For registering yourself as a normal taxpayer, perform the following steps:

1. Access the https://www.gst.gov.in/ URL. The GST Home page is displayed.

2. Click the Services > Registration > New Registration option.

Alternatively, you can also click REGISTER NOW link.
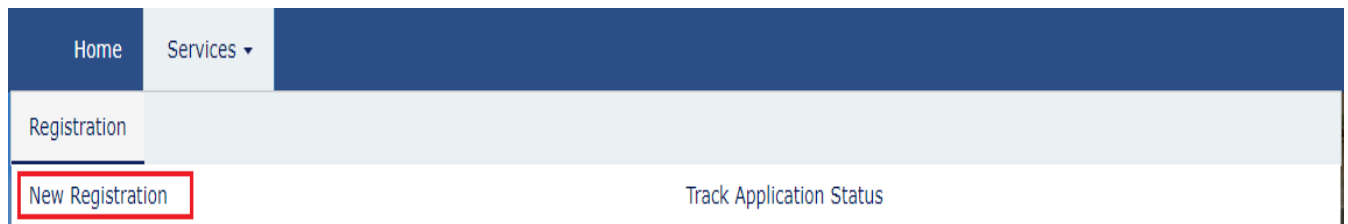
The Application form is divided into two parts as Part A and Part B.

Part A:

3. The New Registration page is displayed. Select the New Registration option.

4. In the I am a drop down list, select the Taxpayer as the type of taxpayer to be registered.

5. In the State/UT and District drop down list, select the state for which registration is required and district.

6. In the Legal Name of the Business (As mentioned in PAN) field, enter the legal name of your business/ entity as mentioned in the PAN database.

7. In the Permanent Account Number (PAN) field, enter PAN of your business or PAN of the Proprietor.

Note:

• PAN is mandatory for registration with GST.
• In case you don't have PAN, you can apply for PAN. To do so, click the here link.

8. In the Email Address field, enter the email address of the Primary Authorized Signatory.

9. In the Mobile Number field, enter the valid Indian mobile number of the Primary Authorized Signatory.

Note: Different One Time Password (OTP) will be sent on your email address and mobile number you just mentioned for authentication.

10. In the Type the characters you see in the image below field, enter the captcha text.
11. Click the PROCEED button.

The OTP Verification page is displayed.
11. In the Mobile OTP field, enter the OTP you received on your mobile number. OTP is valid only for 10 minutes.

12. In the Email OTP field, enter the OTP you received on your email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are separate.
- In case OTP is invalid, try again by clicking the Click here to resend the OTP link. You will receive the OTP on your registered mobile number or email ID again. Enter both the newly received OTPs again.
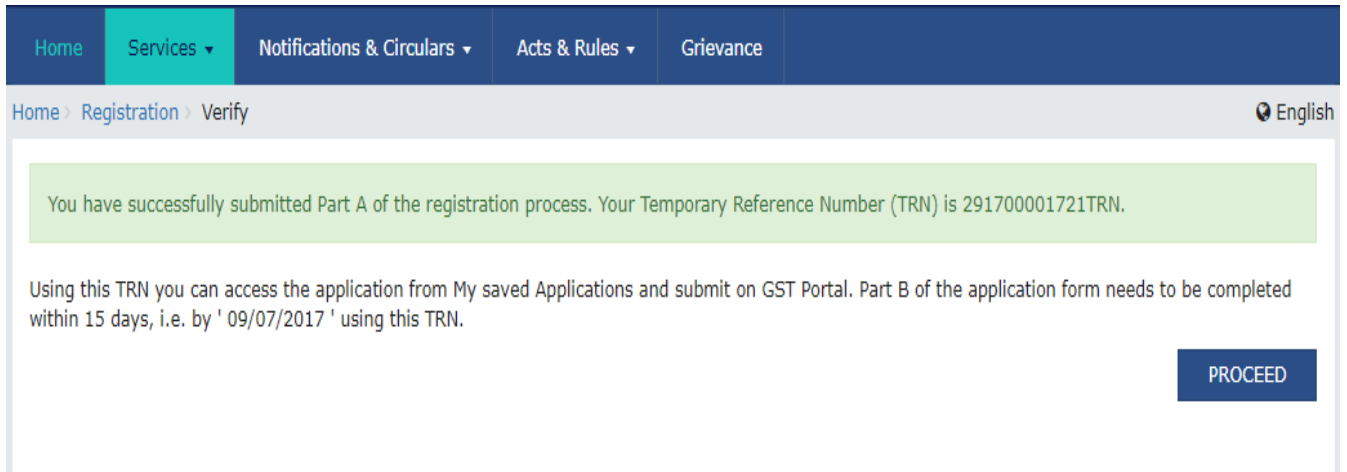
13. Click the PROCEED button.

The system generated Temporary Reference Number (TRN) is displayed.

Note: You will receive the TRN acknowledgment information on your e-mail address as well as your mobile number.

14. Click the PROCEED button.
Alternatively, you can also click Services > Registration > New Registration option and select the Temporary Reference Number (TRN) radio button to login using the TRN.

Part B:

15. In the Temporary Reference Number (TRN) field, enter the TRN generated and enter the captcha text as shown on the screen.

16. Click the PROCEED button. The Verify OTP page is displayed. You will receive same Mobile OTP and Email OTP. These OTPs are different from the OTPs you received in previous step.
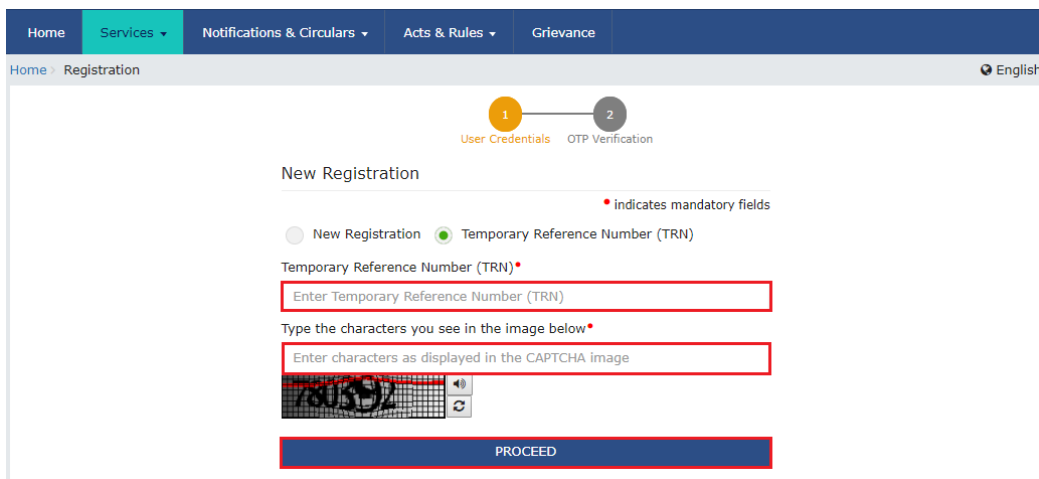
17. In the Mobile / Email OTP field, enter the OTP you received on your mobile number and email address. OTP is valid only for 10 minutes.

Note:

- OTP sent to mobile number and email address are same.
- In case OTP is invalid, try again by clicking the Need OTP to be resent> Click here link. You will receive the OTP on your registered mobile number or email ID again.

Enter the newly received OTP again.

18. Click the PROCEED button.

19. The My Saved Application page is displayed. Under the Action column, click the Edit icon (icon in blue square with white pen).

Note:

- Notice the expiry date shown below in the screenshot. If the applicant doesn't submit the application within 15 days, TRN and the entire information filled against that TRN will be purged after 15 days.
- The status of the registration application is 'Draft' unless the application is submitted. Once the application is submitted, the status is changed to 'Pending for Validation'.

The Registration Application form with various tabs is displayed.

On the top of the page, there are ten tabs as Business Details, Promoter/ Partners, Authorized Signatory, Authorized Representative, Principal Place of Business,

Additional Places of Business, Goods and Services, Bank Accounts, State Specific Information and Verification. Click each tab to enter the details.

Business Details tab:

The Business Details tab is selected by default. This tab displays the information to be filled for the business details required for registration.

- a) In the Trade Name field, enter the trade name of your business.
    - **Note: Trade name of the business is different from the legal name of the business.**
        b) In the Constitution of Business drop-down list, select the type of constitution of your business. This will be validated with the CBDT Database for a match with the PAN entered in Part A of the form.

        c) In the District and Sector/ Circle / Ward / Charge/ Unit drop-down list, select the district and sector/circle/ward/charge/unit number of your business.

        d) In the Commissionerate Code, Division Code and Range Code drop-down list, select the appropriate choice.

    Note: In case you don't know the Center Jurisdiction, click the link to know about your Center Jurisdiction.

- e) In the Option for Composition field, select Yes in case you want to opt for the composition scheme, or else select No.

In case of Yes
a. Select the checkbox for accepting the declaration for opting for Composition scheme.
Note:
A regular taxpayer can opt under the Composition Scheme if the

Taxpayer expects likely aggregate turnover will remain below the threshold limit specified for availing the composition scheme.

f) Select the Date of commencement of Business using the calendar.

g) Select the Date on which liability to register arises using the calendar.

Note:

- The registration for a normal taxpayer shall be effective from the date on which the person becomes liable for registration if he files the application for new registration within 30 days from the date on which the liability to register arises. however, in case of delay in filing of application of New Registration, the date of liability to register remains same but effective date of registration shall be the date of grant of registration.
- A casual taxable person shall electronically submit an application at least five days prior to the commencement of business.
- In case of Casual Taxpayer, date on which liability to register arises is auto filled.
- In case of Reason to obtain Registration selected as Voluntary Basis, this field is disabled and visible.

h) In the Are you applying for registration as a casual taxable person? field, select Yes in case you are a casual dealer, or else select No

In case of Yes

a. In the Estimated supplies and Estimated Net Tax Liability field, enter the estimated turnover and Net Tax Liability.

b. The casual taxpayer may opt to pay the estimated tax liability by clicking the CREATE CHALLAN button.

Note:

- Casual taxable person means a person who occasionally undertakes transactions involving supply of goods and/ or services in a taxable territory where he has no fixed place of business.
- A person applying for registration as a casual taxable person while submitting the Application form creates a Challan and a Provisional GSTIN is generated by the GST Portal for making advance deposit of tax and the acknowledgement is issued electronically only after the deposit is made in the electronic cash ledger.

i) In the Reason to obtain registration drop-down list, select the reason of liability to obtain registration for your business.

j) In the Indicate Existing Registrations section, select the existing registration type, Registration No. and Date of Registration. Click the Add button.

Note:

You can include registration type as Central Sales Tax Registration Number, Central Excise Registration Number, Service Tax Registration Number etc.

l) Click the SAVE & CONTINUE button. You will notice a blue tick on the Business Details section indicating the completion of the tab information and notice the Profile indicating the percentage completion of the application form.

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

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification

• indicates mandatory fields

Details of your Business

Legal Name of the Business	Permanent Account Number (PAN)
PALSIN SHIRA	**GDDPS5083K**

Trade Name
Enter Trade Name

Constitution of Business (Select Appropriate)•
Select ▾

Name of the State
Delhi

District•
Select ▾

State Jurisdiction
ward

Sector / Circle / Ward /Charge / Unit•
Select ▾

Center Jurisdiction (⊙ Refer the link ↗ for Center Jurisdiction)

Commissionerate Code•
Select ▾

Division Code•
Select ▾

Range Code•
Select ▾

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

Option For Composition ⊙ ⊙
◯ No

Reason to obtain registration•
Select ▾

Date of commencement of Business•
From DD/MM/YYYY 📅

Date on which liability to register arises•
DD/MM/YYYY 📅

Indicate Existing Registrations

Type of Registration
Select ▾

Registration No.
Enter Registration Number

Date of Registration
DD/MM/YYYY 📅

+ ADD   **✕ CANCEL**

BACK   **SAVE & CONTINUE**

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	19/04/2017	04/04/2017	32%

Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification

Promoter/ Partners tab:

This tab page displays the details of the stakeholders chosen in the constitution of business detail. You can enter details of upto 10 Promoters or Partners.

a) In the Personal Information section, enter the personal details of the stakeholder like name, date of birth, address, mobile number, email address and gender.

b) In the Identity Information section, enter the official information of the stakeholder.

i. In the Designation / Status field, enter the designation of the stakeholder.

ii. In the Director Identification Number (DIN) field, enter the DIN of the stakeholder issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

• Private Limited Company
• Public Limited Company
• Public Sector Undertaking
• Unlimited Company
• Foreign Company registered in India

iii. In case you are a citizen of India, select Yes or else select No. In case of NO, In the Passport Number field, enter the passport number.

iv. In the Permanent Account Number (PAN) field, enter the PAN of the stakeholder.

v. In the Aadhaar Number field, enter the Aadhar number of the stakeholder.

Note:

If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature if you are also the authorized signatory.

c) In the Residential Address in India section, enter the address details of the stakeholder. Based on the State selected, select the district and enter the corresponding pin code.

d) In the Document Upload section, click the Choose file button. Navigate and upload the photograph of the stakeholder.

Note: You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

e) In case the promoter or partner is also the authorized signatory, select the Also Authorized Signatory as Yes and details will be auto-populated in the Authorized Signatory tab.

f) Click the SAVE & CONTINUE button.

Note: To add more details of promoter or partner, click the ADD NEW button and repeat the steps each time after adding the details of the stakeholder

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

Business Details ✓	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Goods and Services	Bank Accounts	State Specific Information	Verification

• indicates mandatory fields

Details of Proprietor

👤 Personal Information

Name of Person

First Name•	Middle Name	Last Name
Enter First Name	Enter Middle Name	Enter Last Name

Name of Father

First Name•	Middle Name	Last Name
Enter First Name	Enter Middle Name	Enter Last Name

Date of Birth•	📱 Mobile Number •	✉ Email Address •
DD/MM/YYYY 📅	+91 Enter Mobile Number	Enter Email Address

Gender•	📞 Telephone Number (with STD Code)
○ 👨 Male ○ 👩 Female ○ 👤 Others	STD Enter Telephone Number

🪪 Identity Information

Designation / Status•	Director Identification Number ⓘ	Are you a citizen of India?
Enter Designation	Enter DIN Number	Yes ⬤

Permanent Account Number (PAN)•	Passport Number (In case of Foreigner)	Aadhaar Number ⓘ
GDDPS5083K	Enter Passport Number	Enter Aadhaar Number

✉ Residential Address

Building No. / Flat No.•	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No. / Door No.	Enter Floor No.	Enter Name of Premises / Building

Road / Street•	City / Town / Locality / Village•	Country•
Enter Road / Street / Lane	Enter Locality / Area / Village	Select ▼

State•	District•	PIN Code•
Enter State Name	Enter District Name	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
[Choose File] No file chosen

OR

📷 TAKE PICTURE
ⓘ You can use your device camera to take selfie photograph.

Other Information

Also Authorized Signatory
⬤ No

[BACK]   [SHOW LIST]   [ADD NEW]   [SAVE & CONTINUE]

Authorized Signatory tab:

This tab page displays the details of the authorized signatory. You can enter details of upto 10 authorized signatories.

a) In case you are the Primary Authorized Signatory, select the checkbox for Primary Authorized Signatory.

b) In the Personal Information section, enter the personal details of the authorized signatory like name, date of birth, mobile number, email address and gender.

c) In the Identity Information section, enter the official information of the stakeholder.

i. In the Designation / Status field, enter the designation of the authorized signatory.

ii. In the Director Identification Number (DIN) field, enter the DIN of the authorized signatory issued by Ministry of Corporate Affairs. This number is not mandatory in case of proprietorship.

Note:

DIN number is mandatory in case of:

- Private Limited Company
- Public Limited Company
- Public Sector Undertaking
- Unlimited Company
- Foreign Company registered in India

iii. In case you are a citizen of India, select Yes or else select No.

a. In case of NO

b. In the Passport Number field, enter the passport number.

iv. In the Permanent Account Number (PAN) field, enter the PAN of the authorized signatory.

v. In the Aadhaar Number field, enter the Aadhar number of the authorized signatory.

Note:

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

d) In the Residential Address in India section, enter the address details of the authorized signatory. Based on the State selected, select the district and enter the corresponding pin code

e) In the Document Upload section, click the Choose file button. Navigate and select the Proof of Appointment and photograph of the authorized signatory.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB for Proof of appointment of Authorized Signatory and 100 KB as photograph of the authorized signatory.

f) Click the SAVE & CONTINUE button.

Note:

To add more details of authorized signatory, click the ADD NEW button.

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⊕ Englis

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

Business Details ✓ | Promoter / Partners ✓ | Authorized Signatory | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | Bank Accounts | State Specific Information | Verification

* indicates mandatory fields

Details of Authorized Signatory

☑ Primary Authorized Signatory

👤 Personal Information

Name of Person

First Name*	Middle Name	Last Name

Name of Father

First Name*	Middle Name	Last Name

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 ❶ [Enter DIN Number] | Are you a citizen of India? [Yes ●]

Permanent Account Number (PAN)* | Passport Number (In case of Foreigner) [Enter Passport Number] | Aadhaar Number ❶ [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

📄 JPEG
Photograph

🗑 DELETE

Proof of details of authorized signatory*
[Select ▼]
❶ File with PDF or JPEG format is only allowed.
❶ Maximum file size for upload is 1 MB
[Choose File] 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]

Authorized Representative tab:
This tab page displays the details of the authorized representative.

a) Select Do you have any Authorized Representative using the radio button.

In case of GST Practitioner
- a. In the Enrolment ID field, enter the enrolment ID of the authorized representative.
- b. Click the SEARCH button.

Note: All details of the authorized representative will be auto-populated from the GST Portal.

In case of Other
- a. In the Name of Person section, enter the name, designation, mobile number and email address of the authorized representative.
- b) Click the SAVE & CONTINUE button.

Do you have any Authorized Representative?

Yes ⬤

Type of Authorised Representative
⦿ GST Practitioner ⚪ Other

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 ▾ | +91 Enter Mobile Number | Enter Email Address |

Permanent Account Number (PAN) *	Aadhaar Number
Enter Permanent Account Number (PAN)	Enter Aadhaar Number
	❶ 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) |
| STD Telephone Number | STD Fax Number |

| BACK | SAVE & CONTINUE |

Principal Place of Business tab:
This tab page displays the details of the principal place of the business. Principal Place of Business is the primary location within the State where a taxpayer's business is performed. The principal place of business is generally the address where the business's books of accounts and records are kept and is often where the head of the firm or at least top management is located.

a) In the Address section, enter the address details of the principal place of business. Based on the State selected, select the district and enter the corresponding pin code.

b) In the Contact Information section, enter the official contact details like Email address, telephone number (with STD Code), mobile number field and fax number (with STD Code).

c) In the Nature of Possession of Premises drop-down list, select the nature of possession of premises.

d) In the Document Upload section, click the Choose file button. Navigate and select the proof of Principal Place of Business document.

Note:

- You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.
- You can upload these documents for the proof of Principal Place of Business
- For Own premises – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For Rented or Leased premises – A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- For premises not covered above – A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.
-

e) Select the checkbox for Nature of Business activities being carried out at above mentioned premises.

f) In case you have additional place of business, select Yes for Have Additional Place of Business.

g) Click the SAVE & CONTINUE button.

Application Type	Due Date to Complete	Last Modified	Profile
New Registration	08/07/2017	24/06/2017	91%

| Business Details ✓ | Promoter / Partners ✓ | Authorized Signatory ✓ | Authorized Representative | Principal Place of Business | Additional Places of Business | Goods and Services | Bank Accounts | State Specific Information | Verification |

• indicates mandatory fields

Details of Principal Place of Business

✉ Address

Building No. / Flat No. •	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No. / Door No.	Enter Floor No.	Enter Name of Premises / Building

Road / Street •	City / Town / Locality / Village •
Enter Road / Street / Lane	Enter Locality / Area / Village

State	District •	PIN Code •
Delhi	Select	Enter PIN Code

Latitude	Longitude
Enter Latitude	Enter Longitude

📇 Contact Information

⊠ Office Email Address	☎ Office Telephone Number (with STD Code)	☐ Mobile Number
XYZ@GMAIL.COM	STD Enter Telephone Number	+91 9898989898

📠 Office FAX Number (with STD Code)

STD	Enter Fax Number

📋 Nature of possession of premises •

Please Select

Select ▾

☁ Document Upload •

Proof of Principal Place of Business•

Select ▾

ⓘ File with PDF or JPEG format is only allowed.

ⓘ Maximum file size for upload is 1 MB

[Choose File] 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)

[BACK]   [SAVE & CONTINUE]

Additional Places of Business tab:

This tab page displays the details of the additional place of the business.

Enter the number of additional places of business and click the ADD NEW button. Enter the details similarly like Principal Place of Business Details provided above.

Note: You cannot enter additional places of business here if you have selected No for Have Additional Place of Business in Principal Place of Business Tab.

Goods and Services tab:
This tab page displays the details of the goods and services supplied by the business.

In case you deal with Goods or Commodities, you need to mention the HSN Code in the Goods tab. In case you deal with services, you need to mention the SAC Code in the Services tab. You can add maximum 5 goods and 5 services. In case, you have more than 5 goods or services, you must add the top 5 goods or services you are dealing with.

Goods Tab:
In some cases you may know the HSN Code, and in some cases you might not know the HSN Code. Follow the steps given below to fill the HSN Code.

In case you know the HSN Code:

Let us take an example that you need to add the HSN Code 6105. To add the HSN Code, perform the following steps:

a. In the Search HSN Chapter by Name or Code field, enter the first four digit 6105 from the HSN Code.

HSN Code is successfully added.

In case you do not know the HSN Code:

Let us take an example where the dealer deals with cotton textile.

a. In the Search HSN Chapter by Name or Code field, type cotton; related HSN Chapter list is displayed. From the displayed list, scroll and select the appropriate option (in this case 5208). HSN Code is successfully added.
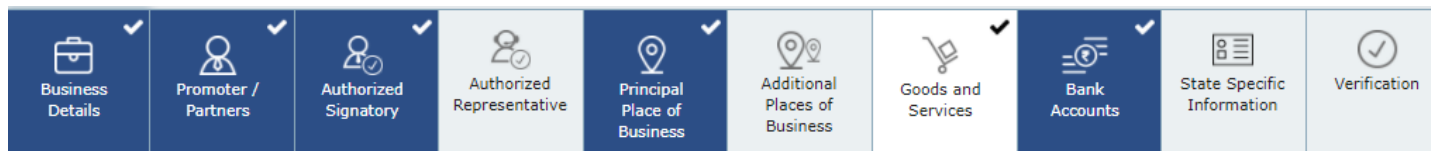
Services Tab:
a) In the Search by Name or Code field, type the name or the SAC Code of the services supplied by the business. SAC is successfully added.

b) Click the SAVE & CONTINUE button.

Bank Accounts tab:

This tab page displays the details of the bank accounts maintained for conducting business. You can enter details of upto 10 Bank Accounts.

Enter the number of bank accounts and click the ADD NEW button.

a) In the Account Number field, enter the account number of the Bank.

b) In the Type of Account drop-down list, select the type of account.

c) In the Enter Bank IFSC field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the here Link to know the IFSC code.

Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

d) In the Document Upload section, click the Choose file button. Navigate and select the scanned copy of Bank passbook/ statement.

Note:

You can upload PDF or JPEG files with maximum file size for upload of as 1 MB.

e) Click the SAVE & CONTINUE button.

Note:

In case you want to add details of more Bank accounts, click the ADD NEW button.

State Specific Information tab:

This tab page displays the details of the state.

a) In the Professional Tax Employee Code (EC) No. field, enter professions tax E.C number.

b) In the Professional Tax Registration Certificate (RC) No. field, enter professions tax R.C number.

c) In the State Excise License No. field, enter state excise license number.

d) In the Name of the person in whose name Excise License is held field, enter the name of the person in whose name excise license is held.

e) Click the SAVE & CONTINUE button.

Verification tab:

This tab page displays the details of the verification for authentication of the details submitted in the form.

- a. Select the Verification checkbox.
- b. In the Name of Authorized Signatory drop-down list, select the name of authorized signatory.
- c. In the Place field, enter the place where the form is filed.
- d. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Digitally signing using DSC is mandatory in case of LLP and Companies.

The Enrolment Application can be electronically signed using E-Signature only if the authorized signatory has an Aadhar number and same is mentioned in the Authorized signatory tab page of the Enrolment Application. This is because E-Signature is an Aadhar based electronic verification service.

In Case of DSC:
e. Click the SUBMIT WITH DSC button.

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

Note:

- Make sure your DSC dongle is inserted in your laptop/ desktop.
- Make sure emSigner (from eMudra) is running on your laptop/ desktop with administrator permissions.

To check if the emSigner is running on you laptop/ desktop, perform the following steps:

- 1. Click the item tray.
- 2. Double click the emSigner icon.
- 3. Click the Hide Service button to minimize the dialog box.
- 4. Select the certificate and click the SIGN button.
- 5. Enter the PIN (dongle password) for the attached DSC.

Note:

To view the details of your DSC, click the View Certificate button.

f. Click the PROCEED button.

g. Select the certificate and click the SIGN button.

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

You can track the status of your application using the Services > Registration > Track Application Status command.
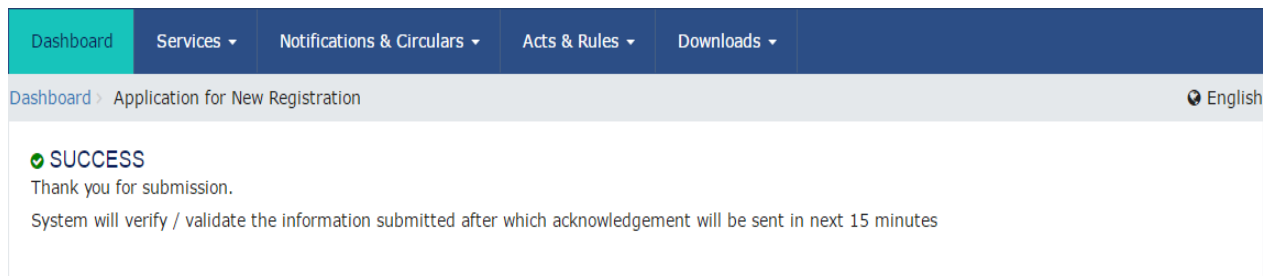
In Case of E-Signature:

e. Click the SUBMIT WITH E-SIGNATURE button.

f. In the Please select Service Provider option, select the appropriate Service Provider.

Note: C-DAC and NSDL are e-sign Service Providers (Both are free of cost).

f. Select the checkbox for declaration.

Note: OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.
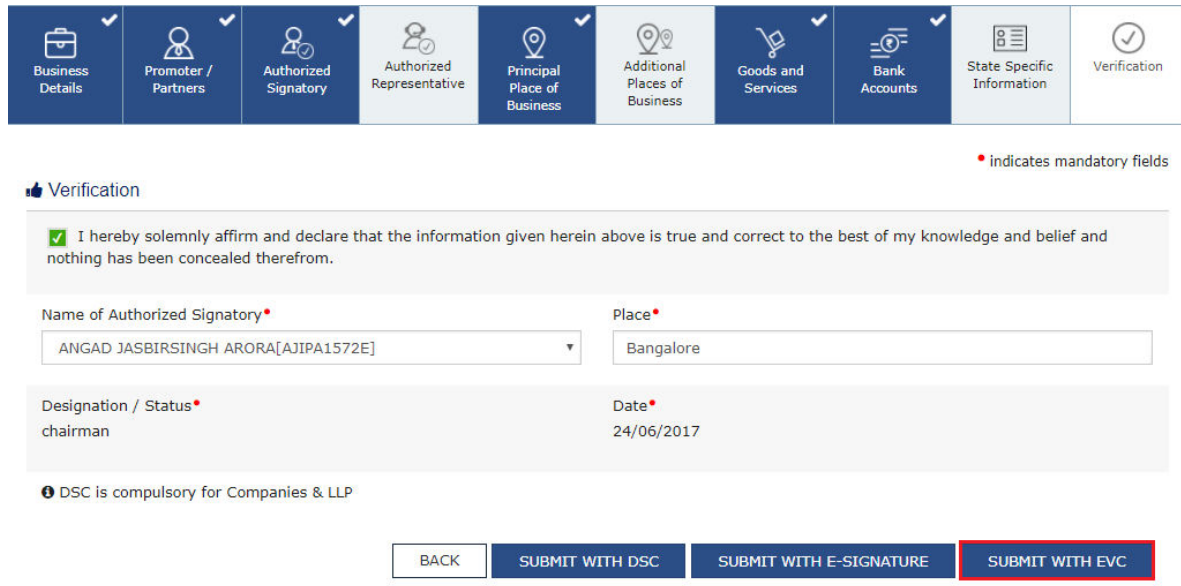
h. Click the CONTINUE button.

i. Verify Aadhaar OTP screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar. Click the SUBMIT button.
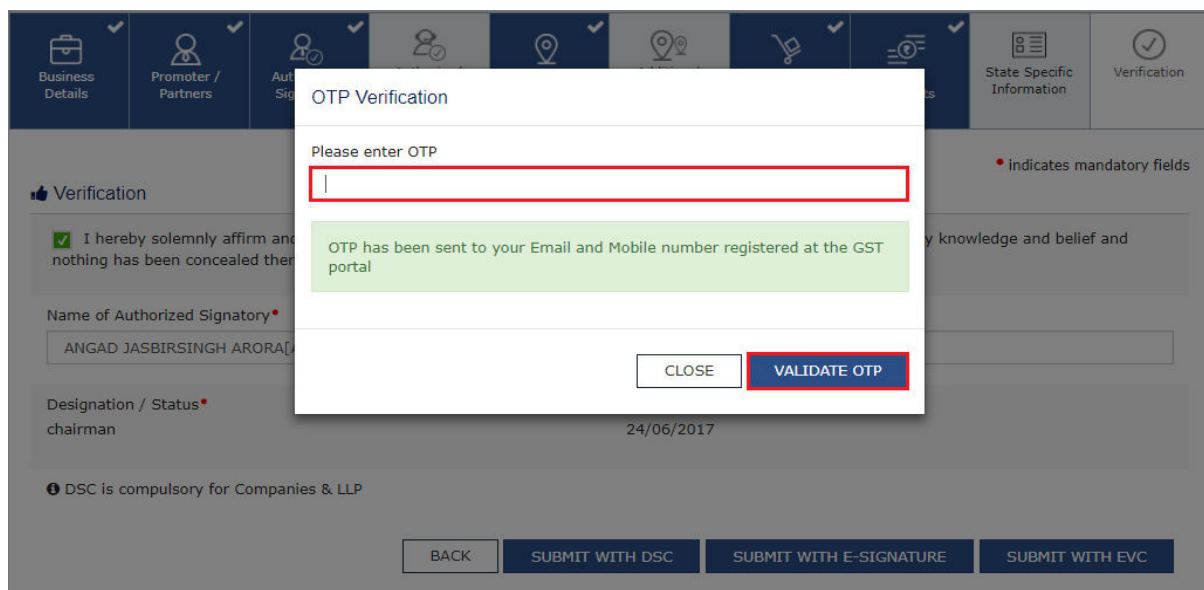
The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile phone number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.

In Case of EVC:

e. Click the SUBMIT WITH EVC button.

f. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the VALIDATE OTP button.

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