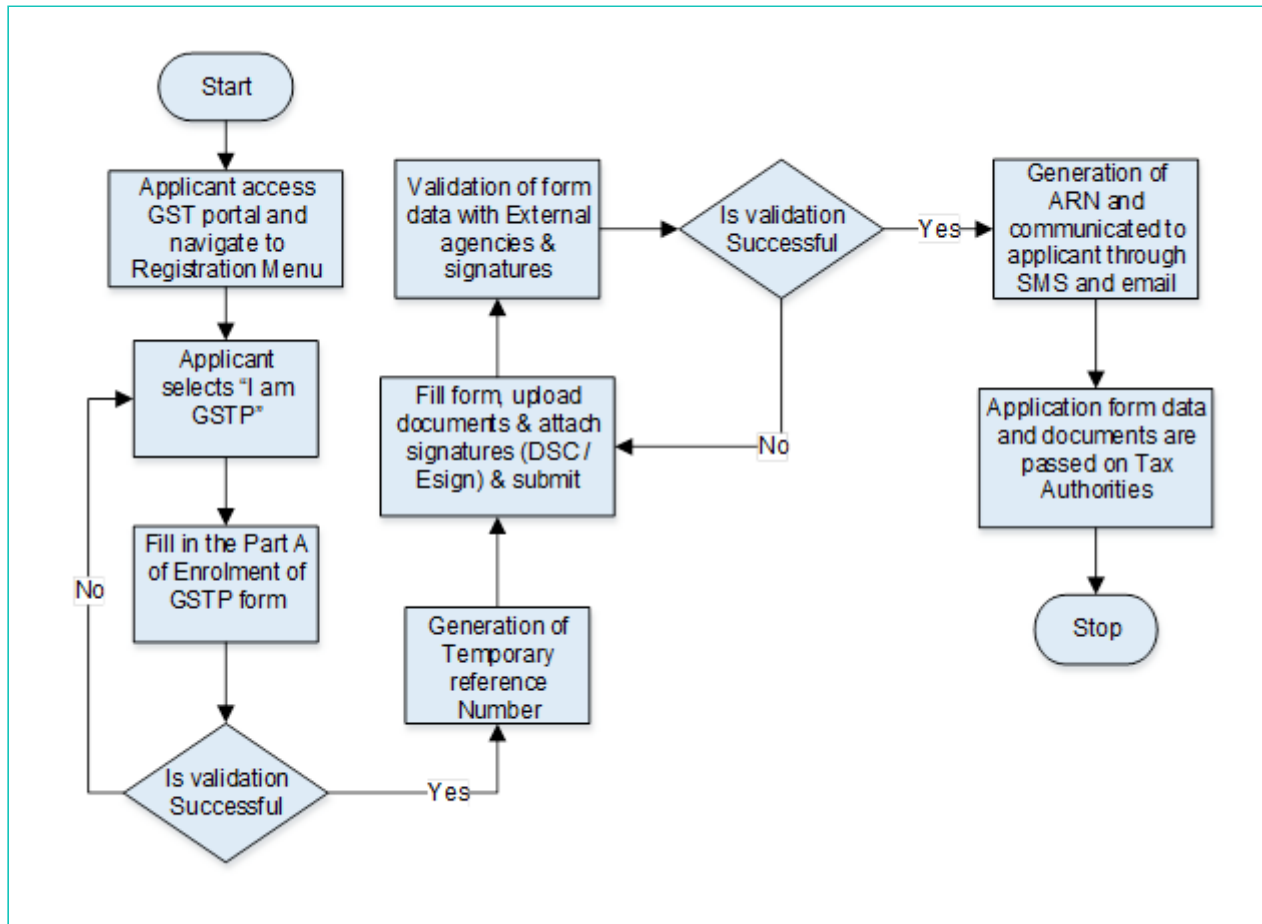


# GST Practitioner

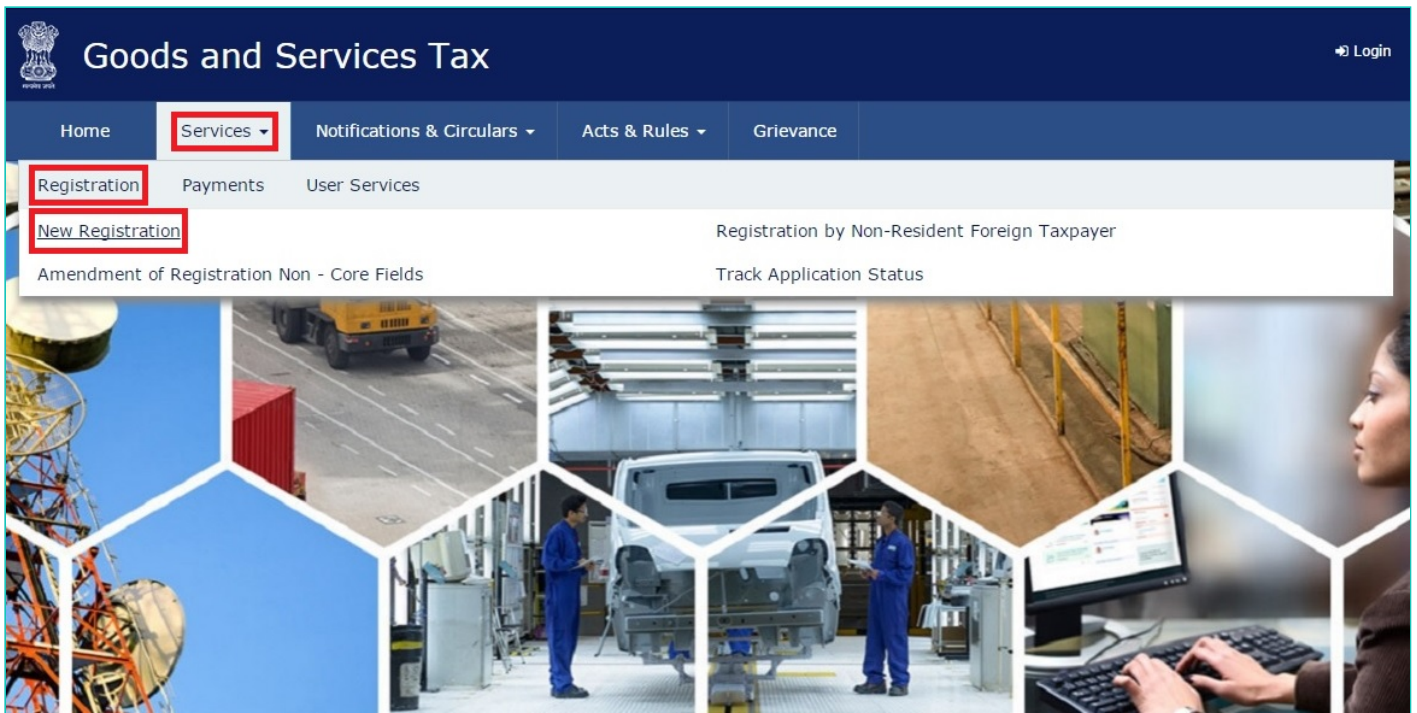
## How do I apply for enrolment as a GST Practitioner?



## What are the steps involved in applying for Registration as a GST Practitioner (GSTP) on the GST Portal?

1. Access the <https://www.gst.gov.in/> URL. The **GST Home page** is displayed.
2. Click the **REGISTER NOW** link.

Alternatively, you can also click **Services > Registration > New Registration** option.



### Part A:

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

**Goods and Services Tax**

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration

English

1 User Credentials 2 OTP Verification

**New Registration**

• indicates mandatory fields

☒ New Registration ☐ Temporary Reference Number (TRN)

I am a •

Select

State/UT •

Select

District •

Select

Legal Name of the Business (As mentioned in TAN) •

Enter Legal Name of Business

Permanent Account Number (PAN) •

Enter Permanent Account Number (PAN)

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

**PROCEED**

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

**New Registration**

1 User Credentials 2 OTP Verification

• indicates mandatory fields

☒ New Registration ☐ Temporary Reference Number (TRN)

I am a \*

Select

- Taxpayer
- Tax Deductor
- Tax Collector (e-Commerce)
- GST Practitioner**
- Non Resident Taxable Person
- Other Notified Person

Name of the GST Practitioner \*

Enter Name of the GST Practitioner

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 \*

17168

PROCEED

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

6. In the **Name of the GST Practitioner (As mentioned in PAN)** field, enter the legal name as mentioned in the PAN database.

7. In the **Permanent Account Number (PAN)** field, enter PAN number.

**Note:** • In case you don't have PAN, you can apply for PAN. To do so, click the [here](#) link.

8. Legal Name of the GST Practitioner and PAN will be validated against the CBDT database.

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

10. 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.

11. In the **Type the characters you see in the image below** field, enter the captcha text.

12. Click the **PROCEED** button.

**New Registration**

1 indicates mandatory fields

☒ New Registration ☐ Temporary Reference Number (TRN)

I am a

State/UT

District

Name of the GST Practitioner

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

*OTP will be sent to this Email Address*

Mobile Number

*Separate OTP will be sent to this mobile number*

Type the characters you see in the image below



**PROCEED**

After successful validation, you will be directed to the OTP Verification page.

13. In the **Mobile OTP** field, enter the OTP you received on your mobile number entered in PART-A of the form. OTP is valid only for 10 minutes.

14. In the **Email OTP** field, enter the OTP you received on your email address entered in PART-A of the form. 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.

15. Click the **PROCEED** button.

16. The system generated 15-digit 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. Note that below the TRN the expiry date of the TRN will also be mentioned. 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:

1. In the **Temporary Reference Number (TRN)** field, enter the TRN generated.
2. In the **Type the characters you see in the image below** field, enter the captcha text.
3. 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.



**Goods and Services Tax**

Home Services Notifications & Circulars Acts & Rules Grievance

Home > Registration English

1 User Credentials 2 OTP Verification

**New Registration**

• indicates mandatory fields

☐ New Registration ☒ Temporary Reference Number (TRN)

Temporary Reference Number (TRN) \*

071700000308TR

Type the characters you see in the image below \*

753926

PROCEED

4. 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 **Click here to resend the OTP** link. You will receive the OTP on your registered mobile number or email ID again. Enter the newly received OTP again.

**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

5. 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'.


**Goods and Services Tax**
Logout

Dashboard
Services
Notifications & Circulars
Acts & Rules
Grievance

Dashboard
English

### My Saved Application

| Creation Date | Form No.   | Form Description  | Expiry Date | Status | Action  |
|---------------|------------|---|-------------|--------|---|
| 16/06/2017    | GST PCT-01 | Application for Enrolment as Goods and Service Tax Practitioner | 01/07/2017  | Draft  |   |

### Track Application Status

No Records Found

1. PART-B of the form has four sections that must be filled sequentially. The first section is **General Details**. Enter all the details and click **SAVE AND CONTINUE** at the bottom of the screen.

- Under **Enrolling Authority**, select the radio button **Centre** or **State/UT**
- Under enrolment sought as, please select an option from the dropdown given.
- Enter the name of your University/Institute where you received your academic credentials.
- Select your year of passing from the dropdown menu.
- Enter the name of the Qualifying Degree for enrolment as a GST Practitioner
- Under Proof of Qualifying Degree for enrolment as a GST Practitioner, select the document type from the dropdown given.
- Upload the document in PDF or JPEG format only (file size must be less than 1 MB).
- Once you have filled in all the sections, click on **SAVE AND CONTINUE** to move to the next section.

General Details \* indicates mandatory fields

Enrolling Authority \* State/UT \* Date of Application \*

☐ Centre ☐ State/UT Delhi 16/06/2017

Enrolment Sought as \*

Select

Name of University/Institute Year of Passing

Please Enter Name of University/Institute Select

Qualifying Degree for enrolment as GST Practitioner \*

Please Enter Qualifying Degree

Document Upload

Proof of Qualifying Degree for enrolment as GST Practitioner \*

Select

\* File with PDF or JPEG format is only allowed.

\* Maximum file size for upload is 1 MB

Choose File No file chosen

BACK **SAVE & CONTINUE**

## 2. The second section is **Applicant Details**.

- a) Select your date of birth.
- b) Enter your first, middle, and last name (first name is mandatory).
- c) Select your gender.
- d) If you wish to use E-Sign or EVC, enter your Aadhaar Number.
- e) Enter all the details and upload your photograph.
- f) Upload your photograph in JPEG format (file size should not exceed 100 KB)
- g) Once you have entered all the details and uploaded the photograph, click **SAVE AND CONTINUE** to move on to the next section.



| Application Type | Due Date to Complete | Last Modified | Profile |
|------------------|----------------------|---------------|---------|
| Enrolment-GSTP   | 01/07/2017           | 16/06/2017    | 55%     |

General Details

Applicant Details

Professional Address

Verification

\* indicates mandatory fields

### Applicant Details

Name

Palsin Shira

Date of Birth \*

DD/MM/YYYY

Name of Father

First Name \*

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Gender \*

☐ Male
 ☐ Female
 ☐ Others

Permanent Account Number (PAN)

GDDPS5083K

Aadhaar Number \*

Enter Aadhaar Number

Mobile Number

8860058000

Landline Number (with STD Code)

STD

Enter Landline Number

Email Address \*

palsinshira@gmail.com

### 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

Choose File

No file chosen

BACK

SAVE & CONTINUE

### 3. The third section is **Professional Address**.

- Enter the address with the correct PIN Code. State and District will be auto populated from PART-A of the form.
- Select the appropriate proof of professional address from the dropdown menu.
- Upload the selected proof of professional address in JPEG or PDF format with a file size not exceeding 1 MB.
- Once all the details are entered and the document is successfully uploaded, click **SAVE AND CONTINUE** to go to the final section.

| Application Type | Due Date to Complete | Last Modified | Profile |
|------------------|----------------------|---------------|---------|
| Enrolment-GSTP   | 01/07/2017           | 16/06/2017    | 75%     |

General Details ✓

Applicant Details ✓

Professional Address

Verification

Professional Address

Document Upload

• indicates mandatory fields

**Professional Address**

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

Road / Street •  City / Town / Locality / Village •

State •  District •  PIN Code •

**Document Upload**

Proof of Professional Address •

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

No file chosen

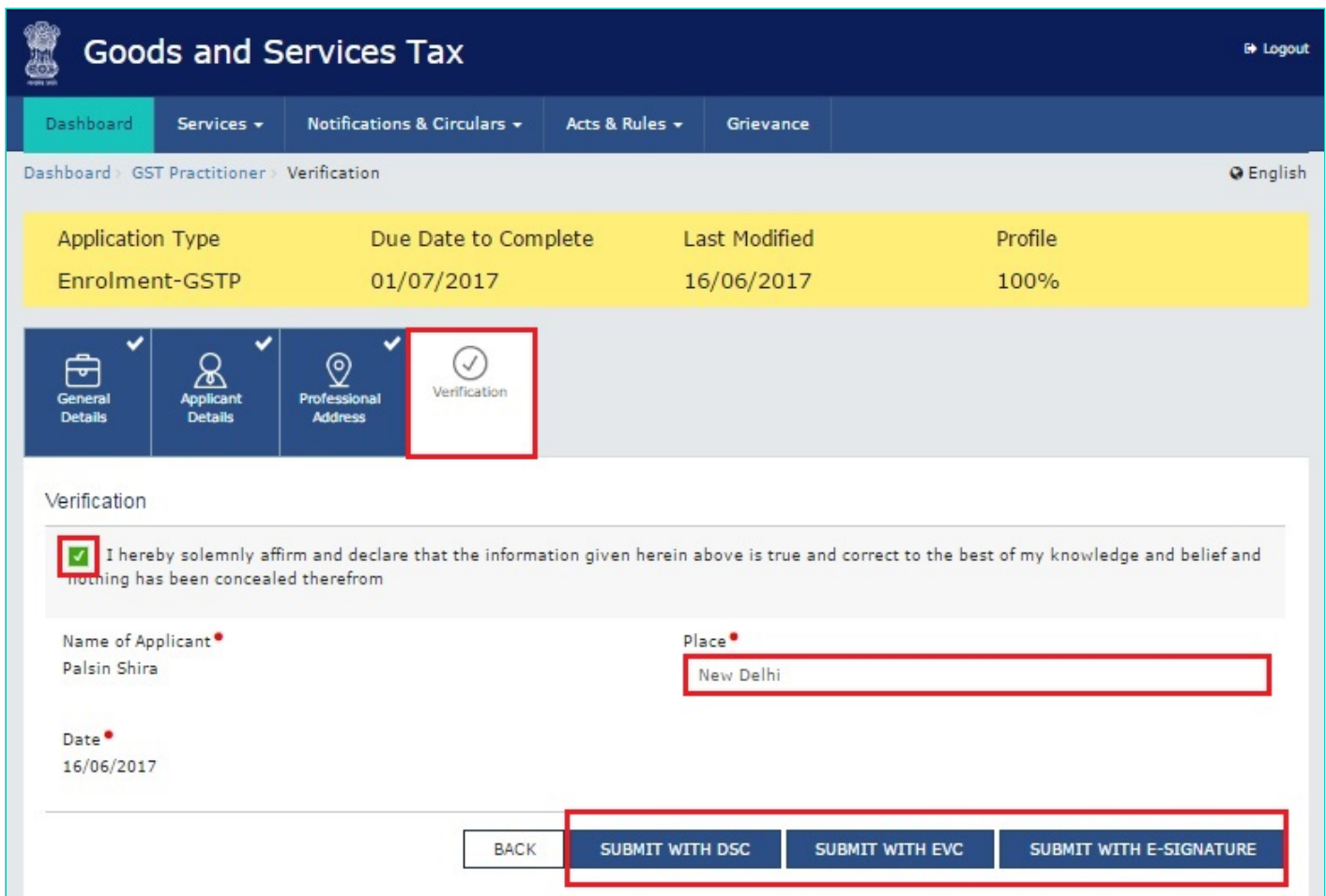
BACK

4. The fourth and last section is the Verification page.

a) Check the check-box with the verification statement.

b) Enter the place.

c) You may now choose to submit the form using DSC, E-Sign or EVC. (Note: For E-Sign and EVC you must update your Aadhaar number in the Applicant Details section)



**Goods and Services Tax** Logout

Dashboard Services Notifications & Circulars Acts & Rules Grievance

Dashboard > GST Practitioner > Verification English

| Application Type | Due Date to Complete | Last Modified | Profile |
|------------------|----------------------|---------------|---------|
| Enrolment-GSTP   | 01/07/2017           | 16/06/2017    | 100%    |

General Details Applicant Details Professional Address **Verification**

**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 Applicant \*  
Palsin Shira

Place \*  
New Delhi

Date \*  
16/06/2017

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

In Case of DSC:

- Click the **SUBMIT WITH DSC** button.
- Click the **PROCEED** button.

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 your laptop/ desktop, perform the following steps:

- Click the **item** tray.
- Double click the **emSigner** icon.
- Click the **Hide Service** button to minimize the dialog box.
- Select the certificate and click the **SIGN** button.

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

**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

**CANCEL** **PROCEED**

**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 Applicant \*  
Palsin Shira

Place \*  
New Delhi

Date \*  
16/06/2017

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

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) Select the checkbox for declaration..

**Note:** OTP will be sent to your e-mail address and mobile phone number registered with Aadhaar.

- g) **Verify Aadhaar OTP** screen is displayed. Enter the OTP received on your e-mail address and mobile phone number registered with Aadhaar.
- h) Click the **CONTINUE** 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 Electronic Verification Code:

- a) Click the **SUBMIT WITH EVC** button.
- b) Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

**Note:** OTP will be sent to your mobile phone number registered with Aadhaar.

- c) **Verify OTP** screen is displayed. Enter the OTP received on your mobile phone number registered with Aadhaar.
- d) Click the **CONTINUE** 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.

**Note:** After submission, you cannot make any changes to your application.