing Clarification

• indicates mandatory fields

Reference No. of Notice • OR Application Reference Number(ARN) •

Enter Reference Number of Notice SEARCH

Enter ARN Number SEARCH

4. In case of new registration application, in the Modification in the **Registration Application filed** field, select **Yes** or **No**.

Dashboard > Services > Registration > Application for Filing Clarifications English

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice ZA2301190000848	Date 21/01/2019
Application Reference Number(ARN) AA230119000056W	Date 21/01/2019

Modification in the Registration Application filed

☐ Yes ☐ No

4.1 In case of Yes:

- Click the **PROCEED** button.

Dashboard > Services > Registration > Application for Filing Clarifications English

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice ZA2301190000848	Date 21/01/2019
Application Reference Number(ARN) AA230119000056W	Date 21/01/2019

Modification in the Registration Application filed


☒ Yes ☐ No

PROCEED

4.1 b A warning pop up will be displayed on the screen. Select the **OPEN FIELDS WITH QUERIES RASIED THROUGH REG-03** option if you want to edit only the fields for which Notice has been issued by the tax officer.

Note1: Select the **OPEN ALL ALLOWED FIELDS** option if you want to edit all the allowed fields while submitting response in GST REG 04.

Note2: This is applicable for Regular, Casual, Composition, ISD, SEZ Developer and SEZ Unit only.



Warning

Do you want to edit all the allowed fields in the tab or edit only the fields with Queries? Pl ensure that all data entered or modified are complete and correct.

OPEN FIELDS WITH QUERIES RAISED THROUGH REG-03

OPEN ALL ALLOWED FIELDS

c. 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.

Dashboard
Services
GST Law
Downloads
Search Taxpayer
Help
e-Way Bill System

Dashboard > Business Details
English

Application Type	Due Date to Complete	Last Modified	Profile
Filing Clarification	29/01/2019	21/01/2019	100%

Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Verification

• indicates mandatory fields

Details of your Business

Legal Name of the Business

Permanent Account Number (PAN)

ANGAD JASBIRSINGH ARORA

AJIPA1572E

Trade Name

Constitution of Business (Select Appropriate)

AutomationsTest

Proprietorship

Name of the State

District

Madhya Pradesh

Sidhi

Are you applying for registration as a casual taxable person?

No

Option For Composition

No

Reason to obtain registration

Date of commencement of Business

Date on which liability to register arises

E-Commerce Operator

From 15/01/2019

20/01/2019

Indicate Existing Registrations

Type of Registration

Registration No.

Date of Registration

Select

DD/MM/YYYY

+ ADD

× CANCEL

BACK

SAVE & CONTINUE

4.2 In case of No:

a. The application is displayed for filing clarification.

Dashboard	Services ▾	GST Law	Downloads ▾	Search Taxpayer ▾	Help ▾	e-Way Bill System
-----------	------------	---------	-------------	-------------------	--------	-------------------

Dashboard > Services > Registration > Application for Filing Clarifications Engli

Application for Filing Clarification • indicates mandatory fields

Reference Number of Notice ZA2301190000848	Date 21/01/2019
Application Reference Number(ARN) AA230119000056W	Date 21/01/2019

Modification in the Registration Application filed
☐ Yes ☒ No

Queries

Query Description	Query Response •
Business Details - Details of your Business - Others (Please specify) - Please Specify - afafa	Enter your response

ⓘ Invalid Characters are not allowed.

Additional Information

Enter additional information

ⓘ Add any additional information supporting the submission of your clarification application.

Supporting Document

No file chosen

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

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 • 22/01/2019 <input type="button" value="Calendar"/>

5. In the **Query Repsonse** field, enter your response.

6. In the **Additional Information** field, enter any additional information supporting the submission of your clarification application.

7. Click **Choose File** button to upload any supporting document.

8. Select the **Verification** checkbox.

9. Select the **Name of Authorized Signatory** from the drop-down list.

10. Enter the **Place** from where application is being filed.

Note: 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.

11. Submit the application using **SUBMIT WITH DSC** or **SUBMIT WITH EVC** as applicable/ eligible.

Dashboard > Services > Registration > Application for Filing Clarifications
English

Application for Filing Clarification
• indicates mandatory fields

Reference Number of Notice
ZA2301190000848

Date
21/01/2019

Application Reference Number(ARN)
AA230119000056W

Date
21/01/2019

Modification in the Registration Application filed
☐ Yes ☒ No

Queries

Query Description	Query Response*
Business Details - Details of your Business - Others (Please specify) - Please Specify - afafa	Document is attached


Invalid Characters are not allowed.

Additional Information

Enter additional information

Add any additional information supporting the submission of your clarification application.

Supporting Document


Supporting Document
DELETE

No file chosen

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

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*
ANGAD JASBIRSINGH ARORA[AJIPA1572E]

Place*
Delhi

Designation / Status*
Director

Date*
22/01/2019

SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT WITH EVC

11.1 In case of **SUBMIT WITH DSC**:

a. Click the **SUBMIT WITH DSC** button.

- b. Click the **PROCEED** button.
- c. Select the certificate and click the **SIGN** button.

11.2 In case of **SUBMIT WITH EVC**:

- a. Click the **SUBMIT WITH EVC** button.
- b. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

13. A success message is displayed. 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.

