

How to Register for a GSTIN Online

• Introduction

The Goods and Services Tax Identification Number (GSTIN) is a unique identifier required for businesses and entities to operate under the GST regime in India. Obtaining a GSTIN is a straightforward process that involves registering on the GST portal and providing the necessary documents.

• Required Documents

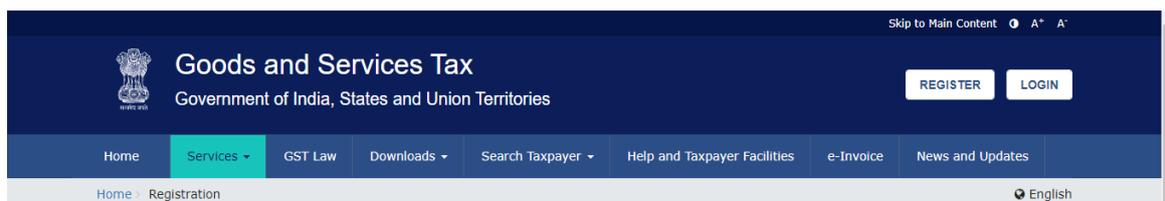
Before starting the registration process, ensure you have the following documents ready:

1. **PAN Card:** Permanent Account Number of the business or entity.
2. **Proof of Business Registration:** For companies, this could be a Certificate of Incorporation; for sole proprietorships, this could be a business registration certificate.
3. **Identity and Address Proof of Promoters/Partners:**
 - Passport, Aadhaar Card, Voter ID, or Driving License
 - Address proof (Utility bill, Passport, etc.)
4. **Address Proof of the Business:**
 - Ownership documents (if owned)
 - Rent agreement and No Objection Certificate (NOC) from the owner (if rented)
5. **Bank Account Details:**
 - A copy of a cancelled cheque or bank statement
6. **Digital Signature Certificate (DSC):** For companies and LLPs, the application must be signed using a DSC.
7. **Photograph:** Recent passport-sized photograph of the promoter/partners.

• Steps to Register for GSTIN

1. Visit the GST Portal

- Go to the official GST portal: <https://www.gst.gov.in/>



- Click the "Registration" button and then select "New Registration".

The image shows the "New Registration" form on the GST portal. At the top, there are two radio buttons: "New Registration" (selected) and "Temporary Reference Number (TRN)". Below this, there are several dropdown menus for "I am a", "State / UT", "District", and "Legal Name of the Business (As mentioned in PAN)". There are also text input fields for "Permanent Account Number (PAN)", "Email Address", and "Mobile Number". Below the "Email Address" field, there is a note: "OTP will be sent to this Email Address". Below the "Mobile Number" field, there is a note: "Separate OTP will be sent to this mobile number". At the bottom of the form, there is a "PROCEED" button and a "Top" button.

- Fill in the details such as:
 - Select "Taxpayer" under the 'I am a' drop-down menu.
 - State and District.
 - Name of the business.
 - PAN of the business.
 - Email Address and Mobile Number.
 - Click on "Proceed".
- You will receive OTPs on your registered mobile number and email ID. Enter these OTPs to verify.

- A **Temporary Reference Number (TRN)** will be generated and sent to your email and mobile.

2. Complete Part II of the Registration:

- Log in to the GST portal again.
- Select "**Temporary Reference Number (TRN)**" and enter the TRN generated.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Downloads Search Taxpayer

Home Registration English

1 User Credentials 2 OTP Verification

New Registration

Indicates mandatory fields

New Registration Temporary Reference Number (TRN)

Temporary Reference Number (TRN) *

Enter Temporary Reference Number (TRN)

Type the characters you see in the Image below *

Enter characters as displayed in the CAPTCHA image

PROCEED

- Complete the CAPTCHA and click on "Proceed".
- Enter the OTP received on your email and mobile.

Goods and Services Tax

Home Services Notifications & Circulars Acts & Rules Grievance

Home Registration Verify English

1 User Credentials 2 OTP Verification

Verify OTP

Indicates mandatory fields

Mobile / Email OTP *

Fill OTP sent to Mobile and Email

Click here to resend the OTP

BACK PROCEED

- You will see that the status of the application is shown as drafts. Click on Edit icon

Goods and Services Tax

Dashboard Services Notifications & Circulars Acts & Rules Grievance

Dashboard English

My Saved Application

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
15/06/2017	GST REG-01	Application for Registration of Goods and Services Tax Act, 2017	30/06/2017	Draft	 

Track Application Status

No Records Found

3. Fill in the Application Form:

This form has 10 sections such as:

i. Business Details

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	24/03/2020	09/03/2020	20%

<input checked="" type="checkbox"/> Business Details	<input type="checkbox"/> Promoter / Partners	<input type="checkbox"/> Authorized Signatory	<input type="checkbox"/> Authorized Representative	<input type="checkbox"/> Principal Place of Business	<input type="checkbox"/> Additional Places of Business	<input type="checkbox"/> Goods and Services	<input type="checkbox"/> State Specific Information	<input type="checkbox"/> Aadhaar Authentication	<input type="checkbox"/> Verification
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Under the Business Details section, enter the trade name, business constitution and district.

Note: Trade name is completely different from the legal name of the business.

Moving on, select 'Yes/No' to opt-in or out of the composition scheme, against the field- "Option for Composition". Further, choose the type of registered person as manufacturers or service providers of work contract or any other person eligible for composition scheme.

Option For Composition Yes No

Category of Registered Person *

- Manufacturers, other than manufacturers of such goods as may be notified by the Government for which option is not available
- Suppliers making supplies referred to in clause (b) of paragraph 6 of Schedule II
- Any other supplier eligible for composition levy

I hereby declare that the aforesaid business shall abide by the conditions and restrictions specified in the Act or Rules for opting to pay tax under the composition Levy.

Next up, enter the date of commencement of business and date from which liability arises. Also, select 'Yes/No' for type of registration as a casual taxable person and if 'Yes' is chosen, then generate the challan by entering the details for advance tax payment as per the GST law for casual taxable persons.

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

Period for which registration is required *

From: DD/MM/YYYY To: DD/MM/YYYY

Type of Tax	Turnover (Rs.)	Net Tax Liability (Rs.)
Integrated Tax	Enter Integrated Tax	Enter Integrated Tax
Central Tax	Enter Central Tax	Enter Central Tax
UT Tax/ State Tax	Enter UT Tax/ State Tax	Enter UT Tax/ State Tax
Cess	Enter CESS	Enter CESS

Warning! As a casual taxable person, period of registration and Net Tax Liability (IGST, CGST, SGST and Cess) values are non-editable once generate the Challan.

[GENERATE CHALLAN](#)

Further, under the 'Reason to obtain registration, select the reason as 'Input service distributor' if that is the case, at this stage. Alternatively, many other options are available to choose from.

Select

- Crossing the Threshold
- Inter-State supply
- Liability to pay as recipient of goods or services
- Transfer / Succession of business
- Death of the Proprietor
- De-merger
- Change in constitution of business
- Merger /Amalgamation
- E-Commerce Operator
- Selling through e-Commerce portal
- Voluntary Basis
- Input Service Distributor only**
- Supplies on behalf of other taxable Person
- SEZ Unit
- SEZ Developer
- Others
- Corporate Debtor undergoing the Corporate Insolvency Resolution Process with IRP/RP

Range *

Select

Date on which liability to register arises *

From: DD/MM/YYYY To: DD/MM/YYYY

Based on the selection made, enter details in the fields that appear. For example, if you select 'SEZ unit', then enter the name of the SEZ, designation of approving authority, approval order number, etc. and upload the supporting documents.

Dashboard > Business Details English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	30/10/2020	15/10/2020	0%

* indicates mandatory fields

Details of your Business

Legal Name of the Business ANGAD JASBIRSINGH ARORA	Permanent Account Number (PAN) AJIPA1572E
Trade Name <input type="text" value="Enter Trade Name"/>	Constitution of Business (Select Appropriate) * <input type="text" value="Select"/>
Name of the State Karnataka	District * <input type="text" value="Bengaluru (Bangalore) Urban"/>

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

Option For Composition *
 No

Reason to obtain registration * <input type="text" value="Select"/>	Date of commencement of Business * From <input type="text" value="DD/MM/YYYY"/>	Date on which liability to register arises * <input type="text" value="DD/MM/YYYY"/>
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Indicate Existing Registrations

Type of Registration <input type="text" value="Select"/>	Registration No. * <input type="text"/>	Date of Registration * <input type="text" value="DD/MM/YYYY"/>	<input type="button" value="+ ADD"/>	<input type="button" value="X CANCEL"/>
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- ii. **Promoter/Partners:** Under the tab, you may enter the details of up to 10 Promoters or Partners.

Dashboard > Promoter / Partners English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	24%

* Indicates mandatory fields

Details of Proprietor

Personal Information

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

Identity Information

Designation / Status * <input type="text" value="Enter Designation"/>	Director Identification Number * <input type="text" value="Enter DIN Number"/>	Are you a citizen of India? <input checked="" type="radio"/> Yes
Permanent Account Number (PAN) * <input type="text" value="GDDPS5083K"/>	Passport Number (In case of Foreigner) <input type="text" value="Enter 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. / Door No."/>	Floor No. <input type="text" value="Enter Floor No."/>	Name of the Premises / Building <input type="text" value="Enter Name of Premises / Building"/>
Road / Street * <input type="text" value="Enter Road / Street / Lane"/>	City / Town / Locality / Village * <input type="text" value="Enter Locality / Area / Village"/>	Country * <input type="text" value="Select"/>
State * <input type="text" value="Enter State Name"/>	District * <input type="text" value="Enter District Name"/>	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 1 MB

No file chosen

OR

* You can use your device camera to take selfie photograph.

Other Information

Also Authorized Signatory
 No

- iii. **Authorized Signatory:** Enter details of the Authorised signatory similar to the details entered for promoters/partners.

Dashboard : Authorized Signatory English

Application Type New Registration	Due Date to Complete 08/07/2017	Last Modified 24/06/2017	Profile 89%
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Business Details

Promoter / Partners

Authorized Signatory

Authorized Representative

Principal Place of Business

Additional Places of Business

Goods and Services

State Specific Information

Aadhaar Authentication

Verification

* indicates mandatory fields

Details of Authorized Signatory

Primary Authorized Signatory

Personal Information

Name of Person

First Name*	Middle Name	Last Name
<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input type="text"/>

Name of Father

First Name*	Middle Name	Last Name
<input style="border: 2px solid red;" type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth*

Mobile Number* +91

Email Address*

Gender* Male Female Others

Telephone Number (with STD Code) STD Enter Telephone Number

Identity Information

Designation / Status*

Director Identification Number Enter DIN Number

Are you a citizen of India? Yes No

Permanent Account Number (PAN)*

Passport Number (In case of Foreigner) Enter Passport Number

Aadhaar Number Enter Aadhaar Number

Residential Address

Building No. / Flat No.*

Floor No.

Name of the Premises / Building Enter Name of Premises / Building

Road / Street*

City / Town / Locality / Village*

Country* India

State* Delhi

District* East Delhi

PIN Code* 110092

Document Upload

Photograph DELETE

Proof of details of authorized signatory*

Select

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

No file chosen

Proof of Authorized Signatory is not required for proprietor who is also an authorized signatory.

BACK
SHOW LIST
ADD NEW
SAVE & CONTINUE

- iv. **Authorized Representative:** In case of GST practitioner, enter the enrollment ID and in case of authorised representative, enter basic details as asked.

Do you have any Authorized Representative?
 Yes No

Type of Authorised Representative
 GST Practitioner Other

Enrolment ID *

Name of Person

First Name Middle Name Last Name

Designation / Status Mobile Number Email Address

Permanent Account Number (PAN) * Aadhaar Number

ⓘ If you provide your Aadhaar here, (other than companies/LLP) you can sign your forms/returns using e-Sign based on Aadhaar without requirement of Digital Signature.

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

- v. **Principal Place of Business:** The taxpayer's principal place of business is the primary location within the state where he or she conducts business. It is usually the address where the company's books of accounts and documents are stored, as well as where the company's president or top management is based.

Dashboard - Principal Place of Business

Application Type: New Registration | Due Date to Complete: 30/10/2020 | Last Modified: 15/10/2020 | Profile: 79%

Business Details | Partners / Partners | Authorized Signatory | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verification

Details of Principal Place of Business

Address

Building No. / Flat No. * Floor No. Name of the Premises / Building

Road / Street * City / Town / Locality / Village *

State: Karnataka | District * | PIN Code *

Latitude Longitude

State Jurisdiction | Sector / Circle / Ward / Charge / Unit *

Center Jurisdiction (Refer the link for Center Jurisdiction)

Commissionerate * | Division * | Range *

Contact Information

Office Email Address: rajendra123@gmail.com | Office Telephone Number (with STD Code): STD Enter Telephone Number | Mobile Number: +91 453333333

Office FAX Number (with STD Code): STD Enter Fax Number

ⓘ If the principal place of business is located in SEZ or the applicant is SEZ developer, necessary documents/certificates issued by Government of India are required to be uploaded by choosing 'Others' value in Nature of possession of premises dropdown and upload the document.
 ⓘ In case you need to upload multiple documents, kindly append all the documents to be uploaded as single file and choose 'Others' value from 'Nature of possession of premises' dropdown and select 'Legal Ownership document' value as Proof of Principal Place of Business and upload it.

Nature of possession of premises * | Document Upload *

ⓘ 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 *

Bonded Warehouse EOU / STP / EHTP Export
 Factory / Manufacturing Import Supplier of Services
 Leasing Business Office / Sale Office Recipient of Goods or Services
 Retail Business Warehouse / Depot Wholesale Business
 Works Contract Others (Please Specify)

Have Additional Place of Business No

- vi. **Additional Places of Business:** Similarly, add the additional places of business. Add at least one record to proceed.
- vii. **Goods and Services:** Submit details of goods and services in the next tab along with the HSN codes or SAC for up to a maximum of 5 goods and 5 services on the top of your list.

Next, enter the Bank details of the taxpayer. Submission of bank accounts details has been made optional. If you do not report these details at the time of GST registration, then after GSTIN is granted, you will get a prompt upon logging in for the first time on the GST portal to file a non-core amendment application to submit the bank details.

- viii. **State Specific Information:** Under the State Specific Information tab, enter the professional tax employee code number, PT registration certificate number and State Excise License number with the name holding the license. Click on 'SAVE & CONTINUE'.

Dashboard > State Specific Information English

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	100%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative ✓

Principal Place of Business ✓

Additional Places of Business ✓

Goods and Services ✓

State Specific Information

Aadhaar Authentication

Verification ✓

State Specific Information

Professional Tax Employee Code (EC) No. <input type="text" value="Enter Professions Tax E.C Number"/>	Professional Tax Registration Certificate (RC) No. <input type="text" value="Enter Professions Tax R.C Number"/>
State Excise License No. <input type="text" value="Enter State Excise License Number"/>	Name of the person in whose name Excise Licence is held <input type="text" value="Enter Name of the Person in whose name Excise License is held"/>

- ix. **Aadhaar Authentication:** Next, choose whether or not you are willing to do Aadhaar authentication.

Note that if the authorised signatory chose to go for aadhaar authentication, then physical verification of premise or site will not be required to be done by the officer, except in specific cases. In such cases, the ARN will be generated right after that is complete.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	10/12/2020	25/11/2020	98%

Business Details ✓

Promoter / Partners ✓

Authorized Signatory ✓

Authorized Representative ✓

Principal Place of Business ✓

Additional Places of Business ✓

Goods and Services ✓

State Specific Information

Aadhaar Authentication

Verification ✓

Aadhaar Authentication

Do you want to opt for Aadhaar Authentication of details of Promoter/Partner, Primary Authorized Signatory added by you? *

Yes No

- Authentication request shall be shared on mobile number, email upon submission of application of Promotor/Partner, and Primary Authorized Signatory which are selected.
- ARN would be generated once Aadhaar Authentication exercise is completed for all applicable persons whose name are selected in this table.
- Kindly select at least one person from Promoter/Partner for Aadhaar authentication.

Select	Sl No	Name	Citizen/ Resident of India	Promoter/ Partner	Primary Authorized Signatory	Designation	Email Address	Mobile Number	Status
<input checked="" type="checkbox"/>	1	Mayesh	Yes	No	Yes	Senior Manager	angad67@gmail.com	7531222222	Authentication Required
<input checked="" type="checkbox"/>	2	ANGAD JASBIRSINGH ARORA	Yes	Yes	No	Manager	angad7@gmail.com	3568888888	Authentication Required

Note: Please make sure that email and mobile number of Promoters/Partners, Primary Authorized Signatory provided by you are correct. The Aadhaar validation links shall be forwarded on the emails/ mobile No.s provided by you.

- x. **Verification:** Once all the details are filled in go to the Verification page. Tick on the declaration and submit the application using any of the following ways:

Companies and LLPs must submit application using DSC
Using e-Sign – OTP will be sent to Aadhaar registered number
Using EVC – OTP will be sent to the registered mobile

Verification

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

Name of Authorized Signatory* Place*

ANGAD JASBIRSINGH ARORA[GDDP55083K] Bangalore

Designation / Status* Date*

chairman 24/06/2017

DSC is compulsory for Companies & LLP

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

4. Application Reference Number (ARN):

A message is displayed on successful application and Application Reference Number (ARN) is sent to registered email and mobile.

Goods and Services Tax

Logout

Dashboard Services Notifications & Circulars Acts & Rules Grievance

Dashboard Application for New Registration English

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

You can check the ARN status for your registration by entering the ARN in GST Portal.

5. GSTIN Allotment

The application will be processed by the GST officer. If everything is in order, the GSTIN will be issued within 7 working days. You will receive an intimation on your registered email and mobile number.