

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 Common Portal with Provisional ID and Password?

All existing taxpayers and VAT dealers 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.

It is assumed that all existing Central Excise taxpayers are already registered under State VAT Department. It covers both Central Excise and State VAT registration.

To enrol with the GST Common 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 **NEW USER LOGIN** button.

Skip to Main Content A+ A-

Goods and Services Tax

Get Ready for GST

Existing Taxpayers of VAT, Service Tax, Central Excise

- Enroll yourself for smooth transition to GST
- Your provisional ID will come from your tax officer
- Update profile information and upload documents
- Enrolment is being taken up in a staggered manner

[Click here for Enrolment Schedule for your state](#)

Already enrolled? [Click Existing User Login](#)

NEW USER LOGIN **EXISTING USER LOGIN**

3. The Declaration page is displayed. Select the checkbox for declaration and click the **CONTINUE** button.

Skip to Main Content A+ A- Login

Goods and Services Tax

Home Login

GSTN has been assigned the task of collection of data of existing taxpayers as a step towards advance preparation for their smooth transition to GST. Existing Taxpayers can enrol themselves through provisionally provided GSTIN (Goods and Services Tax Identification Number) called as Provisional ID and update their business related details on the GST portal.

I agree to provide details as per the provisions of Proposed Model Goods and Services Tax Act (GST Act).

CONTINUE

Steps to complete Provisional Registration

- Step 1: Enter the Username and Password provided to you by your State VAT Authority
- Step 2: Enter Mobile Number and Email Address of the authorized signatory of the business entity All future correspondence from the GST portal will be sent on this registered Mobile Number and Email Address
- Step 3: Enter OTP sent on Mobile Number and Email Address provided by you
- Step 4: Enter information and upload scanned images as mentioned in provisional registration form

Please read the User Guide and FAQ (links available in the footer) before proceeding ahead.
In case of any queries please contact our Help Desk Number or Email Address mentioned in the footer.

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 Department.
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 Department.
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.

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.

Goods and Services Tax

Home > Login

Login

Indicates Mandatory Fields

Provisional ID (as provided by Tax Authority) *

Enter Provisional ID

Password (as provided by Tax Authority) *

Enter password

Type the characters you see in the image below *

Enter Characters shown below

LOGIN

First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.

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

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.

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.

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

17. Click the **CONTINUE** button.

Home > Create Username

Provisional ID Verification OTP Verification **New Credentials** Security Questions

Kindly provide the below information to proceed

Indicates Mandatory Fields

New Username *

Enter New Username

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 *

Enter New Password

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 *

Re-enter New 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

Provisional ID Verification OTP Verification New Credentials **Security Questions**

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)? *

Enter Security Answer

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

Enter Security Answer

3. Name your main commodity / service *

Enter Security Answer

4. Name of the first employee *

Enter Security Answer

5. Personal Mobile Number of Proprietor / Authorized Signatory *

Enter Security Answer

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.

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.

Goods and Services Tax

Home > Login

✔ Username and password have been successfully created. Kindly login using these credentials

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 login

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

Goods and Services Tax

UMESH SINGH

Dashboard - Help -

Dashboard

Welcome to the GST Portal for provisional registration of existing State VAT / Central Tax / Service Taxpayers

To facilitate existing State VAT / Central Tax / Service Taxpayers to easily migrate into new GST regime, this portal has been introduced. Existing Taxpayers can pre-register by providing some basic information. Initially portal will be available for State VAT Users only.

CONTINUE

Your Dashboard is displayed.

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.

Goods and Services Tax

UMESH SINGH

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.

• indicates mandatory fields

Details of your Business

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

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

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="CANCEL"/>
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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

Note:

Following details are auto-populated in the enrolment application based on your existing data in 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.

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

Details of Proprietor • indicates mandatory field

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 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

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

No

- 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.

• indicates mandatory field

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
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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
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Gender* <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Telephone Number Enter Telephone Number
---	--

Identity Information

Designation* Enter the Designation	Permanent Account Number* ENTER PAN
---------------------------------------	--

Are you a citizen of india? <input checked="" type="radio"/> Yes	Passport Number ENTER THE PASSPORT NUMBER	Aadhaar Number Enter Aadhaar Number
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ⓘ 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
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Road / Street* Enter Road / Street	Locality / Village* Enter Locality / Village
---------------------------------------	---

State* Select	District* Select	PIN Code* Enter PIN Code
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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

- a. In case you are the primary Authorized Signatory, select the checkbox for **Primary Authorized Signatory**.
- b. In the **First Name** field, enter the first name of the authorized signatory.
- c. Under the **Name of Father/Husband**, in the **First Name** field, enter the first name of the father of the authorized signatory.
- d. Under the **Name of Father/Husband**, in the **Middle Name** field, enter the middle name of the father of the authorized signatory.
- e. Under the **Name of Father/Husband**, in the **Last Name** field, enter the last name of the father of the authorized signatory.
- f. Select the **Date of Birth** of the authorized signatory using the calendar.
- g. In the **Mobile Number** field, enter the valid Indian mobile number of the authorized signatory.
- h. In the **Email Address** field, enter the valid e-mail address of the authorized signatory.
- i. Select the **Gender** of the authorized signatory.
- j. In the **Designation** field, enter the designation of the authorized signatory.
- k. In the **Permanent Account Number** field, enter the Permanent Account Number (PAN) of the authorized signatory.
- l. 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 authorized signatory.
- m. 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.

- n. In the **Building No. / Flat No.** field, enter the building number and flat number of the residential address of the authorized signatory.
- o. In the **Floor No.** field, enter the floor number of the residential address.
- p. In the **Name of the Premise / Building** field, enter the name of the building of the residential address.
- q. In the **Road / Street** field, enter the road name where the residential address is located.
- r. In the **Locality / Village** field, enter the locality or village name where the residential address is located.
- s. In the **State** drop-down list, select the State where the residential address is located.
- t. In the **District** drop-down list, select the city or district where the residential address is located.
- u. 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.

• indicates mandatory field

Details of Principal Place of Business

Address

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

Contact Information

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

- a. In the **Building No. / Flat No.** field, enter the building number and flat number of the principal place of your business.
- b. In the **Floor No.** field, enter the floor number of the principal place of your business.
- c. In the **Name of the Premise / Building** field, enter the name of the building of the principal place of your business.
- d. In the **Road / Street** field, enter the road name where the principal place of your business is located.
- e. In the **Locality / Village** field, enter the locality or village name where the principal place of your business is located.
- f. In the **District** drop-down list, select the city or district where the principal place of your business is located.
- g. In the **PIN Code** field, enter the pin code of the place where the principal place of your business is located.
- h. In the **Office Email Address** field, enter the official e-mail address used for business purpose.
- i. In the **Mobile Number** field, enter the official Indian mobile number used for business purpose.

- j. In the **Office Telephone Number** field, enter the official telephone number used for business purpose.
- k. In the **Office FAX Number** field, enter the official FAX number used for business purpose.
- l. In the Nature of possession of premises drop-down list, select the nature of possession of premises.
- m. 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) •

<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"/> Others	<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	

[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.

Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

Search HSN Chapter by Name or Code Search HSN Code

Search HSN Chapter Search HSN Code

BACK SAVE & CONTINUE

In case of Goods

a. In the **Search HSN Chapter by Name or Code** field, enter the name or the [HSN Code](#) of the goods supplied by the business.

*Alternatively, you can also enter the HSN Code in the **Search HSN Code** field.*

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

In case of Services

a. In the **Search by Name or Code** field, enter the name or the [SAC Code](#) of the services supplied by the business.

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

[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*

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

Bank Name Bank Address

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

- 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.

• indicates mandatory fields

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory* Place*

Select Enter Place

Designation Date*

Manager 07/10/2016

- a. Select the **Verification** checkbox.
- b. In the **Authorized Signatory** drop-down list, select the name of the authorized signatory.
- c. In the **Place** field, enter the place of your principal place of business.
- d. After filling the enrolment application, you need to digitally sign the application using [Digital Signature Certificate \(DSC\)](#) or [E-Signature](#).

Note:

In case, your DSC is not registered, you will need to register DSC.

[Click here to know more about how to register DSC.](#)

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

Note:

To save the Enrolment Application, click the **SUBMIT** button.

[Click here to know more about how to access saved Enrolment Application and edit it.](#)

GST Digital Signature Signer

Goods and Services Tax

Digital Signature Signer

Content To Sign

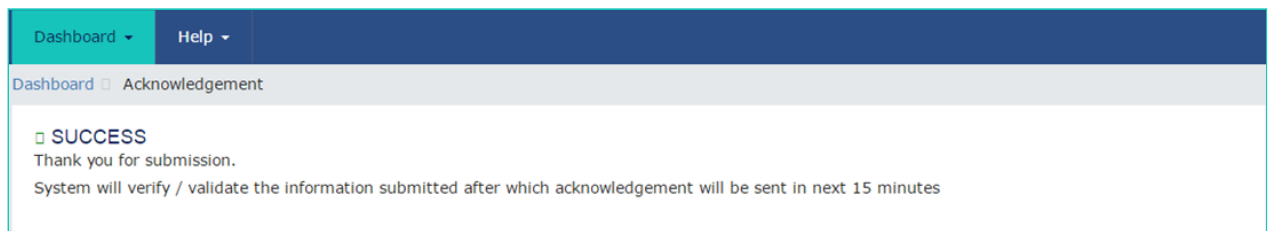
2fed99a41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

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- f. Click the **PROCEED** button.
- g. Select the certificate and click the **SIGN** button.



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with 'Dashboard' and 'Help' menus. Below this is a light blue breadcrumb trail: 'Dashboard > Acknowledgement'. The main content area is white and contains a green success message: 'SUCCESS Thank you for submission. System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes'.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile number. [Application Reference Number](#) (ARN) receipt is sent on your e-mail address and mobile number.

Submission of application with the details is **NOT** completed unless DSC is affixed.

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