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.
- 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: <u>https://www.gst.gov.in/</u>

| and and | Goods a | and Se | rvices Ta: tates and Unio | X n Territories | | S | dip to Main Content O A ⁺ A ⁻ |
|-----------|------------|---------|------------------------------|---------------------------|------------------------------|-----------|---|
| Home | Services 🗸 | GST Law | Downloads - | Search Taxpayer 👻 | Help and Taxpayer Facilities | e-Invoice | News and Updates |
| Home > Re | gistration | | | | | | C English |

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

| N | ew Registration 💿 Temporary Reference Number (TRN) | |
|----------|--|---|
| I am a | • | |
| Sele | ect | ~ |
| State / | / UT• | |
| Sele | ect | ~ |
| District | t | |
| Sele | ect | ~ |
| Legal N | Name of the Business (As mentioned in PAN) • | |
| Enter | r Legal Name of Business | |
| Perma | nent Account Number (PAN) • | |
| Enter | r Permanent Account Number (PAN) | |
| Email / | Address • | |
| | Enter Email Address | |
| OTP | will be sent to this Email Address | |
| Mobile | Number* | |
| +91 | Enter Mobile Number | |
| 6 Sepa | arate OTP will be sent to this mobile number | |
| | PROCEED | |

- 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.

| Nome Create Usemame | | |
|-----------------------|---|--|
| | Providence ID (TR sentocen New Credence's Security Questions Verification | |
| | OTP Verification | |
| | Indicates mandatory helds Please enter the OTPs sent to your Email Address (Please check Spam Folder too) and Mobile Number | |
| | Email OTP* | |
| | Enter Email OTP | |
| | Mobile OTP* | |
| | Enter Mobile OTP | |
| | CONTINUE RESEND OTP | |

• 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.

| 🖉 G | oods and | l Services Tax | | | | +9 Login |
|---------|------------|------------------|-----------------------|----------------------------|---------------------------------|----------|
| Home | Services 🕶 | | Acts & Rules + | Downloads - | Search Taxpayer 🔸 | |
| Home Re | gistration | | | | | English |
| | | New Registra | User Crea | 2 Sentials OTP Verifica | tion icates mandatory fields | |
| | | New Regist | ration i Tempora | ary Reference Num | ber (TRN) | |
| | | Temporary Refe | ence Number (TRN) | • | | |
| | | Enter Tempora | ry Reference Numbe | er (TRN) | | |
| | | Type the charact | ers you see in the in | mage below • | | |
| | | Enter characte | rs as displayed in th | ie CAPTCHA image | | |
| | | | | | | |
| | | | PR | OCEED | | |

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

| 🧝 Goo | ds and S | ervices Tax | | | 43 Login |
|----------------|--------------|---|----------------------------------|-----------------|----------|
| Home | Services 👻 | Notifications & Circulars 🗸 | Acts & Rules 👻 | Grievance | |
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| | | Fill OTP sent to Mobile and Sent to Mobile and Sent To Mobile | d Email | | |
| | | Click here to resend the OT | P | | |
| | | | васк | PROCEED | |

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

| Dashboard | Services - | Notifications & Circulars 🗸 | cations & Circulars - Acts & Rules - | | | |
|-------------|------------|---|---|-------------|--------|--------|
| Dashboard | | | | | | 0 |
| My Saved A | pplication | | | | | |
| Creation Da | te Form N | o. Form Desc | ription | Expiry Date | Status | Action |
| 15/06/2017 | GST REG-01 | Application for Regis Goods and Services | Application for Registration of Goods and Services Tax Act, 2017 | | Draft | / |

3. Fill in the Application Form: This form has 10 sections such as:

| i. | Busi | ness D | etails | | | | | | | |
|-----------------------|------------------------|-------------------------|------------------------------------|--------------------------------|-------------------------------------|-----------------------|-------------------------------|---------------------------|--------------|--|
| Applicatio New Reg | n Type istration | Due 24, | e Date to Cor /03/2020 | nplete | Last Modifi 09/03/20 | ied 20 | Profil 20% | e | | |
| Business Details | Promoter / Partners | Authorized Signatory | 25 Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verification | |

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.



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? • | Period for which registration is required• From DD//MM/YYYY Image: Compare the second | |
|--|---|-------------------------|
| 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 SGST and Cess) values are non-editable once | of registration and Net Tax Liability (IGST, CGST, 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 | | | Pange | |
|--|--|----------|--|----------|
| Crossing the Threshold | | | Kange * | |
| Inter-State supply | | ~ | Select | ~ |
| Liability to pay as recipient of goods or servic | es | | | |
| 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 I | nsolvency Resolution Process with IRP/RP | | Date on which liability to register arises | 3. |
| Select 🗸 | From DD/MM/YYYY | # | DD/MM/YYYY | <u> </u> |

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.

| Applicatio | on Type | Due | e Date to Cor | nplete | Last Modifi | ed | Profil | e | |
|---------------------------|---------------------------------------|-------------------------|------------------------------|--------------------------------|-------------------------------------|-----------------------|-------------------------------|---------------------------|-----------------|
| New Reg | gistration | 30/ | 10/2020 | | 15/10/20 | 20 | 0% | | |
| - | | | | | | | | | |
| 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 |
| Details of y | our Business | | | | | | | • indicates m | andatory fields |
| Legal Nam | e of the Business | s | Perman | ent Account Nur | nber (PAN) | | | | |
| ANGAD JA | SBIRSINGH A | RORA | AJIPA | 1572E | | | | | |
| Trade Nam | e | | Constit | ution of Business | (Select Approp | riate) • | | | |
| Enter Tra | de Name | | Selec | t | | ~ | | | |
| Name of th Karnataka | ne State | | District Beng | • aluru (Bangalore | e) Urban | ~ | | | |
| Are you ap taxable per | plying for registr rson? () | ration as a casua | 51 | | | | | | |
| Option For | Composition 🚯 | | | | | | | | |
| Reason to | obtain registratio | on • | Date of | commencement | of Business • | Da | te on which liabili | ity to register ari | ses* |
| Select | | | ✓ From | DD/MM/YYYY | , | | D/MM/YYYY | | m |
| Indicate Exi | isting Registrat | tions | | | | | | | |
| Type of Re Select | gistration | ~ Reg | istration No. • | | Date of Regist | tration • Y | (11) | | NCEL |
| | | | | | | | BACK | SAVE & C | CONTINUE |

ii. **Promoter/Partners**: Under the tab, you may enter the details of up to 10 Promoters or Partners.

| Application Type D New Registration 0 | | e Date to Cor /07/2017 | nplete | Last Modifie 24/06/201 | ed 17 | Profile 24% | | | |
|--|-------------------------|------------------------------|--------------------------------|-------------------------------------|-----------------------|-----------------------------------|---------------------------|----------------|--|
| usiness Details | Authorized Signatory | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Andhear Authentication | Verification | |
| | | | | | | | • indicates m | andatory field | |
| atails of Proprietor | | | | | | | | | |
| Personal Information | | | | | | | | | |
| Name of Person | | | | | | | | | |
| First Name* | | Middle | Name | | La | st Name | | | |
| Enter First Name | | Enter | Middle Name | | 3 | Eriter Last; Name | | | |
| | | | | | | | | | |
| Name of Father | | | | | | | | | |
| First Name* | | Middle | Name | | La | st Name | | | |
| Enter First Name | | Enter | Middle Name | | | Enter Last Name | | | |
| Date of Birth* | | D Mobile | e Number * | | 9 | Email Address | | | |
| DD/MM/YYYY | | +91 | Enter Mobile N | lumber | | Enter Email Addre | 205 | | |
| | | | | | | | | | |
| Gender* | e 🔵 🛓 Oth | ers STD | bone Number (v | with STD Code) phone Number | | | | | |
| Identity Information | | | | | | | | | |
| Designation / Status* | | Director | r Identification N | lumber 0 | Ar | e you a citizen of | India? | | |
| Enter Designation | | Enter | DIN Number | or | | | | | |
| | | | | | | | | | |
| Coppensation Account Number | ((1)(1))- | Passpor | t reamber (In ca | se or roreigner) | A. | adhaar Number 🖲 | • | | |
| 1300F33063K | | Erricer | Passpore manual | | | Enter Aadhaar Ni | mber. | | |
| Residential Address | | | | | | | | | |
| Building No. / Flat No.* | | Floor N | o. | | Na | ime of the Premis | es / Building | | |
| Enter Building No. / Flat N | o. / Door No. | Enter | Floor No. | | 10 | Enter Name of Premises / Building | | | |
| | | | | | | | | | |
| Road / Street* | | City / T | own / Locality / 1 | village* | | Country | | | |
| Enter Road / Street / Lane | 02 | Enter | Locality / Area / | Village | | Select | | - | |
| State* | | District | - | | PI | N Code* | | | |
| Enter State Name | | Enter | District Name | | | Enter PIN Code | | | |
| | | | | | | | | | |
| Document Upload | | | | | | | | | |
| Upload Photograph (of perso | on whose infor | mation has been | given above)* | | | | | | |
| File with 3PEG format is or | nly allowed. | | | | | TAKE PI | CTURE | | |
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| along a shortened from the set | | | | | | | | | |
| Also Authorized Signatory | | | | | | | | | |
| No | | | | | | | | | |
| | | | | | | | | | |

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

| pplication Type ew Registration | Due Date to Complete 08/07/2017 | Last Modified 24/06/2017 | Profile 89% | |
|---|---|--|---|---------------|
| sines stalls Promoter / As | Authorized Authorized Representative | Place Additional Goods a Servic Business | and State Specific Aadhaar Information Authenticatio | e Venifica |
| tails of Authorizad Signator | | | • indicate | s mandatory f |
| Primary Authorized Signator | y v | | | |
| Personal Information | | | | |
| lame of Person | | | | |
| irst Name• | Middle Name | | Last Name | |
| | | | | |
| | | | | |
| lame of Father | | | | |
| irst Name* | Middle Marine | | Last Name | |
| late of Birth | | | O Email Address | |
| | +91 | | CO cristin even can | |
| | | | | |
| Sender* | Telephone Num | ber (with STD Code) | | |
| S TIME S TIME | STD Ente | ar Telephone Number | | |
| Identity Information | | | | |
| Designation / Status* | Director Identifica | ition Number 0 | Are you a citizen of India? | |
| | Enter DIN Num | ber | Yes | |
| | | | | |
| ermanent Account Number (P/ | N) Passport Number | (In case of Foreigner) | Aadhaar Number 🖲 | |
| | Entrer Passport I | sumper | Enter Aadhaar Namber | |
| Residential Address | | | | |
| suilding No. / Flat No.* | Floor No. | | Name of the Premises / Building | |
| | | | Enter Name of Premises / Build | ling |
| | | lity / Village | Country | |
| load / Street* | City / Town / Lora | mey / smage | India | |
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| book / Street* | City / Town / Loc District* East Delhi is only allowed. is 1 MB | • | PIN Code* | 3 |

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? | | |
|--|---|----------------------|
| Type of Authorised Representative | Enrolment ID • Enter Enrolment ID SEARCH | |
| Name of Person | | |
| First Name | Middle Name | Last Name |
| Enter First Name | Enter Middle Name | Enter Last Name |
| Designation / Status | 🛙 Mobile Number | 🖂 Email Address |
| Select v | +91 Enter Mobile Number | Enter Email Address |
| Permanent Account Number (PAN) • | Aadhaar Number | |
| Enter Permanent Account Number (PAN) | Enter Aadhaar Number | |
| | If you provide your Aadhaar here, (other than companies/LEP) 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) | |
| STD Telephone Number | STD Fax Number | |
| | | |
| | | BACK SAVE & CONTINUE |

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.

| ew Registration | 30/10/2020 | 15/10/2020 | | 79% | > | |
|--|---|--|---|--|--|------------------------|
| steess Promoter/ And Reats Partners St | Authorized Representative Of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verific |
| tails of Principal Place of Bu | siness | | | | • indicates in | nandatory |
| Address | | | | | | |
| Building No. / Flat No.* | Floor No. | | Nem | e of the Premis | es / Building | |
| Enter Building No. / Flat No. / I | Door No. Enter Ploor No. | | . Dri | ter Name of Pro | emises / Buildin | 0 |
| Road / Street* | City / Town / Locali | ty / Village* | | | | |
| Enter Road / Street / Lane | Enter Locality / A | rea / Village | | | | |
| State | District * | | PIN | Code* | | |
| Karnataka | Select | | - Ent | ter PIN Code | | |
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| Enter Latitude | Enter Longitude | | | | | |
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- 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.

| Business Details | Promoter / Aut Partners Sig | D Torized natory | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verification |
|---|--|----------------------------------|---|---|-------------------------------------|-----------------------|-------------------------------|---------------------------|--------------|
| Goods | Services | | | | | | | | |
| Details of | Goods / Commodities | supplie | d by the busine | SS | | | | | |
| Please spe | cify top 5 Commodities | | | | | | | | |
| | | | | | | | | | |
| Search HS 5208 | N Chapter by Name or C | de | | | | | | | |
| Search HS 5208 5208 WOVEN F OF COTT | N Chapter by Name or C ABRICS OF COTTON, CC DN, WEIGHING NOT MOI | ode NTAINING E THAN 2 | 6 85% OR MORE 200 G/M2 - Unble | BY WEIGHT ached : | | | | | |
| Search HS 5208 5208 WOVEN F OF COTTO SI No | N Chapter by Name or C ABRICS OF COTTON, CO DN, WEIGHING NOT MOR HSN Code (4 digi | ode NTAINING E THAN 2) | 6 85% OR MORE 200 G/M2 - Unble De | BY WEIGHT ached : scription of Go | oods | | | Action | |

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.

| ashboard Bank Accounts | | | | | | | Englis |
|--------------------------------------|-------------------------|--|-------------------------------------|-----------------------|--------------------|-------------------------------|-----------------|
| Application Type New Registration | Due Date 08/07/20 | to Complete 17 | Last Modifi 24/06/20 | ied 17 | Profil 93% | e | |
| Business Details | Authorized Signatory | Principal Principal Place of Business | Additional Places of Business | Goods and Services | = Bank Accounts | State Specific Information | Verification |
| Details of Bank Accounts (| rs) it | | | | | • indicates m | andatory fields |
| Account Number* | | Type of Account* | | | | | |
| Enter Account Number | | Select | | * | | | |
| Enter Bank IFSC* Enter IFSC for Bank | GET ADDRESS | i Don't know your If Click here to find yo | rsc? ur bank | | | | |
| | | | | | | | |
| Select | ounds | | | | | | |
| File with PDF or JPEG for | mat is only allowed. | | | | | | |
| Maximum file size for upl | oad is 1 MB | | | | | | |
| Choose File No file chosen | | | | | | | |
| 7 | | | | | | | |
| | | | | | 1 | | |
| | | | BACK | SHOW LIST | ADD NEW | SAVE & C | LONTINUE |

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'.

| iboard State Specific In | formation | | | | | | @ Eng |
|--------------------------------------|--|-----------------------------------|-------------------------------------|-----------------------|-------------------------------|---------------------------|--------------|
| Application Type New Registration | cation Type Due Date to Complete Registration 08/07/2017 | | Last Modified 24/06/2017 | | Profile 100% | | |
| Susiness Details | Authorized Signatory | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verification |
| tate Specific Informatio | e Code (EC) No. | | Professional T | ax Registration | Certificate (RC) | No. | |
| Enter Professions Tax E.C. Number | | | Enter Professions Tax R.C Number | | | | |
| | | | | | | | |
| State Excise License No. | | | Name of the p | erson in whose | name Excise Lic | cence 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.



| Select | SI No | Name | Citizen/ Resident of India | Promoter/ Partner | Primary Authorized Signatory | Designation | Email Address | Mobile Number | Status |
|--------|----------|-------------------------------|----------------------------------|----------------------|------------------------------------|-------------------|-------------------|------------------|----------------------------|
| 1 | 1 | Mayesh | Yes | No | Yes | Senior Manager | angad67@gmail.com | 7531222222 | Authentication Required |
| | 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.

BACK SAVE & CONTINUE

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

| Business Details | Promoter / Partners | Authorized Signatory | 2 Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | State Specific Information | Aadhaar Authentication | Verification |
|-------------------------|---------------------------------------|-------------------------|-----------------------------------|-----------------------------------|-------------------------------------|-----------------------|-------------------------------|---------------------------|-----------------|
| Verificatio | on by solemnly affir | rm and declare t | that the informati | on aiven herein | above is true a | nd correct to the | e best of my kno | • indicates m | andatory fields |
| Name of Au | as been conceale uthorized Signate | ed therefrom. ory• | | | Place | | | | |
| ANGAD J | ASBIRSINGH AR | RORA[GDDPS508 | 83K] | • | Bangalore | | | | |
| Designation chairman | n / Status• | | | | Date• 24/06/2017 | | | | |
| O DSC is o | ompulsory for Co | ompanies & LLP | | | | | | | |
| | | | BACK | SUBMIT W | ITH DSC | SUBMIT WITH | E-SIGNATURE | SUBMIT WI | ITH 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 | | | | | | | |
|---|--|--|--------------------|-----------------------------|----------------------|--|--|
| Dashboard | Services + | Notifications & Circulars + | Acts & Rules 🗸 | Grievance | | | |
| Dashboard > Ap SUCCES Thank you fo System will v | plication for New S r submission. erify / validate ti | r Registration he information submitted after | which acknowledger | nent will be sent in next 1 | English 5 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.