# Registration

## HOW TO OBTAINED GST REGISTRATION

**Registration Process**

www.gst.gov.in
↓
Select on Registration
↓
New Registration

**Part: A**

**Fill Details of –**
- Name
- PAN/TAN/Passport
- Mobile No., Email ID & verify with OTP

↓

Now TRN will be Generated which is valid for 15 Days

**Part: B**

**Fill Part-B:** By using TRN & Fill all Details of Part-B eg. Name of Business, Details of Promotors /Partners,/Authorised Signatory etc. and at Second Last Page Option Available for Aadhaar

**Note:** Aadhar Not Required
- For Non Citizen
- Govt. Departments / Local Authority
- Statutory Body / PSU
- UIN Holder

Now **Opt For** Aadhaar & Submit the Application

**Not to Opt For** Aadhaar Authentication & Submit the Application

Now Department conduct **online** verification for Registration Purpose by Sending a link for Aadhaar Authentication on Mob. No. and Email.

Now **offline** verification for Registration Purpose will be conducted ie Mandatory PVR [Physical Verification] & other ID's eg. Voter ID Card etc. shall be taken

Aadhaar Verified successfully

Aadhaar Not Verified then offline Verification will be there ie PVR

Now ARN will be Generated

After PVR ARN will be Generated

After PVR ARN will be Generated

Note: In this case due to **any other Reason** PVR May be conducted

After Generation of ARN officer will work upon the Application

Whether Officer has any Query or found any Deficiency

Yes

No

Officer will communicate the query /Deficiency to applicant with in 7 days/30 days (PVR) & the Applicant will Reply with in 7 Days of Receiving the Query

Grant RC within -7 working days (where No PVR)
OR
30 days (where PVR Conducted)

Reject the Application

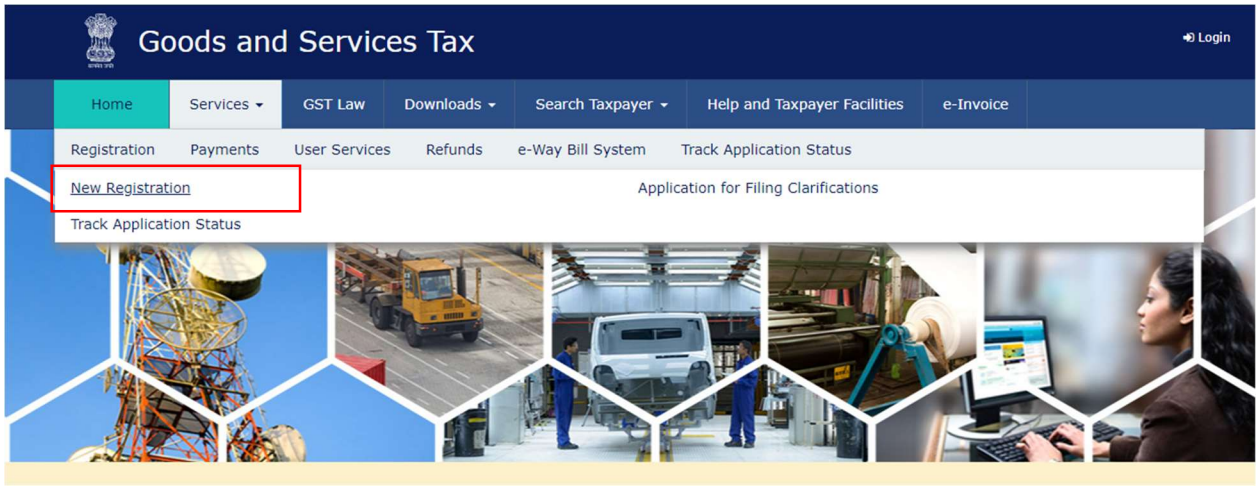
OR

Grant RC within -7 working days (Where No PVR)
OR
30 days (Where PVR Conducted)

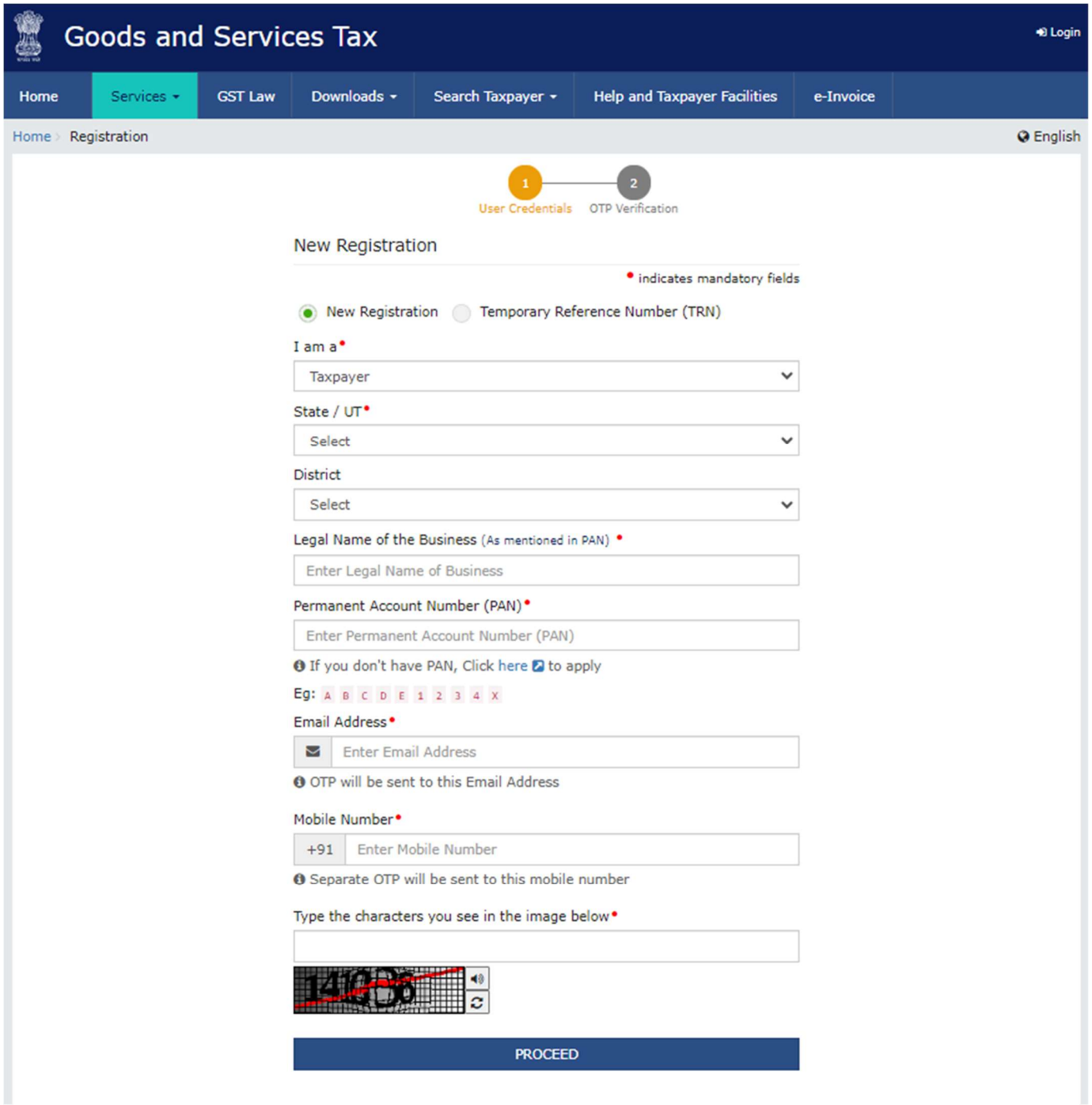
If No Action taken by officer with-in 7 days / 30 days then RC shall be deemed to be granted

# GST Registration Flow

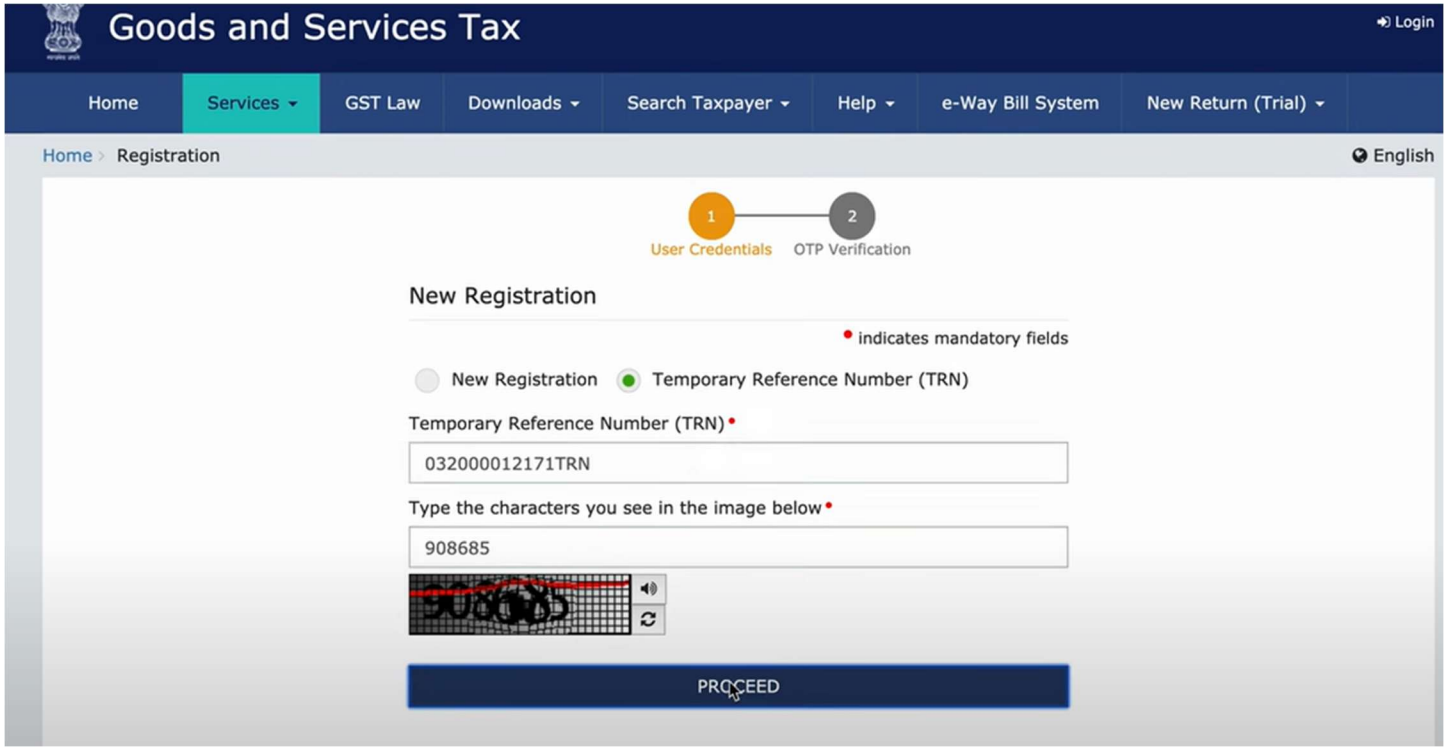
1. **Login into GST Portal. GO to services -> Registration -> New Registration.**




2. **Fill Details of -**
   **- Name**
   **- PAN/TAN/Passport**
   **- Mobile No., Email ID & verify with OTP.**
   **Now TRN will be Generated which is valid for 15 Days.**

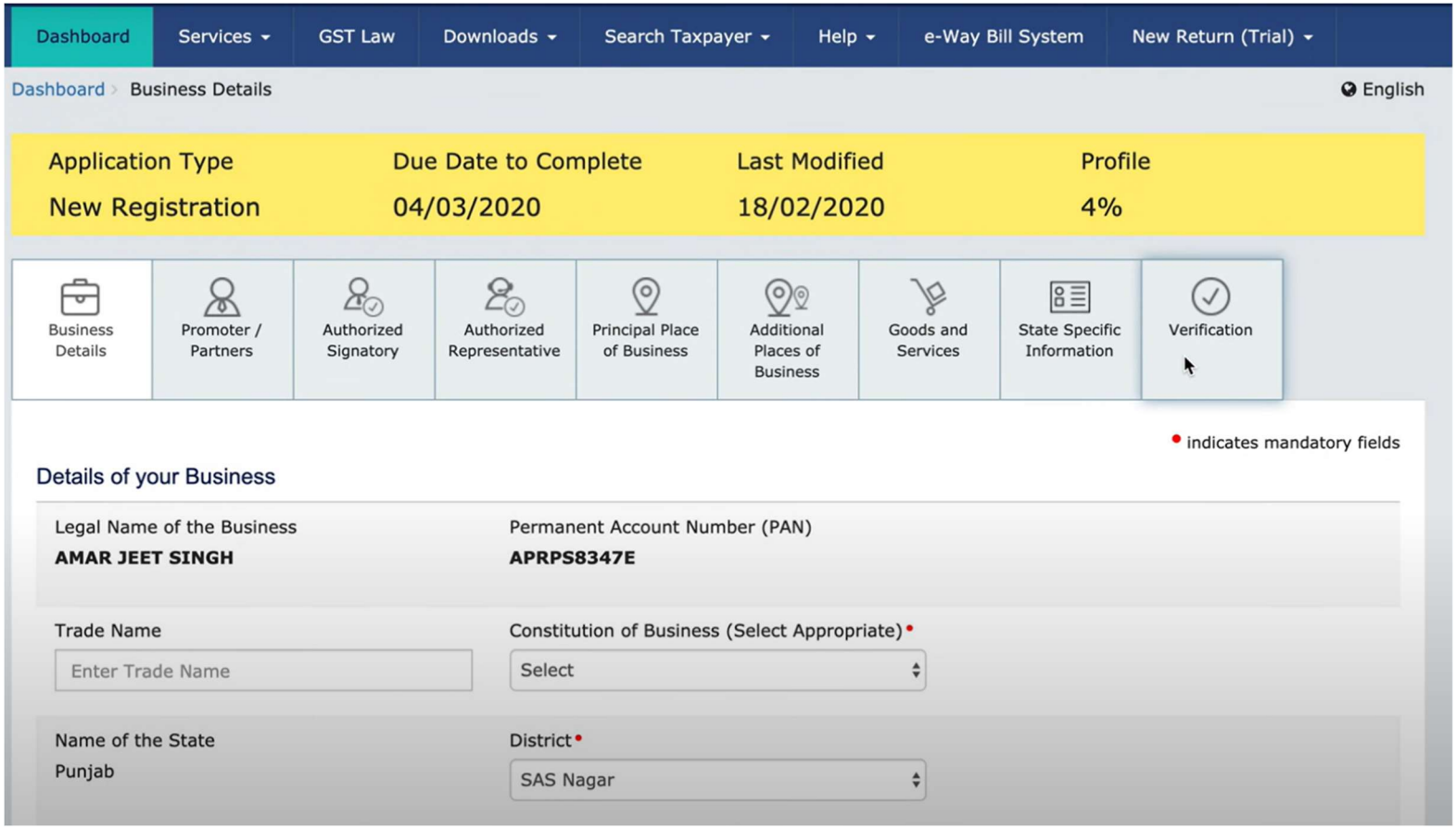

Goods and Services Tax
Login
Home
Services
GST Law
Downloads
Search Taxpayer
Help and Taxpayer Facilities
e-Invoice
Home
Registration
English
1
User Credentials
2
OTP Verification
New Registration
indicates mandatory fields
New Registration
Temporary Reference Number (TRN)
I am a
Taxpayer
State / UT
Select
District
Select
Legal Name of the Business (As mentioned in PAN)
Enter Legal Name of Business
Permanent Account Number (PAN)
Enter Permanent Account Number (PAN)
If you don't have PAN, Click here to apply
Eg: A B C D E 1 2 3 4 X
Email Address
Enter Email Address
OTP will be sent to this Email Address
Mobile Number
+91
Enter Mobile Number
Separate OTP will be sent to this mobile number
Type the characters you see in the image below
PROCEED

3. **Login with TRN generated.**

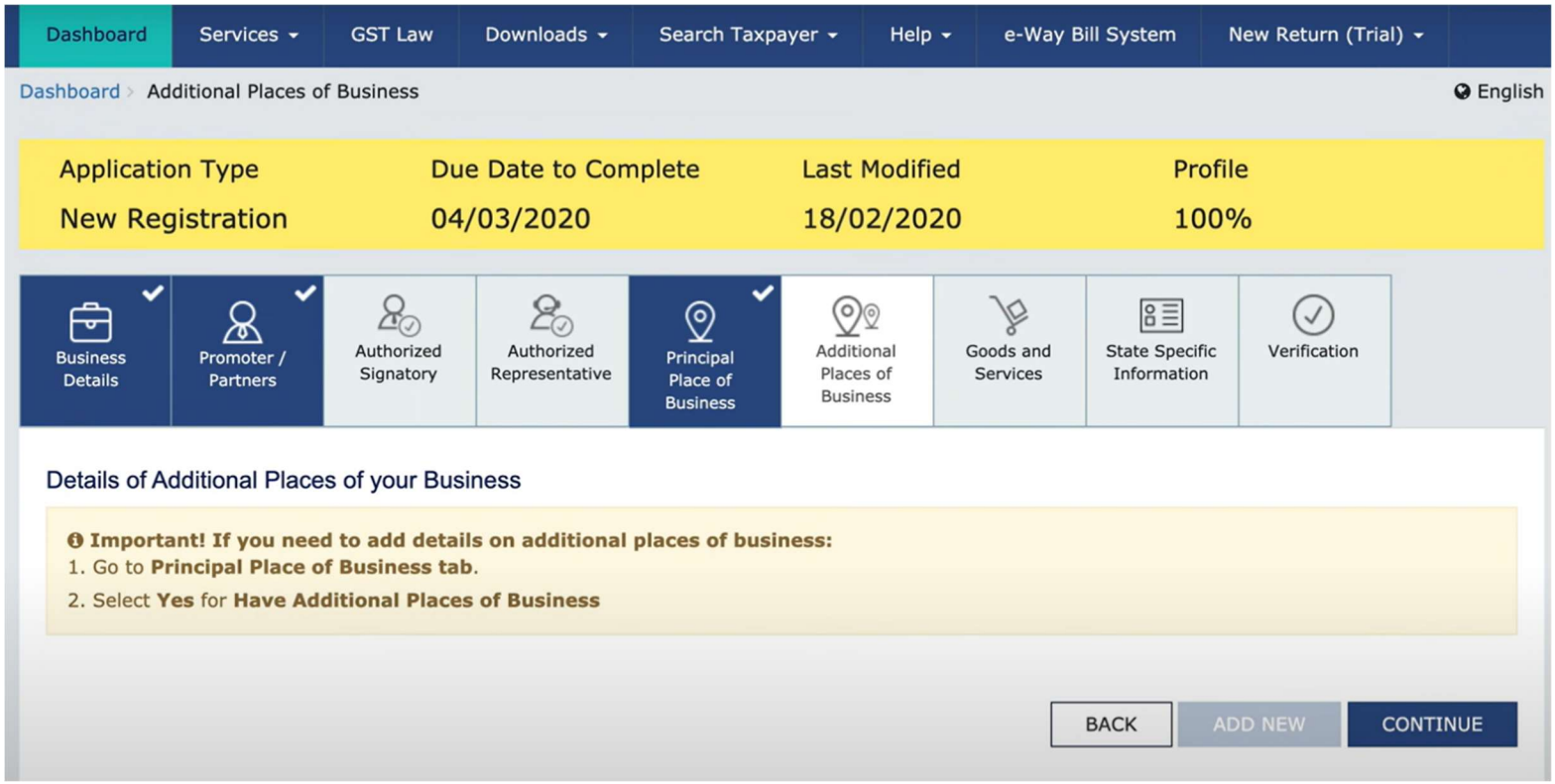



4. **Fill Part-B: By using TRN & Fill all Details of PartB eg. Name of Business, Details of Promotors/Partners, / Authorized Signatory etc. and at Second**
   **Last Page Option Available for Aadhaar.**

**Note: Aadhar Not Required for Non-Citizen, Govt. Departments / Local Authority, Statutory Body / PSU, UIN Holder.**




5. **When profile is 100% Complete application is completed. Either opt for or Not to opt for Aadhar authentication and submit the application.**


Dashboard
Services
GST Law
Downloads
Search Taxpayer
Help
e-Way Bill System
New Return (Trial)
Dashboard > Additional Places of Business
English
Application Type
New Registration
Due Date to Complete
04/03/2020
Last Modified
18/02/2020
Profile
100%
Business Details
Promoter / Partners
Authorized Signatory
Authorized Representative
Principal Place of Business
Additional Places of Business
Goods and Services
State Specific Information
Verification
Details of Additional Places of your Business
Important! If you need to add details on additional places of business:
1. Go to Principal Place of Business tab.
2. Select Yes for Have Additional Places of Business
BACK
ADD NEW
CONTINUE