

Manual > Enrolment of Existing Taxpayer with Provisional ID and Password

I am an existing taxpayer registered under Excise, Service Tax and State Tax Laws such as VAT, Entry Tax, Luxury Tax and Entertainment Tax. I received SMS/ E-Mail with Provisional ID and Password. What are next steps for me? How do I begin to enrol with the GST Portal with Provisional ID and Password?

All existing taxpayers and VAT, Service tax and Central Excise taxpayers who are not registered under State VAT will be given a provisional ID and a password. You first need to create your username and password using this provisional ID and password at the GST Common Portal - www.gst.gov.in.

Note:
Do not share the provisional ID and password with anyone.

To enrol with the GST Portal, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the **LOGIN** button.
3. The **Login** page is displayed. Click the **here** link in the instruction at the bottom of the page that says “**First time login: If you are logging in for the first time, click here to login**”.

Home

Services

Notifications & Circulars

Acts & Rules

Grievance

Home > Login

English

Login

• indicates mandatory fields

Username •

Enter Username

Password •

Enter Password

LOGIN

Forgot Username

Forgot Password

First time login:

If you are logging in for the first time, click

here

 to log in.

4. The Login page is displayed. In the **Provisional ID** field, type the username that you received in the e-mail, SMS or any other communication received from the State VAT and CBEC.
5. In the **Password** field, type the password that you received in the e-mail, SMS or any other communication received from the State VAT and CBEC.
6. In the **Type the characters you see in the image below** field, type the captcha text as shown in the screen.
7. Click the **LOGIN** button.

New User Login

• Indicates mandatory fields

Provisional ID / GSTIN / UIN •

Enter Provisional ID / GSTIN / UIN

Password •

Enter Password

Type the characters you see in the image below •

Enter Characters shown below



LOGIN

Existing User: If you have already created your Username and Password, click [here](#) to log in.

Note:

- In case you have not received or lost your Provisional ID and Password, contact your State VAT Department.
- In case you have already created your username, click the **here** link to login.

8. The Provisional ID Verification page is displayed. In the **E-mail Address** field, enter your e-mail address.

9. In the **Mobile Number** field, enter your valid Indian mobile number.

There are two One time Password (OTPs) which will be sent on your e-mail address and mobile number you just mentioned. Both OTPs are required for the verification.

Note:

- Enter your own e-mail address and mobile number if you are the Primary Authorised Signatory. All future correspondences from the GST Common Portal will be sent on this registered e-mail address and mobile number only.
- E-mail address and mobile number cannot be changed till 01/04/2017.
- Any change in the registered e-mail address and mobile number can be done through the amendment process after 01/04/2017 as specified in the GST Act.

10. Click the **CONTINUE** button.

Note:

You must have received two different OTPs. Do not share these OTPs with anyone. Check your e-mail address and note your e-mail OTP. Also check text message sent on your mobile phone and note your mobile OTP. In case you have not received the e-mail OTP in your Inbox, you can check your spam folder for same.

[Home](#) > [Create Username](#)

Kindly provide the below information to proceed

• Indicates Mandatory Fields

Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till **01/04/2017**

Email Address*

Mobile Number*

CONTINUE

11. The OTP Verification page is displayed. In the **Email OTP** field, enter the OTP you received in your e-mail address.

12. In the **Mobile OTP** field, enter the OTP you received on your mobile phone.

Note:

In case you have not received the OTP, click the **RESEND OTP** button to resend the OTP to your e-mail address and mobile number. Both new OTPs have to be used for the verification. The validity period of OTP is 10 minutes.

13. Click the **CONTINUE** button.

[Home](#) > [Create Username](#)

OTP Verification

• Indicates Mandatory Fields

Please enter the OTPs sent to your Email Address **umesh@gmail.com** and Mobile Number **9986863270**

Email OTP*

Mobile OTP*

CONTINUE

RESEND OTP

14. The New Credentials page is displayed. In the **New Username** field, enter a username for yourself.

15. In the **New Password** field, enter a password of your choice that you will be using from next time onwards.

Note:

- Username should be of 8 to 15 characters, which should comprise of alphabets, numbers and can contain special character (dot (.), underscore (_) or hyphen (-)).
- Password should be of 8 to 15 characters, which should comprise at least one alphabet, one number, one upper case letter, one lower case letter and one special character.
- Avoid saving password in system/ browser especially in public or shared systems to avoid misuse of your account information.

16. In the **Re-confirm Password** field, reenter the password.

17. Click the **CONTINUE** button.

[Home](#) > Create Username

Kindly provide the below information to proceed

• Indicates Mandatory Fields

New Username *

③ You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password *

③ Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character

Re-confirm Password *

CONTINUE

- ✗ Lower Case
- ✗ Number
- ✗ Upper Case
- ✗ Symbol
- ✗ Min Length
- ✗ Valid Password

18. The Security Questions page is displayed. For each security question, enter the answers.

Note:

There are five questions on this page. It is mandatory to enter answers to all the security questions. Be careful when answering the security questions. In case you forget your password, you will be required to answer these security questions to retrieve your password.

19. Click the **SUBMIT** button.

[Home](#) > Create Username

Security Questions (To enable you to retrieve your password in case you forget it)

• Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)? *

2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory? *

3. Name your main commodity / service *

4. Name of the first employee *

5. Personal Mobile Number of Proprietor / Authorized Signatory *

SUBMIT

The message "Username and password have been successfully changed. Kindly login using these credentials" is displayed. You can now login to the GST Common Portal using the username and password you just created.

Note:

- Do not disclose your confidential account information like username and password, security question and answers with anyone through written note, phone or e-mail message.
- Beware of social engineering attempts. No government department or official would ask for your account credentials or OTP details. Refrain from sharing your login credentials details.

- Be cautious about suspicious looking e-mail messages asking you to click on unknown links/ URLs. It could be a Phishing attack.

20. In the **Username** field, enter the username you just created.

21. In the **Password** field, enter the password.

22. In the **Type the characters you see in the image below** field, type the captcha text as shown on the screen.

23. Click the **LOGIN** button.

24. The Welcome page is displayed. Click the **CONTINUE** button.

Your Dashboard is displayed. Notice, in the Dashboard, the **Last Modified** section displays the date when you last modified the Enrolment Application.

- If there is a suspicion that your login credentials (username and password) is known to someone else, please change it immediately.
- If you suspect any unauthorized activity on your user account or any loss/ leakage of data, please inform GST Helpdesk immediately.

Note:

Enrolment application can be filled only in English language. You can save and retrieve the application later. All the fields marked with red dot are mandatory to be filled.

Alternatively, you can click the **Dashboard > Provisional ID Enrolment** command to access the Enrolment Application.



Dashboard ▼

Help ▼

Provisional ID Enrolment

My Saved application

Register/ Update DSC

Application Type

Provisional ID

Last Modified

Profile

Enrolment

10BHBPS7793B1ZG

07/10/2016

90%



Business Details ✓

Promoter /
Partners ✓Authorized
Signatory ✓Principal Place of
Business ✓Additional place of
business ✓

Goods & Services



Bank Accounts ✓



Verification

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

Click the tab names to know more details:

- [Business Details](#)
- [Promoter/ Partners](#)
- [Authorized Signatory](#)
- [Principal Place of Business](#)
- [Additional Places of Business](#)
- [Goods & Services](#)
- [Bank Accounts](#)
- [Verification](#)

Business Details:

The Business Details tab is selected by default. This tab displays the information to be filled for the business details required for enrolment.

Details of your Business

Legal Name of Business (as per PAN) Prakash Agarwala	Legal Name of Business (as per current tax Act) OM PRAKASH AGARWALA	PAN of the Business AABFO0597R
Trade Name Enter Trade Name	Constitution of Business • Select One Business Area	
State Meghalaya	Ward/Circle/Sector circle	Ward/Circle/Sector No. • Select

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax etc. as applicable

Registration Type • Select	Registration No. • 	Date of Registration • DD/MM/YYYY	ADD	CANCEL
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Document Upload

Proof of Constitution of Business •
Select

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

Choose File No file chosen

BACK

SAVE & CONTINUE

In case of registration under State VAT System:

Note:

Following details are auto-populated in the enrolment application based on your existing data in State VAT system but you cannot edit these details:

- Legal Name of Business (as per PAN)
- Legal Name of Business (as per current tax Act)
- PAN of the Business
- State
- Ward/Circle/Sector

The Trade Name is pre-populated but you can edit the same.

- In the **Trade Name** field, enter the trade name of your business.
- In the **Constitution of Business** drop-down list, select the type of constitution of your business.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Others** option in the **Proof of Constitution of Business** drop-down list .

- In the **Ward/Circle/Sector No.** drop-down list, select the Ward/ Circle/ Sector number of your business.
- Under the **Please indicate existing registration** section, in the **Registration Type** drop-down list, select the appropriate registration type.
- In the **Registration No.** field, enter the registration number
- Select the **Date of Registration** using the calendar.
- Click the **Add** button.
- In the Document Upload section, in the **Proof of Constitution of Business** drop-down list, select the appropriate document to be uploaded.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Registration Certificate** option and attach the **Service Tax Registration Certificate** as a support document.

- i. Click the **Choose File** button. Navigate and select the document.
- j. Click the **SAVE & CONTINUE** button.

• indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN)	Legal Name of Business (as per current tax Act)	PAN of the Business
<input type="text" value="BIRBAL DASS PARKASH CHAND"/>	<input type="text" value="BIRBAL DASS PARKASH CHAND"/>	<input type="text" value="AACFB2690M"/>

Trade Name	Constitution of Business •
<input type="text" value="BIRBAL DASS PARKASH CHAND"/>	<input type="text" value="Select One Business Area"/>

State
<input type="text" value="Jammu and Kashmir"/>

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

Commissionerate Code •	Division Code •	Range Code •
<input type="text" value="Select One Commissionerate Code"/>	<input type="text" value="Select One Division Code"/>	<input type="text" value="Select One Range Code"/>

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax etc. as applicable

Registration Type •	Registration No. •	Date of Registration •
<input type="text" value="Select"/>	<input type="text" value="Enter Registration No"/>	<input type="text" value="DD/MM/YYYY"/>

Document Upload

Proof of Constitution of Business •
<input type="text" value="Select"/>

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

No file chosen

In case of registration under Central Excise or Service Tax:**Note:**

Following details are auto-populated in the enrolment application based on your existing data in the Central Excise or Service Tax system but you cannot edit these details:

- Legal Name of Business (as per PAN)
- Legal Name of Business (as per current tax Act)
- PAN of the Business
- State

The Trade Name is pre-populated but you can edit the same.

- a. In the **Trade Name** field, enter the trade name of your business.
- b. In the **Constitution of Business** drop-down list, select the type of constitution of your business.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, please select the **Others** option in the **Constitution of Business** drop-down field.

Note:

In case you do not know your Center Jurisdiction, click the **link** hyperlink.

- c. In the **Commissionerate Code** drop-down list, select the Commissionerate Code of your jurisdiction.
- d. In the **Division Code** drop-down list, select the Division Code under the Commissionerate of your jurisdiction.
- e. In the **Range Code** drop-down list, select the Range Code under the Division of your jurisdiction.
- f. Under the **Please indicate existing registration** section, in the **Registration Type** drop-down list, select the appropriate registration type.
- g. In the **Registration No.** field, enter the registration number
- h. Select the **Date of Registration** using the calendar.
- i. Click the **Add** button.
- j. In the Document Upload section, in the **Proof of Constitution of Business** drop-down list, select the appropriate document to be uploaded.

Note:

If you pay service tax on the rent received on your own property and your turnover is above threshold under GST or if you are self-employed professional and pay Service Tax, select the **Registration Certificate** option and attach the **Service Tax Registration Certificate** as a support document.

- k. Click the **Choose File** button. Navigate and select the document.
- l. Click the **SAVE & CONTINUE** button.

[Click here to go back to tab names](#)

Promoter/ Partners:

This tab page displays the details of the stakeholders chosen in the Constitution of Business detail.

Personal Information

First Name • <input type="text" value="SUNIL"/>	Middle Name <input type="text" value="KUMAR"/>	Last Name <input type="text" value="BAJPAYEE"/>
Name of Father/Husband		
First Name • <input type="text" value="Enter the First Name"/>	Middle Name <input type="text" value="Enter the Middle Name"/>	Last Name <input type="text" value="Enter the Last Name"/>
Date of Birth • <input type="text" value="DD/MM/YYYY"/>	Mobile Number • <input type="text" value="+91"/> <input type="text" value="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 <input type="text" value="Enter Telephone Number"/>	

Identity Information

Designation • <input type="text" value="Enter the Designation"/>	Permanent Account Number • <input type="text" value="ENTER PAN"/>
Are you a citizen of india? <input checked="" type="radio"/> Yes <input type="radio"/> No	Passport Number <input type="text" value="Enter the Passport Number"/>
	Aadhaar Number <input type="text" value="Enter Aadhaar Number"/>

Residential Address

Building No. / Flat No. • <input type="text" value="Enter Building No. / Flat No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of the Premise / Building <input type="text" value="Enter Premise / Building"/>
Road / Street • <input type="text" value="Enter Road / Street"/>	Locality / Village • <input type="text" value="Enter Locality / Village"/>	
State • <input type="text" value="Select"/>	District • <input type="text" value="Select"/>	PIN Code • <input type="text" value="Enter 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

 You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory <input checked="" type="radio"/> No <input type="radio"/> Yes
--

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SHOW LIST

ADD NEW

SAVE & CONTINUE

- In the **First Name** field, enter the first name of the stakeholder.
- In the **Middle Name** field, enter the middle name of the stakeholder.
- In the **Last Name** field, enter the last name of the stakeholder.
- Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the stakeholder.
- Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the stakeholder.

- f. Under the **Name of Father/Husband**, in the **Last Name** field, enter the last name of the father of the stakeholder.
- g. Select the **Date of Birth** of the stakeholder using the calendar.
- h. In the **Mobile Number** field, enter the valid Indian mobile number of the stakeholder.
- i. In the **Email Address** field, enter the valid e-mail address of the stakeholder.
- j. Select the **Gender** of the stakeholder.
- k. In the **Designation** field, enter the designation of the stakeholder.
- l. In the **Permanent Account Number** field, enter the Permanent Account Number (PAN) of the stakeholder.
- m. In the **Aadhaar Number** field, enter the Aadhaar Number of the stakeholder.
- n. In case you are a citizen of India, select Yes or else select No.
- i. In case of NO, in the **Passport Number** field, enter the passport number of the stakeholder.
- o. In the **Building No. / Flat No.** field, enter the building number and flat number of the residential address of the stakeholder.
- p. In the **Floor No.** field, enter the floor number of the residential address.
- q. In the **Name of the Premise / Building** field, enter the name of the building of the residential address.
- r. In the **Road / Street** field, enter the road name where the residential address is located.
- s. In the **Locality / Village** field, enter the locality or village name where the residential address is located.
- t. In the **State** drop-down list, select the State where the residential address is located.
- u. In the **District** drop-down list, select the city or district where the residential address is located.
- v. In the **PIN Code** field, enter the pin code of the place where the residential address is located.
- w. In the Document Upload section, click the **Choose File** button to add the photograph of the stakeholder. Navigate and select the document.
- x. Click the **SAVE & CONTINUE** button.

Note:

In case the stakeholder whose details are entered is also the authorized signatory, select the **Also authorized Signatory** option.

To add more details of any other stakeholder, click the **ADD NEW** button.

To view the list of all the stakeholders, click the **SHOW LIST** button.

[Click here to go back to tab names](#)

Authorized Signatory:

This tab page displays the details of the authorized signatory.

Authorized Signatory

☐ Primary Authorized Signatory

Personal Information

First Name*

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Name of Father/Husband

First Name*

Enter the First Name

Middle Name

Enter the Middle Name

Last Name

Enter the Last Name

Date of Birth*

DD/MM/YYYY

Mobile Number*

+91 Enter Mobile Number

Email Address

Enter Email Address

Gender*

☐ Male ☐ Female ☐ Others

Telephone Number

Enter Telephone Number

Identity Information

Designation*

Enter the Designation

Permanent Account Number*

ENTER PAN

Are you a citizen of india?

☐

Passport Number

Aadhaar Number

• indicates mandatory field

❗ 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

Building No. / Flat No. *

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street *

Enter Road / Street

Locality / Village *

Enter Locality / Village

State *

Select

District *

Select

PIN Code *

Enter PIN Code

Document Upload

Proof of appointment of Authorized Signatory *

Select

❗ 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 upload your photograph by taking a selfie with your device camera

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SHOW LIST

ADD NEW

SAVE & CONTINUE

- In case you are the primary Authorized Signatory, select the checkbox for **Primary Authorized Signatory**.
- In the **First Name** field, enter the first name of the authorized signatory.
- Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the authorized signatory.
- Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the authorized signatory.
- Under the **Name of Father/Husband**, in the **Last Name** field, enter the last name of the father of the authorized signatory.
- Select the **Date of Birth** of the authorized signatory using the calendar.
- In the **Mobile Number** field, enter the valid Indian mobile number of the authorized signatory.
- In the **Email Address** field, enter the valid e-mail address of the authorized signatory.
- Select the **Gender** of the authorized signatory.
- In the **Designation** field, enter the designation of the authorized signatory.
- In the **Permanent Account Number** field, enter the Permanent Account Number (PAN) of the authorized signatory.
- 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 of the authorized signatory.
- In the **Aadhaar Number** field, enter the Aadhaar Number of the authorized signatory.
- In the **Building No. / Flat No.** field, enter the building number and flat number of the residential address of the authorized signatory.
- In the **Floor No.** field, enter the floor number of the residential address.
- In the **Name of the Premise / Building** field, enter the name of the building of the residential address.
- In the **Road / Street** field, enter the road name where the residential address is located.
- In the **Locality / Village** field, enter the locality or village name where the residential address is located.
- In the **State** drop-down list, select the State where the residential address is located.
- In the **District** drop-down list, select the city or district where the residential address is located.
- In the **PIN Code** field, enter the pin code of the place where the residential address is located.

v. In the Document Upload section, in the **Proof of appointment of Authorized signatory** drop-down list and **Upload photograph**, select the appropriate document to be uploaded.

w. Click the **Choose File** button. Navigate and select the document.

x. In the Document Upload section, click the **Choose File** button to add the photograph of the stakeholder. Navigate and select the document.

y. Click the **SAVE & CONTINUE** button.

Note:

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

To view the list of all the authorized signatories, click the **SHOW LIST** button.

[**Click here to go back to tab names**](#)

Principal Place of Business:

This tab page displays the details of the principal place of business.

Details of Principal Place of Business

Address

Building No. / Flat No. * <input type="text" value="Enter Building No. / Flat No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of the Premise / Building <input type="text" value="Enter Premise / Building"/>
Road / Street * <input type="text" value="Enter Road / Street"/>	Locality / Village * <input type="text" value="Enter Locality / Village"/>	
State * <input type="text" value="Bihar"/>	District * <input type="text" value="Select"/>	PIN Code * <input type="text" value="Enter PIN Code"/>
Longitude <input type="text"/>	Latitude <input type="text"/>	

Contact Information

Office Email Address * <input type="text" value="Enter Email Address"/>	Mobile Number * <input type="text" value="+91"/> <input type="text" value="Enter Mobile Number"/>	Office Telephone Number <input type="text" value="Enter Telephone Number"/>
Office FAX Number <input type="text" value="Enter Fax Number"/>		

Nature of possession of premises *

Nature of possession of premises

Document Upload

Proof of Principal Place of Business *

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

No file chosen

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"/> SEZ	<input type="checkbox"/> Service Provision
<input type="checkbox"/> Service Recipient	<input type="checkbox"/> Wholesale Business	<input type="checkbox"/> Works Contract
<input type="checkbox"/> Warehouse / Depot		

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SAVE & CONTINUE

- In the **Building No. / Flat No.** field, enter the building number and flat number of the principal place of your business.
- In the **Floor No.** field, enter the floor number of the principal place of your business.
- In the **Name of the Premise / Building** field, enter the name of the building of the principal place of your business.
- In the **Road / Street** field, enter the road name where the principal place of your business is located.
- In the **Locality / Village** field, enter the locality or village name where the principal place of your business is located.
- In the **District** drop-down list, select the city or district where the principal place of your business is located.
- In the **PIN Code** field, enter the pin code of the place where the principal place of your business is located.
- In the **Office Email Address** field, enter the official e-mail address used for business purpose.
- In the **Mobile Number** field, enter the official Indian mobile number used for business purpose.
- In the **Office Telephone Number** field, enter the official telephone number used for business purpose.
- In the **Office FAX Number** field, enter the official FAX number used for business purpose.
- In the Nature of possession of premises drop-down list, select the nature of possession of premises.
- In the Document Upload section, in the Proof of Principal Place of Business drop-down list, select the appropriate document to be uploaded.

- n. Select the checkbox for Nature of Business Activity being carried out at the premises whose details are entered here.
o. Click the **SAVE & CONTINUE** button.

[Click here to go back to tab names](#)

Additional Places of Business:

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

• indicates mandatory fields

Details of Additional Places of your Business

Address

Building No. / Flat No. •
Enter Building No. / Flat No.

Floor No.
Enter Floor No.

Name of the Premise / Building
Enter Premise / Building

Road / Street •
Enter Road / Street

Locality / Village •
Enter Locality / Village

State •
Meghalaya

District •
Select

PIN Code •
Enter PIN Code

Contact Information

Office Email Address •
Enter Email Address

Mobile Number •
+91 Enter Mobile Number

Office Telephone Number
Enter Telephone Number

Office FAX Number
Enter Fax Number

Nature of possession of premises •

Nature of possession of premises
Select

Nature of Business Activity being carried out (You may select more than one) •

☐ Bonded Warehouse

☐ Input Service Distributor (ISD)

☐ Others

☐ Service Provision

☐ Works Contract

☐ EOU / STP / EHTP

☐ Leasing Business

☐ Retail Business

☐ Service Recipient

☐ Warehouse / Depot

☐ Factory / Manufacturing

☐ Office / Sale Office

☐ SEZ

☐ Wholesale Business

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SHOW LIST

ADD NEW

SAVE & CONTINUE

[Click here to go back to tab names](#)

Goods & Services:

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

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

BACK

SAVE & CONTINUE

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 Service Classification 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:

- In the **Search HSN Chapter by Name or Code** field, enter the first four digit 6105 from the HSN Code.
- 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.

- 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).

- 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.

[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,ANORAK

Search HSN Code

BACK

SAVE & CONTINUE

Services Tab:

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

[Goods](#)
[Services](#)

Details of Services offered by the business

Please specify top 5 services offered by your business

Search by Name or Code

Search SAC

BACK

SAVE & CONTINUE

[Click here to go back to tab names](#)

Bank Accounts:

This tab page displays the details of the bank accounts maintained for conducting business.

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number*	Type of Account*	Others*
<input type="text" value="Enter Account Number"/>	<input type="text" value="Select"/>	<input type="text"/>

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

Bank Name	Bank Address
<input type="text"/>	<input type="text"/>

Document Upload

Supporting Document*

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

No file chosen

<input type="button" value="BACK"/>	<input type="button" value="SHOW LIST"/>	<input type="button" value="ADD NEW"/>	<input type="button" value="SAVE & CONTINUE"/>
-------------------------------------	--	--	--

- In the **Account Number** field, enter the account number of the Bank.
- In the **Type of Account** drop-down list, select the type of account.
- In the **Enter Bank IFSC Code** 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.

- In the Document Upload section, in the Supporting Document drop-down list, select the appropriate document to be uploaded.
- Click the **SAVE & CONTINUE** button.

Note:

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

To view the list of all the stakeholders, click the **SHOW LIST** button.

[Click here to go back to tab names](#)

Verification:

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

- Select the **Verification** checkbox.
- In the **Authorized Signatory** drop-down list, select the name of the authorized signatory.
- In the **Place** field, enter the place of your principal place of business.
- After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC) or E-Signature or Electronic Verification Code (EVC). Submission of application with the details is NOT completed unless DSC/ E-Signature/ EVC 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.

Business Details ✓	Promoters / Partners ✓	Authorized Signatory ✓	Principal Place of Business ✓	Additional Place of Business ✓	Goods & Services ✓	Bank Accounts ✓	Verification
--------------------	------------------------	------------------------	-------------------------------	--------------------------------	--------------------	-----------------	--------------

• 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.

Authorized Signatory •

Place •

Designation

Date •

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.

Warning

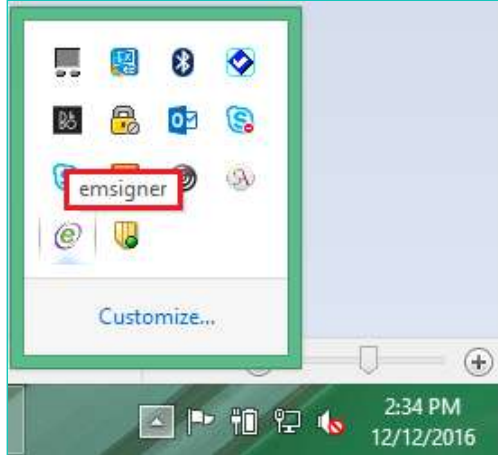
These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016

Note:

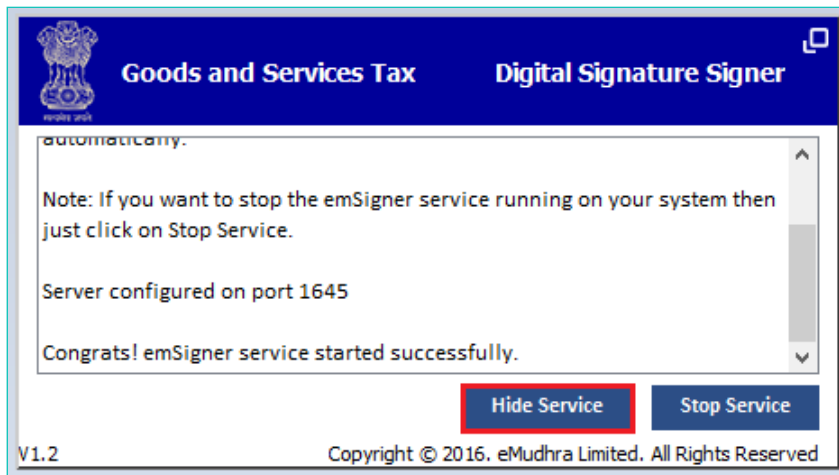
- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

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.

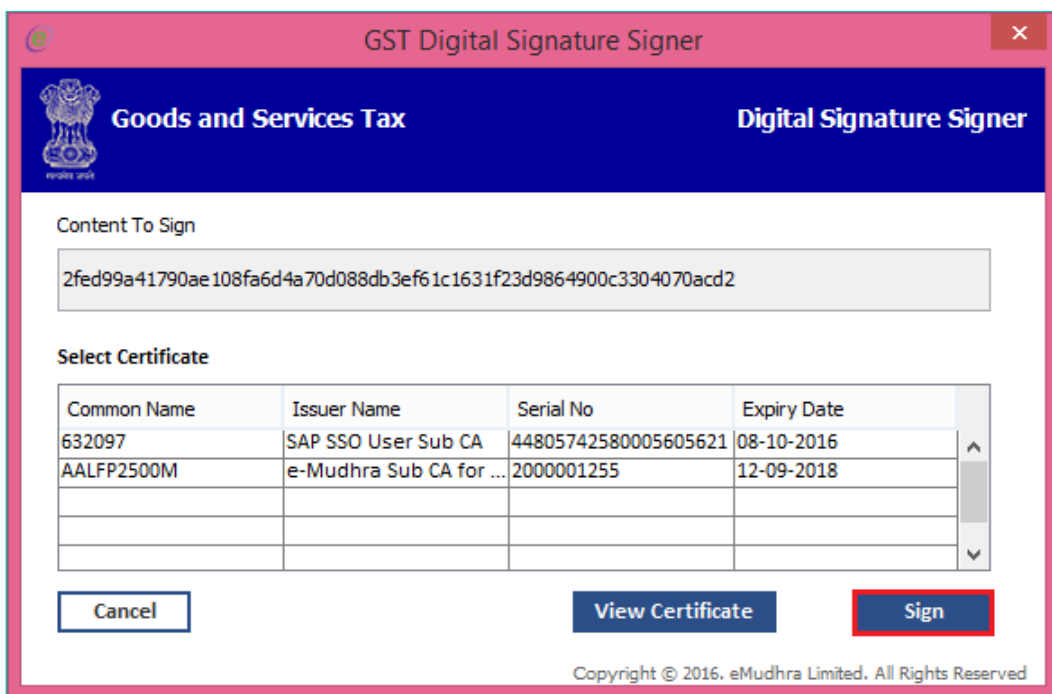


g. Select the certificate and click the **SIGN** button.

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.

Dashboard ▾ Help ▾

Dashboard ▾ Enrolment ▾ Acknowledgement

✔ **SUCCESS**
Thank you for submission.
System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

In Case of E-Signature:

e. Click the **SUBMIT WITH E-SIGNATURE** button.

Business Details ✔ Promoters / Partners ✔ Authorized Signatory ✔ Principal Place of Business ✔ Additional Place of Business ✔ Goods & Services ✔ Bank Accounts ✔ Verification ✔

• 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.

Authorized Signatory •

Place •

Designation

Date •

f. In the **Please select Service Provider** option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

g. Click the **CONTINUE** button.

Business Details ✔ Promoters / Partners ✔ Authorized Signatory ✔ Principal Place of Business ✔ Additional Place of Business ✔ Goods & Services ✔ Bank Accounts ✔ Verification ✔

• 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.

Authorized Signatory •

Designation

Date •

Service Provider

Please select Service Provider •

☐ C-DAC

☒ NSDL

h. 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.

The screenshot shows a web application interface with a top navigation bar containing icons for Business Details, Promoters / Partners, Location, and Bank Accounts. A modal dialog box titled "Declaration" is centered on the screen. The dialog contains the text: "I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form." Below the text are two buttons: "CANCEL" and "AGREE". The background shows a "Verification" form with fields for "Authorized Signatory" (Suyash1 [DPDPD2223P]), "Designation" (engineer), and "Date" (01/06/2017). At the bottom of the form are buttons for "BACK", "SUBMIT WITH DSC", "SUBMIT WITH E-SIGNATURE", and "SUBMIT WITH EVC".

Declaration

I hereby agree to authenticate myself using AADHAAR through NSDL e-sign services and affix my digital signature generated through eSign services provided by NSDL on the enrolment application form.

Verification

☒ I hereby solemnly affirm a nothing has been concealed th my knowledge and belief and

Authorized Signatory*
Suyash1 [DPDPD2223P]

Designation
engineer

Date*
01/06/2017

i. **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 screenshot shows the same web application interface as before. A modal dialog box titled "Verify Aadhaar OTP" is centered on the screen. The dialog contains the text: "OTP has been sent to your mobile number and email address registered with AADHAAR. Please provide your OTP." Below the text is a text input field with the placeholder text "Please enter OTP here". At the bottom of the dialog are two buttons: "CANCEL" and "CONTINUE". The background shows the same "Verification" form with the "Authorized Signatory" field filled with "Suyash1 [DPDPD2223P]" and the "Date" field filled with "01/06/2017".

Verify Aadhaar OTP

OTP has been sent to your mobile number and email address registered with AADHAAR. Please provide your OTP.

Please enter OTP here

Verification

☒ I hereby solemnly affirm a nothing has been concealed th my knowledge and belief and

Authorized Signatory*
Suyash1 [DPDPD2223P]

Designation
engineer

Date*
01/06/2017

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.

The screenshot shows the top part of the web application interface. A success message is displayed in a white box with a green checkmark icon. The message reads: "SUCCESS Thank you for submission. System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes". The background shows the top navigation bar with "Dashboard" and "Help" menus, and a breadcrumb trail: "Dashboard > Enrolment > Acknowledgement".

SUCCESS
Thank you for submission.
System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

Dashboard > Enrolment > Acknowledgement

In Case of Electronic Verification Code:

e. Click the **SUBMIT WITH EVC** button.

Business Details ✓	Promoters / Partners ✓	Authorized Signatory ✓	Principal Place of Business ✓	Additional Place of Business ✓	Goods & Services ✓	Bank Accounts ✓	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.

Authorized Signatory* Suyash1 [DPDPD2223P] Place* Bangalore

Designation engineer Date* 01/06/2017

BACK
SUBMIT WITH DSC
SUBMIT WITH E-SIGNATURE
SUBMIT WITH EVC

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.

☒ 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.

Authorized Signatory* Suyash1 [DPDPD2223P]

Designation engineer

Declaration

I hereby give my free consent to use EVC for the required verification and authentication on GST Portal and generation of OTP on my AADHAAR linked mobile number.

CANCEL
AGREE

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.

☒ 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.

Authorized Signatory* Suyash1 [DPDPD2223P]

Designation engineer

Verify Aadhaar OTP

OTP has been sent to your mobile number and email address registered with AADHAAR. Please provide your OTP.

Please enter OTP here

CANCEL
CONTINUE

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.

 **SUCCESS**

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

[Click here to go back
to tab names](#)