
**GST Provisional Registration
by
Maharashtra VAT Dealers**

*By
CA. Nimesh Dedhia*

System Requirements for Accessing the GST Common Portal

1. Desktop Browser: Internet Explorer 10+/ Chrome 49+ or Firefox 45+

Besides the above on browser compatibility following should not be disabled:

- Cascading Style Sheet (CSS) - used to render User Interface look and feel of the portal. Disabling this will not provide appropriate user experience
- JavaScript - used to provide enhanced user experience in using User Interface controls. Disabling this will not allow user to perform any transaction in the portal.
- Cookie - used to store personalized information of user. Disabling this will not allow user to login and perform any transaction in the portal.

Documents Required

Keep Ready Following Documents:

- Proof of Constitution of Business:
 - Registration Certificate like VAT / CST / Service Tax etc Registration Certificate
 - Photograph of Proprietor / Partners / Directors / Authorised Person (in jpg format)
 - Aadhar Card & Passport No of Proprietor / Partners / Directors / Authorised Person
(It is not mandatory, but Aadhar No is required if you want to submit with E-sign)
 - Letter of Authorisation in favour of Authorised Person.
 - Proof of Principal Place / Additional Place of Business like:
 - Bank Account Statement, Bye-laws of Society, Municipal Khata Copy, Consent Letter, Electricity Bill, MOA & AOA, Partnership Deed, First page of passbook, Registration Certificate, Rent / Lease Agreement, Tax Paid receipt, Any other certificate / document or record issued by Government, Any other or supporting document
 - Bank Statement (All Banks)
 - Details of Commodity & Services
- (All above documents need to be submitted in PDF or JPEG format.)

Login to mahavat.gov.in

The screenshot shows the official website of the Department of Sales Tax, Government of Maharashtra, India. The header includes the text "Official Website of DEPARTMENT OF SALES TAX Govt. of Maharashtra, India" and the state emblem. A navigation bar contains links for Home, About Us, Acts & Rules, Downloads, Dealer Services, RTI, and a Search box. A red box highlights the "Login" link in the top right corner. On the left, an "e-Services" menu lists various options like e-Registration, e-pay new registration, e>Returns, e-CST Declarations, e-Audit Form, e-Refund Application, Upload_F424URD, e-payment, e-Payment thru GRAS, e-Amnesty 2016, and Instruction sheets for e-Services. Below this are sections for Driver Recruitment, Dealer's Grievances, Dealer's Suggestions, Report Tax Evasion, MSTT, Employee Corner, Future Plans, Tenders/Notices/Advertisements, and Referral Websites. The main content area features a "What's New" section with two news items: "Central Govt exemption notification" and "New RC granted under various Acts, from 25th May to 7th November 2016". A yellow box with the text "Click Here to Login" is placed over a red arrow pointing to the "Login" link. Below the news section is a "myTax Portal" login area for Dealers, Bankers, Employees, and Consultants, with a "New User, Register here" button. To the right, there is a section titled "Functionality to get provisional id for GST Enrol" with a grid of images including "Vishwakar Bhavan". Below this grid, there are two news items: "Department of Sales Tax bags 'FIRST PRIZE' in 'Rajiv Gandhi Prashaskiya Gatimanata (Pragati) Abhiyan Spardha-2014' for its CDA project" and "The Sales Tax Department bags the".



Our Taxes
For Our Nation

Official Website of

DEPARTMENT OF SALES TAX

Govt. of Maharashtra, India



Home

About Us

Acts & Rules

Downloads

Dealer Services

RTI

Search

» e-Services

- ▶ e-Registration
- ▶ e-pay new registration
- ▶ e>Returns
- ▶ e-CST Declarations
- ▶ e-Audit Form
- ▶ e-Refund Application
- ▶ Upload_F424URD
- ▶ e-payment
- ▶ e-Payment thru GRAS
- ▶ e-Amnesty 2016
- ▶ Instruction sheets for e-Services
- ▶▶ Driver Recruitment

▶▶ Dealer's Grievances

▶▶ Dealer's Suggestions

▶▶ Report Tax Evasion

▶▶ MSTT

▶▶ Employee Corner

▶▶ Future Plans

▶▶ Tenders/Notices/
Advertisements

▶▶ Referral Websites

User Login

Login Id :

Password :

Type : Choose one

[New User](#)

[Forgot Password](#)

**Login with Existing
MVAT Login ID &
Password**

For getting Login ID and password for Employees, kindly mail on employee.corner@mahavat.gov.in

Contact Us | Disclaimer | Send to Friend | Sitemap | Bookmark this site | Privacy Policy | Terms & Conditions

This site is designed to view in 1024 X 768 resolution

All copyrights reserved by Department of Sales Tax , Govt. of Maharashtra.

You are visitor No.9958642 |Version v2.3



Our Taxes
For Our Nation

Official Website of

DEPARTMENT OF SALES TAX

Govt. of Maharashtra, India



Home

About Us

Acts & Rules

Downloads

Dealer Services

RTI

Search

The mail will be sent to the prescribed Officer

Logout

→ ESERVICES

E-SERVICES

**Click on
"E-SERVICES"**

Contact Us | Disclaimer |

this site | Privacy Policy | Terms & Conditions

This site is designed to view in 1024 X 768 resolution

All copyrights reserved by Department of Sales Tax , Govt. of Maharashtra.

You are visitor No.9958642 |Version v2.3



Our Taxes
For Our Nation

Official Website of

DEPARTMENT OF SALES TAX

Govt. of Maharashtra, India

November 15, 2016 , 09 : 56 AM

[Home](#)[About Us](#)[Acts & Rules](#)[Downloads](#)[Dealer Services](#)[RTI](#)[Logout](#)

Now you can post your Grievances and Suggestions

[Member's Home](#)[e-Services](#)

- ▶ e-Registration
- ▶ e-pay new registration
- ▶ e>Returns
- ▶ e-CST Declarations
- ▶ e-Audit Form
- ▶ e-Refund Application
- ▶ Upload_F424URD
- ▶ e-payment
- ▶ e-Payment thru GRAS
- ▶ e-Amnesty 2016
- ▶ Instruction sheets for e-Services
- ▶ Driver Recruitment

**Click on
"GSTN Enrollment
Provisional Id"**

Now you can access e-Services for

- ▶ [GSTN Enrollment Provisional Id](#)
- ▶ [All e>Returns \(VAT/CST upto 31-03-2016 only\)](#)
- ▶ [e>Returns Only VAT/CST for FY 2016-17](#)
- ▶ [Annual Return Annexures](#)
- ▶ [Regular Return Annexures](#)
- ▶ [e-CST Declarations](#)
- ▶ [e-Audit Form](#)
- ▶ [Annexures J1/J2](#)
- ▶ [e-Refund Application](#)
- ▶ [Acknowledgments](#)
- ▶ [e-Payment](#)
- ▶ [Border Check Post](#)
- ▶ [Form4A and B composition Option](#)
- ▶ [Dealer Information System](#)
- ▶ [Registration Certificates](#)

[Home](#)

[Contact Us](#) | [Disclaimer](#) | [Send to Friend](#) | [Sitemap](#) | [Bookmark this site](#) | [Privacy Policy](#) | [Terms & Conditions](#)

All copyrights reserved by Department of Sales Tax , Govt. of Maharashtra.

This site is designed to view in 1024 X 768 resolution

You are visitor No.9958642 | Version v2.3



DEPARTMENT OF SALES TAX

GOVERNMENT OF MAHARASHTRA, INDIA

www.mahavat.gov.in



Welcome

TIN Number

270

Dealer Name

[Click for Return Filling....](#)

“Click Here”

Return Filing

View/Download
Historic Returns

Acknowledgement for
Return

Important Communication !

Please click to access GST provision ID credentials?

Yes

No

Click "Yes"

GSTN PRE-REGISTRATION FORM

Applicant details :

Name of the applicant:

* E- Mail Address:

* Mobile Number:

By default "Dealer Name will appear"

STP details:

Name of the STP:

E- Mail Address:

Mobile Number:

Input "Email Id" & Click on "Edit" Tag



* I am the authorized taxpayer / taxpayer-representative to access GST provosional ID credentials.

Please select the declaration check box to proceed further .

After click on "Edit tag", "Get OTP" option will be available, Click on this option,
Then Input your Mobile No.

Provide STP Details if available, Select "Declaration Check Box & Then Click on
"Submit" Below

Applicant details .

Name of the applicant:

* E- Mail Address:

* Mobile Number:

OTP:

STP details:

Name of the STP:

E- Mail Address:

Mobile Number:

* I am the authorized taxpayer / taxpayer-representative to access GST provosional ID credentials.

Please select the declaration check box to proceed further .

Submit

* E- Mail Address: [] @gmail.com

* []

Acknowledgment

Your application has been submitted successfully !
[Please click here to download acknowledgmen](#)
Please get GSTN login details on clicking of above Acknowledgement link &
[Click here to login into GST](#)

N [] OK

E- Mail Address: [] @gmail.com

Mobile Number: 98 []

Click on above link to Download Acknowledgement, which will have details of "Provisional ID & Access Token"

DEPARTMENT OF SALES TAX

GOVERNMENT OF MAHARASHTRA, INDIA

www.mahavat.gov.in



GSTN Pre-Registration Form

Pre-Registration Details :

1. Tin No. 27
2. Name of the applicant
3. Email Id @gmail.com
4. Mobile Number 98

STP Details :

1. Name
2. Email @gmail.com
3. Mobile Number 98

GSTN Credentials for login:

Provisional ID	27,
Access Token	cb282136fx

Date Nov 15, 2016

Time 10:05:55 AM

“Provisional ID & Access Token” is required for Login to gstn.gov.in website

* E- Mail Address: [] @gmail.com

* []

Acknowledgment

Your application has been submitted successfully !
[Please click here to download acknowledgmen](#)
Please get GSTN login details on clicking of above Acknowledgement link &
[Click here to login into GST](#)

N [] OK

E- Mail Address: [] @gmail.com

Mobile Number: 98 []

Click on above link which will redirect you to website "www.gstn.gov.in"



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](#)

“www.gstn.gov.in” will get open & then Click on “Existing User Login”

[Website Policies](#)

[Related Sites](#)



Home > Login

Login

• indicates mandatory fields

Username •

Password •

LOGIN

[Forgot Username](#)

[Forgot Password](#)

i First time login: If you are logging in for the first time, click [here](#) to login

For "First Time Login" Click on below link





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 enroll 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(Provisional ID) 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 a

Please read the User Guide and FAQ (links available in the footer)
In case of any queries please contact our Help Desk Number

**Check the "I Agree" & Then
Click on "Continue"**



Home > Login

Login

• indicates mandatory fields

Provisional ID (as provided by Tax Authority) •

Password (as provided by Tax Authority) •

LOGIN

First time login: Please contact your VAT D Provisional ID and Password, if not received or

Existing User: If you have already created Password, click [here](#) to login.

**Input your “Provisional ID” & “Access Token” in Password Tab.
Then Click on “Login”**



Goods and Services Tax

Home > Create Username

Need to Complete these 4 steps to create New Login Id & Password.



Kindly provide the below information to proceed

• indicates mandatory fields

**Provide Email ID & Mobile No.
You will get OPT on Email as well as on Mobile.**

ⓘ Please enter Mobile Number and Email Address of Primary 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



Goods and Services Tax

Home > Create Username



Kindly provide the below information to proceed

• indicates mandatory fields

**Provide Email OPT & Mobile
OTP & Then Click on "Continue"**

ⓘ Please enter Mobile Number and Email Address of Primary 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 •



Kindly provide the below information to proceed

• indicates mandatory fields

New Username •

i You are required to choose a New Username. Username should be 8 to 15 characters, which should start with an alphabet, special characters, alphabets and can contain numbers, special character (dollar sign (\$), underscore (_) or hyphen (-))

New Password •

i 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 •

Provide New Username & Password & Then Click on "Continue"



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

• indicates mandatory field

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

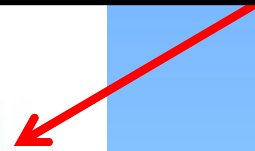
2. What is the name of your mother(in case of Proprietorship)/Mother name of Primary Authorized Signatory? •

3. Name your main commodity / service •

4. Name of the first employee •

5. Personal Mobile Number of Proprietor / Authorized Signatory •

Provide All five Answer to Security Questions & Then Click on “Continue”





Goods and Services Tax

Home > Login

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

Provide your New Username & Password & Then Click on "Continue" to Login.

Login

• indicates mandatory fields

Username •

Password •

LOGIN

[Forgot Username](#)

[Forgot Password](#)

i First time login: If you are logging in for the first time, click [here](#) to login



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

Click on “Continue” to move ahead.



Provisional ID will get Generated

Application Type	Provisional ID	Last Modified	Profile
Enrolment	27/ [redacted] E1Z4	15/11/2016	6%

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

• indicates mandatory fields

Above dashboard will appear. One by one all the details required to be Updated.

UPDATE BUSINESS DETAILS

• 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

Trade Name

Constitution of Business

State

Ward/Circle/Sector

Ward/Circle/Sector No. *

This three details will populate automatically.

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

Registration Type

Registration No.

Date of Registration

ADD

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

Browse... No file selected.

BACK

SAVE & CONTINUE

UPDATE BUSINESS DETAILS

• 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

Trade Name

Constitution of Business *

State

Ward/Circle/Sector

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/E

Registration Type

Registration No.

Date of Regis

Trade Name will get populated Automatically, but you will have option to edit.

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 selected.

BACK

SAVE & CONTINUE

UPDATE BUSINESS DETAILS

• 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"/>	<input type="text"/>	<input type="text"/>
Trade Name	Constitution of Business *	
<input type="text"/>	<input type="text" value="Select One Business Area"/>	
State		Ward/Circle/Sector No. *
<input type="text" value="Maharashtra"/>		<input type="text" value="Select"/>
Please indicate existing registration under VAT/Ce		ment Tax etc. as applicable
Registration Type	Registration	
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Docu		

- Select One Business Area
- Foreign Company
- Foreign Limited Liability Partnership
- Government Department
- Hindu Undivided Family
- Limited Liability Partnership
- Local Authority
- Others
- Partnership
- Private Limited Company
- Proprietorship
- Public Limited Company
- Public Sector Undertaking
- Society/ Club/ Trust/ AOP
- Statutory Body
- Unlimited Company

Select "Constitution of Business"

UPDATE BUSINESS DETAILS

• 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

Trade Name

Constitution of Business *

State

Ward/Circle/Sector

Ward/Circle/Sector No. *

- Select
- AMRAVATI
- AURANGABAD
- DHULE
- KOLHAPUR
- MUMBAI NODAL DIVISION-1
- MUMBAI NODAL DIVISION-2
- MUMBAI NODAL DIVISION-3
- MUMBAI NODAL DIVISION-4
- MUMBAI NODAL DIVISION-5
- MUMBAI NODAL DIVISION-6
- MUMBAI NODAL DIVISION-7
- MUMBAI NODAL DIVISION-8
- MUMBAI NODAL DIVISION-9
- MUMBAI NODAL DIVISION-10
- MUMBAI NODAL DIVISION-11
- MUMBAI NODAL DIVISION-12
- MUMBAI NODAL DIVISION-13
- MUMBAI-LTU-1
- MUMBAI-LTU-2

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax

Registration Type

Registration No.

Date of Registration

Document Upload




Select "Ward/Circle/Sector No."

You can download your existing VAT jurisdiction from What's New Option on home page of mahavat.gov.in

UPDATE BUSINESS DETAILS

Provide details of “Existing Registration Details with various Authority”

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

Type	Registration No	Date of Registration	Actions
TIN under Value Added Tax	27() V	22/03/2014	 
Service Tax Registration Number	() SD001	11/03/2014	 
Central Sales Tax Registration Number	27() IC	22/03/2014	 

Registration Type

Registration No.

Date of Registration

Select

DD/MM/YYYY

ADD

CANCEL

Select

TIN under Value Added Tax

Central Sales Tax Registration Number

Entry Tax Registration Number

Entertainment Tax Registration Number

Hotel and Luxury Tax Registration Number

Central Excise Registration Number

Service Tax Registration Number

Corporate Identity Number/Foreign Company Registration Number

Limited Liability Partnership Identification Number/Foreign Limited Liability Partnership Identification Number

Importer/Exporter Code Number

Registration under Duty of Excise on Medicinal and Toilet Preparation Act

SAVE & CONTINUE

UPDATE BUSINESS DETAILS

• 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

Trade Name

Constitution of Business *

State

Ward/Circle/Sector

Ward/Circle/Sector No. *

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

Registration Type

Registration No.

Select "Proof of Constitution of Business" & Submit appropriate document by clicking "Browse" Button.

Then Click on "Save & Continue"

Document Upload

Proof of Constitution of Business *

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Browse...

No file selected.

BACK

SAVE & CONTINUE

UPDATE DETAILS OF PROMOTERS / PARTNERS

• indicates mandatory fields

Details of Personal Information

First Name *

Middle Name

Last Name

Name of Father/Husband

First Name *

Middle Name

Last Name

Date of Birth *



Mobile Number *

Email Address

Gender *

Male Female Others

Telephone Number

**Fill all the required
Information.**

Identity Information

Designation *

Permanent Account Number *

Are you a citizen of india?

Passport Number

Aadhaar Number

UPDATE DETAILS OF PROMOTERS / PARTNERS

Are you a citizen of india?
 Yes

Passport Number

Aadhaar Number

Declaration *

I on behalf of the holder of Aadhaar number give consent to "Goods and Services Tax Network" to obtain my details from UIDAI for the purpose of authentication. "Goods and Services Tax Network" has informed me that identity information would only be used for validating identity of the Aadhaar holder and will be shared with Central Identities Data Repository only for the purpose of authentication.

Residential Address in India

Building No. / Flat No. *

Floor No.

Name of the Premise / Building

Road / Street *

Locality / Village

State *

District *

Document Upload

Upload photograph (of person whose information has been given above) *

i File with JPEG format is only allowed.
i Maximum file size for upload is 100 KB

No file selected.

Other Information

Also authorized Signatory
 No

If you provide Aadhar number then tick Declaration for consent to GST Network to obtain your Aadhar Detail & will use for Aadhar based Authentication.

UPDATE DETAILS OF PROMOTERS / PARTNERS

Are you a citizen of india?
 Yes

Passport Number

Aadhaar Number

Declaration *

I on behalf of the holder of Aadhaar number give consent to "Goods and Services Tax Network" for the purpose of authentication. "Goods and Services Tax Network" has information for validating identity of the Aadhaar holder and will be shared with Central Identities Data Repository only for the purpose of authentication.

Residential Address in India

Building No. / Flat No. *

Floor No. *

Name of the Premise / Building

Road / Street *

Locality / Village *

State *

District *

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 selected.

Other Information

Also authorized Signatory No

Fill the Residential detail of Promoters/ Partner.

Upload Photograph of person in JPEG Format & maximum size should be 100 KB

If the person is Authorised Signatory then Click Here to turn it "Yes"

UPDATE DETAILS OF AUTHORISED SIGNATORY

• indicates mandatory fields

Authorized Signatory

Primary Authorized Signatory

Personal Information

First Name*

Middle Name

Last Name

Name of Father/Husband

First Name*

Middle Name

Last Name

Date of Birth*

Mobile Number*

Email Address

Gender*

Male Female Others

Telephone Number

Identity Information

Designation*

Permanent Account Number*

Are you a citizen of india?

 Yes

Passport Number

Aadhaar Number

All details will be carried from previous menu.

You need to upload Authorisation letter or Copy of Resolution.

UPDATE DETAILS OF PRINCIPAL PLACE OF BUSINESS

Details of Principal Place of Business

Address

Building No. / Flat No. *

Floor No.

Name of the Premise / Building

Road / Street *

Locality / Village *

Fill the address

State *

District *

PIN Code *

Contact Information

Office Email Address *

Mobile Number *

Office Telephone Number

Office 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

Browse... No file selected.

UPDATE DETAILS OF PRINCIPAL PLACE OF BUSINESS

Contact Information

Office Email Address •

Mobile Number •

Office FAX Number

Nature of possession of premises •

Nature of possession of premises

Select

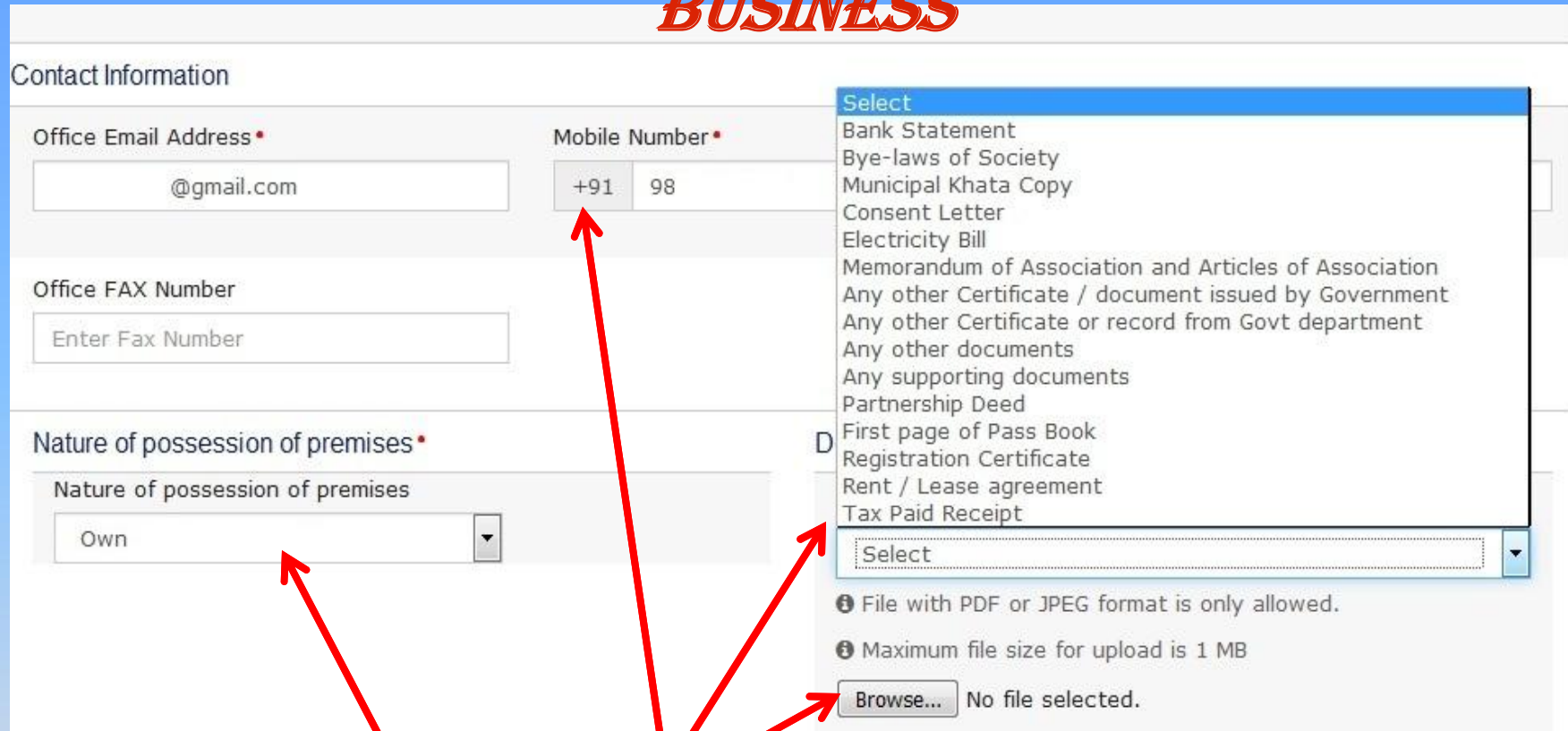
- Bank Statement
- Bye-laws of Society
- Municipal Khata Copy
- Consent Letter
- Electricity Bill
- Memorandum of Association and Articles of Association
- Any other Certificate / document issued by Government
- Any other Certificate or record from Govt department
- Any other documents
- Any supporting documents
- Partnership Deed
- First page of Pass Book
- Registration Certificate
- Rent / Lease agreement
- Tax Paid Receipt

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Browse... No file selected.



1. Update Office Email & Mobile No.
2. Select “Nature of Possession of Premises”
3. Select Document Type for Business Address.
4. Click on Browse & submit Document in support of Business Address.

UPDATE DETAILS OF PRINCIPAL PLACE OF BUSINESS

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

BACK

SAVE & CONTINUE

**Tick appropriate Business Activity
& then click on "Save & Continue"**

UPDATE DETAILS OF GOODS & SERVICES

Application Type	Provisional ID	Last Modified	Profile
Enrolment	27 [REDACTED] 124	15/11/2016	90%

Business Details ✓	Promoter / Partners ✓	Authorized Signatory ✓	Principal Place of Business ✓
--------------------	-----------------------	------------------------	-------------------------------

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
<input type="text" value="Search HSN Chapter"/>	<input type="text" value="Search HSN Code"/>

BACK **SAVE & CONTINUE**

Provide details of Goods & Commodities supplied by the business. Details to be provided HSN Code wise. If dealer is a service provider the details of services need to be updated as per the Service Tax Category. Then Click on "Save & Continue"

HSN stands for Harmonized System of Nomenclature which is internationally accepted product coding system used to maintain uniformity in classification of goods.

UPDATE DETAILS OF BANK ACCOUNTS

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number *

Type of Account *

Enter Bank IFSC Code *

GET ADDRESS

Don't know your IFSC Code?

[Click here to find your bank](#)

Bank Name

Bank Address

Document Upload

Supporting Document *

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 500 KB

No file selected.

Attachment is required

Update Bank Details. You can add multiple Bank by clicking on "Add New" Option.

Then Click on "Save & Continue"

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

VERIFICATION

Application Type	Provisional ID	Last Modified	Profile
Enrolment	27. [REDACTED] 124	15/11/2016	95%

<input checked="" type="checkbox"/> Business Details	<input checked="" type="checkbox"/> Promoter / Partners	<input checked="" type="checkbox"/> Authorized Signatory	<input checked="" type="checkbox"/> Principal Place of	<input type="checkbox"/> Additional Place	<input type="checkbox"/> Goods & Services	<input checked="" type="checkbox"/> Bank Accounts	<input checked="" type="checkbox"/> Verification
------------------------------------------------------	---------------------------------------------------------	----------------------------------------------------------	--------------------------------------------------------	-------------------------------------------	-------------------------------------------	---------------------------------------------------	--------------------------------------------------

Verification

We hereby solemnly affirm and declare that the information furnished is true and correct to the best of our knowledge and belief and nothing has been concealed or omitted.

Authorized Signatory *

Designation

Date * 15/11/2016

BACK SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT

Click on check box & fill the required details.

Submission with DSC is mandatory for Companies, Foreign Companies, Limited Liability Partnership (LLPs) and Foreign Limited Liability Partnership (FLLPs).

In case of others submission with DSC is not mandatory.



✔ SUCCESS

Your Application has been saved as draft and will be available for submission after duly authenticating it i.e. by submitting it again with e-signature or Digital Signature Certificate (DSC).

You can access the saved application in "My Saved Applications"

After Click on “Submit” button, your application will be saved as draft and will be available for submission after duly authenticating it.

Final submission can be done with e-Signature (i.e. with Aadhar E-Sign Authentication) or Digital Signature Certificate (DSC).

EXTRACT OF FAQ ON SIGNING

Can I submit my Enrolment Application at GST Common Portal without electronically signing the application with DSC or E-sign?

Yes, you can submit the Enrolment Application at GST Common Portal without electronically signing it but you need to sign the application at a later date within the time allowed under the GST Act. Only signed Enrolment Applications shall be considered for issue of Final Registration Certificate. You can view the submitted application after login by accessing “My Saved Applications” at the GST Common Portal.

Is electronically signing the Enrolment Application using the DSC mandatory for enrolment?

Electronically signing the Enrolment Application using DSC is mandatory for enrolment by Companies, Foreign Companies, Limited Liability Partnership (LLPs) and Foreign Limited Liability Partnership (FLLPs).

For other taxpayers, electronically signing using DSC is optional.

How to Register & Use Digital Signature Certificate on portal www.gst.gov.in

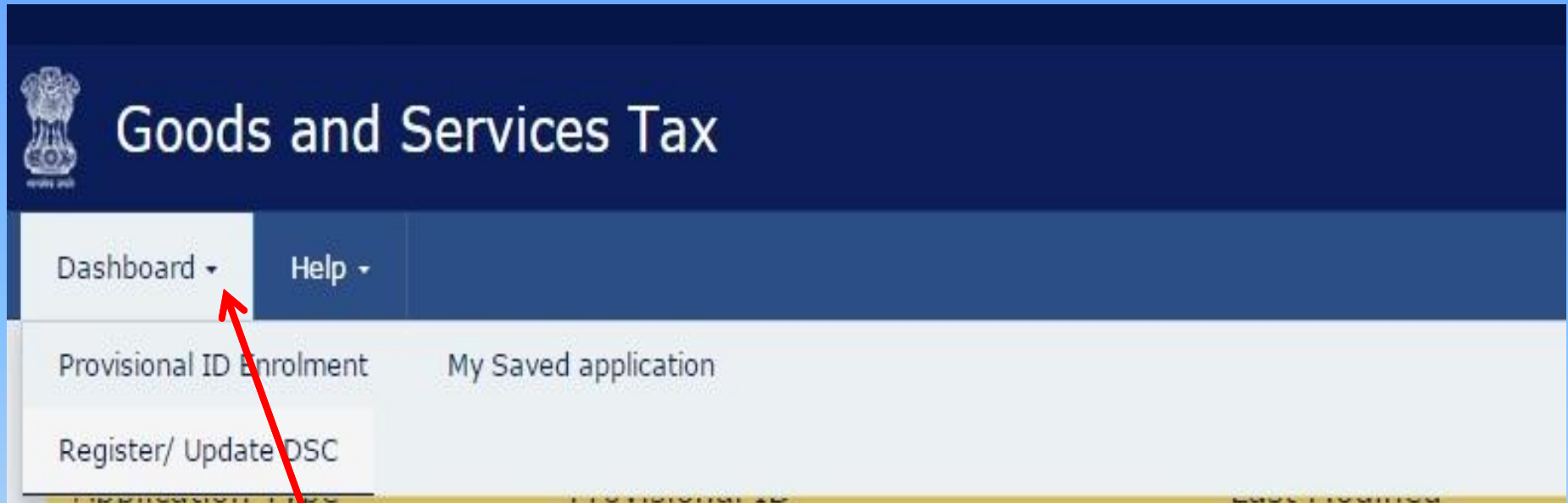
System Requirements for Usage of Digital Signature Certificate

- Desktop Browser: Internet Explorer 10+ / Chrome 49+ or Firefox 45+
- Valid class 2 or class 3 Individual (PAN Based) Digital Signature Certificate (DSC) obtained from a DSC provider

Note:

- GST Common Portal supports only Crypto Tokens installed in Hard Tokens for DSC Registration
- For Hard Token based certificates, please refer user manual provided by Certifying Authority for certificate download, enrolment and usage of Hard Token
- Signing using DSC is not supported on mobile devices and browsers

REGISTER DSC



Click on Dashboard & then click on Register / Update DSC Option.

REGISTER DSC

Goods and Services Tax

Dashboard ▾ Help ▾

Dashboard ▾ Register DSC

Register Digital Signature Certificate

PAN of Authorized Signatory

Select ▾

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

First time you need to Install “Signer Utility” from the above link.

REGISTER DSC

Document Signer Installer

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none">• MD5:cabfbb59d19b0021fe214d8197b98b73• SHA1:99684230013f0020a71968787414713d5f17b3ce• SHA256:81107d022acf8b2630bac262ac4b921c3ad8c795aca2a018d81dcbbedbfa52520	Click here to download.
Linux	<ul style="list-style-type: none">• MD5:5548cc8737959578c204762009948309• SHA1:a8f00e1421b5574531c08d419430c456e9428d59• SHA256:389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.
Macintosh	<ul style="list-style-type: none">• MD5:5548cc8737959578c204762009948309• SHA1:a8f00e1421b5574531c08d419430c456e9428d59• SHA256:389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.

[Click here for System Requirements for Document Signer.](#)

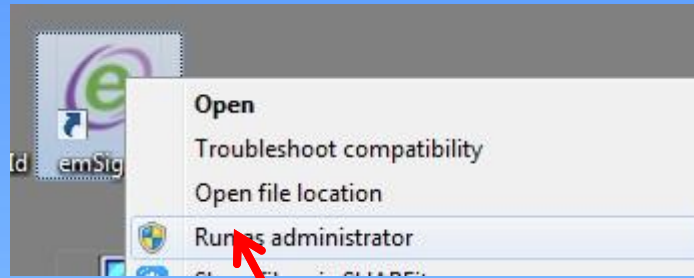
[Click here for steps to install Document Signer.](#)

Click here to download “System Requirement” & “Steps to install Signer Utility”.

Click the appropriate link to download “Signer Utility” as per the Operating System.



**After running “Signer Utility” setup,
you will see above icon on your
desktop.**



Right click the “emSigner” icon & then Click on “Run as administrator” to run the “emSigner” utility.

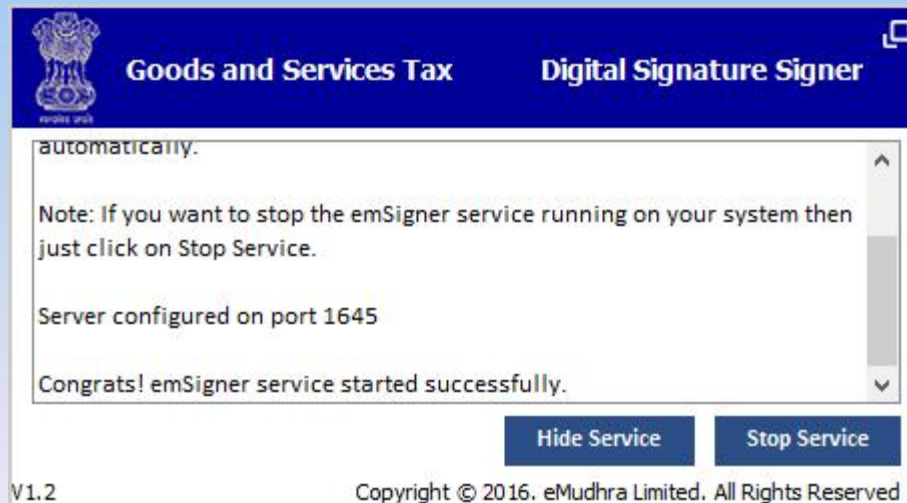
Once you run the utility, icon will appear in task bar.

On successful set up, Digital Signature Signer window is displayed.
A message indicating the start of the emSigner service is displayed.

Click the OK button.



On successful set up, Digital Signature Signer window is displayed.



REGISTER DSC

Register Digital Signature Certificate

PAN of Authorized Signatory

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

I have downloaded and installed the signer

BACK

PROCEED

**Select Name of Authorised Signatory,
Click on Check Box & Click on
“Proceed”**

REGISTER DSC

Register Digital Signature Certificate

PAN of Authorized Signatory

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

I have downloaded and installed the signer

BACK

PROCEED

**Select Name of Authorised Signatory,
Click on Check Box & Click on
“Proceed”**

REGISTER DSC

GST Digital Signature Signer

Goods and Services Tax Digital Signature Signer

Content To Sign

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
	(n)Code Solutions CA...	1397548620	24-09-2018

Cancel View Certificate Sign

Copyright © 2016. eMudhra Limited. All Rights Reserved

Select DSC Click on "Sign"

REGISTER DSC

Register Digital Signature Certificate

Your DSC has been successfully registered.

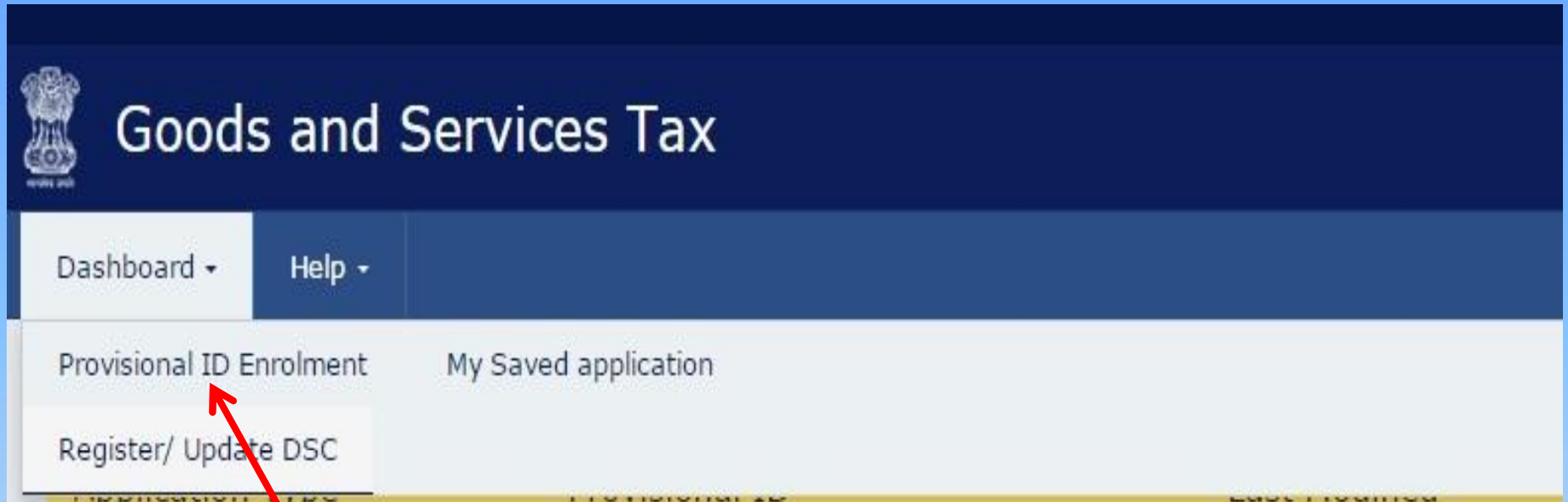
PAN of Authorized Signatory

Select ▼

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

On successful submission, DSC will get Register

REGISTER DSC



**Click on Dashboard & then click on
“Provisional ID Enrollment” for
Application Submission.**

APPLICATION SUBMISSION

Application Type	Provisional ID	Last Modified	Profile
Enrolment	27. [REDACTED] 124	15/11/2016	95%

<input checked="" type="checkbox"/> Business Details	<input checked="" type="checkbox"/> Promoter / Partners	<input checked="" type="checkbox"/> Authorized Signatory	<input checked="" type="checkbox"/> Principal Place of Business	<input type="checkbox"/> Additional Place of Business	<input type="checkbox"/> Goods & Services	<input checked="" type="checkbox"/> Bank Accounts	<input type="checkbox"/> Verification
------------------------------------------------------	---------------------------------------------------------	----------------------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------------	-------------------------------------------	---------------------------------------------------	---------------------------------------

Verification

I hereby solemnly affirm and declare that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed or omitted.

Authorized Signatory *

Place *

Designation

Date *

Click on check box & fill the required details.

Click on "Submit with DSC: to submit the application.

APPLICATION SUBMISSION

Application Type	Provisional ID	Last Modified
Enrolment	274 [redacted] 174	15/11/2016

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

Business Details ✓ Promoter / Partners Bank Accounts

Verification

I/We hereby solemnly affirm that the information provided is true and correct to the best of my knowledge and belief and nothing has been concealed or omitted.


Authorized Signatory *

[Redacted Signature]

**Click on
"Proceed"**

APPLICATION SUBMISSION

GST Digital Signature Signer

 **Goods and Services Tax** **Digital Signature Signer**

Content To Sign

e1c8de254f88ba89d92c764598aa6bf963643ff1eeafa0cbc0addb822d0a3b9a

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
	(n)Code Solutions CA...	1397548620	24-09-2018

Copyright © 2016, eMudhra Limited, All Rights Reserved

Select DSC Click on "Sign"

APPLICATION SUBMISSION



Goods and Services Tax

Dashboard ▾

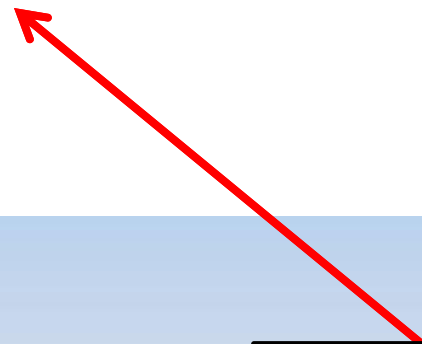
Help ▾

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



**On successful submission,
acknowledgement email will be sent on
registered email.**

APPLICATION SUBMISSION

Intimation of ARN generated on submission of Application form for Enrolment of Provisional ID

Inbox x

donotreply@gst.gov.in via gmail.com

11:15 AM (5 minutes ago)

to

Dear

Your Application for Enrolment of Existing Taxpayer in Maharashtra is submitted successfully against & 2016-11-17 11:15:02.788.
The status of Your Provisional ID 27/ 1Z4 has been changed from "Provisional" to "Migrated".

Status of Provisional ID will be changed to Active on the date on which Goods and Services Tax Act, 2016 will come into force.

Best Regards,

Department of Sales Tax
Government of Maharashtra

Disclaimer:

This is a system generated mail for general information purposes only and unless otherwise specifically mentioned therein should not be construed as an acknowledgement, authentication and/or approval of any kind about the correctness of the information/data successfully submitted by you. Though all efforts have been made to keep the contents of this mail accurate, the same is not intended for and/or should not be construed as a statement of law or used for any legal purposes against GSTN. The information transmitted as part of this mail is meant only for the intended person/entity only and may contain confidential, proprietary and/or privileged information/material of GSTN. GSTN does not accept or assume any liability of any nature against any person/entity in relation to the accuracy, completeness, usefulness and/or relevance or otherwise of the information as part of this mail. Any use, reuse, review, retransmission, dissemination, paraphrasing, distribution or other uses of the information contained in this mail, through any medium whatsoever, by any person/entity/recipient shall strictly be at their own risks and for any claims/issues in relation thereto GSTN shall not be liable for any expense, losses, damages and/or liability thereof. If you are not the intended recipient of this mail or information contained therein, please forthwith, contact the sender and delete the material completely from your computer/s and/or the device/s wherein the contents/information of this

Email will received for generation of ARN.

If you have any suggestion & queries,
please send to me on

nmdedhia@gmail.com

You can subscribe to Yahoo Group on
GST by sending email on

gstonclick-subscribe@yahoogroups.com

Thank you



Email: nmdedhia@gmail.com