

### **CEX & ST ASSESSEE MIGRATION TO GSTN**



- O Provisional IDs would be issued only for PAN based registrations.
- Only one Provisional ID would be issued for multiple registrations where the combination of 'State' and 'PAN' is same .
- For CE registrations, the order of selection is 'XM', 'EM', 'XD', 'ED' and 'EI'
- For ST registrations, the order for Non-Centralized is 'ST' & 'SD'
- Only those ST registrations would be issued Provisional ID where the 'combination of State' and 'PAN' is not occurring in selected CE registrations.

Since GST registration will be based on PAN and State, only one Provisional ID will be issued to a given PAN for a given state, irrespective of the number of registration on that PAN in that state. For Ex – PAN 'XXXXXIIIIX' has 10 CE registrations in the state 'Maharashtra' from 'XXXXXIIIIXXM001' to 'XXXXXIIIIXXM010', in such cases only one Provisional ID will be issued to the registration 'XXXXXIIIIXXM001'. In case the assessee wishes to enroll in GST for the other 9 registrations as well, the details regarding the other registrations (address of premise) may be included as 'Additional Place of Business' (same applies to ST registrations also).

• Each CE registration contains 2 addresses – one for the Head Office and another for the Business Premise. For a given CE registration, if the 'State' for the 'Head Office' and 'Business Premise' is different, then the registration will be eligible for issuance of 2 provisional IDs whereas in case where the 'State' for 'Head Office' and 'Business Premise' is same, only one Provisional ID would be issued.

• Once the list of registrations in ST to be issued Provisional IDs is selected (including both Centralized and Non-Centralized), this would be checked with the list of registrations selected for Provisional IDs for CE.All ST registrations, where the combination of 'State' and 'PAN' is same as that used in any of the CE registrations already selected ,would be removed from the list and would not be issued any Provisional ID.

### **GSTN Enrollment process**



6

### Update Email Id & Mobile No.



### For Updating Email & Mobile No.



### **Obtaining credentials for GSTN enrolment from ACES**

		NTRAL BO Ministry	ARD OF EXCISE . of Finance - Department	AND CU of Revenue	ISTOMS	
SDR	PRA	REF	REG	HELP	RET	REP
ACES - Home			Complete Amend Registartion	w		Sign Out
		To update e	View Non Assessee Amend Registartion View Last Amended ST1 Application Under Approval View Registration History View	<u>Click Her</u>	re	
Please <u>Click Here</u> to view your Pro "As per the draft provisions of Goods and Servi registered under Central Excise/ Service Tax is Number) called as Provisional ID. Using this Pr required further to login to the Common Portal themselves for regularizing their registration un			Surrender Withdraw ST1 Application Sentback ST1 Application	ı portal.		
			Home Change Password Update Mobile No and Email id GST login credential CFC Print Acknowledgement Receipt	hplemented by 1st April 2017, every p FIN (Goods and Services Tax Identified and the provisional password, they are ov.in maintained by GSTN and enroll		

### Note on login credentials

OIn some cases, your login credentials may have been shared through State VAT authorities.

Olf you have completed the enrolment process using these credentials, you do not need to repeat the process

OIn some cases, your ID and Password may still be awaited from GSTN.

OFor assistance contact CRFC	ΜΙΤΡΛ
Toll Free	Email
<b>1800 1200 232</b>	cbecmitra.helpdesk@icegate.gov.in

### **Obtaining credentials for GSTN enrolment**

al Evoice CETN	DSK EXP	PRA	REF	REG	RET	HELP Sign O
	Provisional Credentials			Logged in ug	516512015	Signot
	GST Provi	sional ID Credenti	ials Details of	the Assessee		
	State	Andhra Pradesh				
	Provisional ID for GST	37ABYPA8969M1Z3				
	Provisional Password	nicepassword5				
	Next step	Use the above Common Portal procedure.	Id and Passw (gst.gov.in)	to complete	to the GSTN the enrollm	lient
case of any	CREC Mitra Helpdeck	Toll Free: 1800 1	200 232 ·· en	ail id:cbecmit	a.helpdesk@	icegate gov i
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### Provisional id already issued by VAT Authorities

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CLI	DSR EXP	PRA	REF	REG	RET	HELP
ntral Excise GSTN	Provisional Credentials			Logged in vi	vinindus	Sign Out
	State Tamil Nadu Provisional ID for GST 33AACFV6932E1ZB					
	State Tamil Nadu					
	Provisional ID for GST 33AACFV6932E1ZB					
	Provisional Password a22a36bcc7					
Next step Next step				have alread hen filling N Common Po your Centra	y been issued the rtal 1 Excise	

### **Provisional credentials awaited**

ervice Tax GSTN Provisional Credentials  GST Provisional ID Credentials Details of the Assessee  GST Provisional ID for GST  Provisional ID for GST  awaited  Provisional Password  Your login ID and Password details are yet to be received from GSTN	SDR	PRA RE	EF RE	EG	HELP	RET	REP
GST Provisional ID Credentials Details of the Assessee         Service Tax Registration Number         AABCN9431EST001         Provisional ID for GST       awaited         Provisional Password       awaited         Your login ID and Password details are yet to be       be	rvice Tax GSTN	Provisional Credentials			Logged	l in newrainbow	Sign Out
Provisional Password awaited Your login ID and Password details are yet to be received from GSTN		Provisional ID for GST	awaited				
Provisional Password         awaited           Your login ID and Password details are yet to be         Preceived from GSTN		Provisional ID for GST	awaited				
Your login ID and Password details are yet to be	_	Provisional Password	awaited				_
Next step		Next step	Your login II received from	D and Passw m GSTN.	ord details	are yet to be	



# **GSTN Enrollment process**

### Visit to GST portal - https://www.gst.gov.in





### **Obtaining Credentials**

### Step I: Registering as "New User Login"

Skip to Main Content A<sup>+</sup> A<sup>-</sup>



### Goods and Services Tax

### Get Ready for GST

Existing Taxpayers of VAT, Service Tax, Central Excise

- Enroll yourself for smooth transition to GST
- Your provisional ID will come from your tax officer
- Update profile information and upload documents
- Enrolment is being taken up in a staggered manner

Click here for Enrolment Schedule for your state

Already enrolled? Click Existing User Login

NEW USER LOGIN

EXISTING USER LOGIN

### **Step 2: Agreeing to furnish information to GSTN**



#### Home Login

GSTN has been assigned the task of collection of data of existing taxpayers as a step towards advance preparation for their smooth transition to GST. Existing Taxpayers can enrol themselves through provisionally provided GSTIN (Goods and Services Tax Identification Number) called as Provisional ID and update their business related details on the GST portal.

I agree to provide details as per the provisions of Proposed Model Goods and Services Tax Act (GST Act).

#### Steps to complete Provisional Registration

- Step 1: Enter the Username and Password provided to you by your State VAT Authority
- Step 2: Enter Mobile Number and Email Address of the authorized signatory of the business entity All future correspondence from the GST portal will be sent on this registered Mobile Number and Email Address
- Step 3: Enter OTP sent on Mobile Number and Email Address provided by you
- Step 4: Enter information and upload scanned images as mentioned in provisional registration form

Please read the User Guide and FAQ (links available in the footer) before proceeding ahead. In case of any queries please contact our Help Desk Number or Email Address mentioned in the footer.

#### CONTINUE

Skip to Main Content A<sup>+</sup> A<sup>-</sup>

🔹 Login

### Step 3: Enter provisional ID and password received from ACES

			Skip to Main Content A <sup>+</sup> A <sup>-</sup>	
2	Goods and Servic	es Tax	+) Login	
Hom	ne > Login			
		Login		
		<ul> <li>Indicates Mandatory Fields</li> </ul>		
		Provisional ID (as provided by Tax Authority) •		
		Enter Provisional ID		
		Password (as provided by Tax Authority) •		
		Enter password		
		Type the characters you see in the image below•		
		Enter Characters shown below		
		<i>c</i>		
		LOGIN		
		<b>O</b> First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.		
		Existing User: If you have already created your Username and Password, click <u>here</u> to login.		

### Step 4: Registration Email id & Mobile number for GSTN



### Step 5: Verification of Email & Mobile number using OTP

		Skip to Main Content A <sup>+</sup> A <sup>-</sup>
📓 Goods ar	nd Services Tax	+D Login
Home > Create Usernam	ie	
	Provisional ID Verification OTP Verification New Credentials Secur OTP Verification • Indicates Mandatory Fie Please enter the OTPs sent to your Email Address umesh@gmail.com and Mobile Number 9986863270 Email OTP • Enter Email OTP Mobile OTP •	elds
	CONTINUE RESEND OTP	

### Note on OTP

- All future correspondence from the GST Common Portal will be sent on the registered e-mail address and mobile number only.
- O Both the e-mail address and mobile number need to be verified using the OTPs.
- During verification, two separate OTPs will be sent. One OTP is sent on e-mail address and another OPT is sent on mobile number.
- Enter the OTP that you received on your e-mail address in the Email OTP field.
- Enter the OTP received on your mobile number in the Mobile OTP field.

### Step 6: Creation of username and password for GSTN login

		Skip to Main Content A <sup>+</sup> A <sup>-</sup>
🧱 Goods and	Services Tax	•D Login
Home > Create Username		
	Provisional ID Verification OTP Verification New Credentials Security Questions Kindly provide the below information to proceed Indicates Mandatory Fields	8.
	Enter New Usemame	
	<ul> <li>You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))</li> </ul>	er Case
	New Password • × Num	hber
	Enter New Password	er Case
	<ul> <li>Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character</li> <li>X Sym</li> <li>X Min</li> <li>X Valid</li> </ul>	Length d Password
	Re-confirm Password*	
	Re-enter New Password	
	CONTINUE	

### **Step 7: Security questions to Reset password**

		Skip to Main Content A <sup>+</sup> A <sup>-</sup>
	Goods and Services Tax	49 Login
Home	Create Username	
	Provisional ID Verification OTP Verification New Credentials Security Questions	
	Security Questions (To enable you to retrieve your password in case you forget it)	
	<ul> <li>Indicates Mandatory Fields</li> </ul>	
	<ol> <li>What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)?</li> </ol>	
	Enter Security Answer	
	2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory? •	
	Enter Security Answer	
	3. Name your main commodity / service •	
	Enter Security Answer	
	4. Name of the first employee •	
	Enter Security Answer	
	5. Personal Mobile Number of Proprietor / Authorized Signatory •	
	Enter Security Answer	
	SUBMIT	

### Successful creation of user id and password for GSTN





# **GSTN ENROLLMENT** Filling the form **GST-REG-20**

### **GSTN Enrollment Prerequisite**

- Mandatory Data and
- 2) Mandatory Documents
- 3) DSC (If Corporate or LLP)

### Data and documents required for enrolment

Details	Documents required	File format and Size for uploading
Business Detail	<ol> <li>Registration certificate</li> <li>Partnership deed (if applicable)</li> </ol>	PDF/JPEG(IMB)
<b>Promoters/Partners</b>	Photograph (for each)	JPEG(100KB)
Authorized Signatory	I.Proof of appointment 2.Photo	PDF/JPEG(IMB) JPEG(100KB)
Principal / Additional Places Of Business	Address proof (for each)	PDF/JPEG(IMB)
Bank Accounts	Statement/First page (for each)	PDF/JPEG(IMB)

### Who can sign using DSC/e-sign/EVC?

SI No	Constitution	Who can sign
I	Proprietor	Proprietor
2	Partnership	Managing partner
3	HUF	Karta
4	Company/LLP	Authorized Signatories , duly authorized by the Board of the Company/LLP
5	Trust registration	Managing trustee
6	Association of persons	
7	Club, Society	Authorized Signatories , duly authorized by the management committee
8	Local authority	Authorized Signatories
9	Statutory Body	Authorized Signatories
10	Government department	Authorized Signatories

### Login using your newly created ID and password

			Skip to Main Content A <sup>+</sup> A <sup>-</sup>	
	Goods and Service	es Tax	•D Login	
Home	> Login			
		$\textcircled{O}$ Username and password have been successfully created. Kindly $\varkappa$ login using these credentials		
		Login		
		<ul> <li>Indicates Mandatory Fields</li> </ul>		
		Username •		
		Enter Usemame		
		Password		
		Enter password		
		LOGIN		
		Forgot Username Forgot Password		
		<b>O</b> First time login: If you are logging in for the first time, click <u>here</u> to login		

# Filing the form GST-REG-20-application for enrolment of existing taxpayer

In	Business Details
CCTN	Promoters / Partners
GSIN -	Authorized Signatory
form needs	Principal Place of Business
to filled	Additional Place of Business
under	Goods & Services
various tab:	Bank Accounts
	Verification

## Business details (1/2)

						Skip Lo	Main Content
Goods	and Servi	ces Tax				<b>E</b> E	BALASUBRAMANIA
ashboard 👻	Help 🗸						
hboard 🔲 Enroln	nent 🗍 Business D	etails					
Application Ty	/pe	Provisional II	<b>D</b>	Las	t Modified	Prof	file
Enrolment		33BFEPS76	55P1ZN	24/01/2017		100%	
Business Details	Promoters / Partners	Authorized Signatory	Principal Place of Business	Additional Place of Business	Goods & Services	Bank Accounts	Verification
Details of your	Business					indicates	s mandatory field
		N) Io	aal Name of Busines	s (as per current tax A	ct) PAN of the	Business	
Legal Name of	Business (as per PA	Lei	BALASUBRAMANIAM SATHISHKUMAR     BALASUBRAMANIAM SATHISHKUMAR     BFEPS7655P				

### **Business details 2/2**

Туре	Registration No	Date of Registration Actions	
Central Sales Tax Registration Number	33902002792	09/03/2010 DEDIT DEL	ETE
TIN under Value Added Tax	33902002792	09/03/2010 DEDIT DEL	ете
legistration Type	Registration No.	Date of Registration	
Select	Enter Registration No	DD/MM/YYYY	E
If others, please specify		ADD CANCEL	
cument Upload			
Registration Certificate		D DELETE	

### **Promoters / Partners (1/2)**



### Promoters / Partners (1/2)

uilding No. / Flat No. 🗖	Name of the Premise / Building	Floor No.
1 A	Enter Premise / Building	Enter Floor No.
oad / Street 🖴	Locality / Village 🖴	
SOWDAMBIGA NAGAR, ANGAPPA SCHOOL	KOUNDAMPALAYAM ROAD, EDAYARPALAY	
itate 🗖	District 😅	PIN Code 🗖
Tamil Nadu 👻	Coimbatore 👻	641025
cument Upload		
Photograph		

### Authorized Signatory (1/3)



## Authorized Signatory (2/3)

Designation 🗖	Permanent Account Number (PAN) 😑	
PROPRIETOR	BFEPS7655P	
Are you a citizen of india?	Passport Number	Aadhaar Number
Yes	Enter the Passport Number	542350391927
		If you provide your Aadhaar here, (othe than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaa without requirement of Digital Signature
eclaration = I on behalf of the holder of Aadhaar nu purpose of authentication. "Goods and Serv identity of the Aadhaar holder and will be sl esidential Address in India	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only fo	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication.
eclaration = I on behalf of the holder of Aadhaar nu purpose of authentication. "Goods and Serv identity of the Aadhaar holder and will be sl esidential Address in India Building No. / Flat No. =	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only fo Name of the Premise / Building	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication. Floor No.
I on behalf of the holder of Aadhaar nu purpose of authentication. "Goods and Serv identity of the Aadhaar holder and will be sl esidential Address in India Building No. / Flat No. = 1 A	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only for Name of the Premise / Building Enter Premise / Building	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication. Floor No. Enter Floor No.
Acclaration Image: A second se	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only for Name of the Premise / Building Enter Premise / Building Locality / Village =	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication. Floor No. Enter Floor No.
I on behalf of the holder of Aadhaar nu purpose of authentication. "Goods and Serv identity of the Aadhaar holder and will be sl esidential Address in India Building No. / Flat No. = 1 A Road / Street = SOWDAMBIGA NAGAR, ANGAPPA SCHOO	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only for Name of the Premise / Building Enter Premise / Building Locality / Village = KOUNDAMPALAYAM ROAD, EDAYARPALAY	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication. Floor No. Enter Floor No.
eclaration I on behalf of the holder of Aadhaar nu purpose of authentication. "Goods and Serv identity of the Aadhaar holder and will be sl esidential Address in India Building No. / Flat No. 1 A Road / Street SOWDAMBIGA NAGAR, ANGAPPA SCHOO State	umber give consent to "Goods and Services Tax Net vices Tax Network" has informed me that identity inf hared with Central Identities Data Repository only for Name of the Premise / Building Enter Premise / Building Locality / Village = KOUNDAMPALAYAM ROAD, EDAYARPALAY District =	work" to obtain my details from UIDAI for the ormation would only be used for validating or the purpose of authentication. Floor No. Enter Floor No.

## Authorized Signatory (3/3)

Document Upload				
Photograph				DELETE
Proof of Authorized Signatory is not required for proprieto	who is also an authorized signatory.			
Proof of appointment of Authorized Signatory				
Select		<b>T</b>		
I File with PDF or JPEG format is only allowed.				
Maximum file size for upload is 1 MB				
Browse No file selected.				
	BACK	SHOW LIST	ADD NEW	SAVE & CONTINUE

### **Principal Place of Business (1/3)**



### **Principal Place of Business (2/3)**

Office Email Address 🗖	ephone Number (with STD Code)	e Number (with STD Code) Mobile Numl		
SATHIESS03121965@GMAIL.COM	STD	Enter Telephone Number	+91	8675626685
Office FAX Number (with STD Code)				
STD Enter Fax Number				
Nature of possession of premises =		Document Upload		
Nature of possession of premises = Please select		Document Upload		

### **Principal Place of Business (3/3)**

Bonded Warehouse	EOU / STP / EHTP	Factory / Manufacturing
Input Service Distributor (ISD)	Leasing Business	Office / Sale Office
Retail Business	Service Provision	Service Recipient
SEZ	Warehouse / Depot	Wholesale Business
Works Contract	Others	
Other Information		
Have Additional Place of Business		

### **Additional Place of Business**

Business Details	Promoters / Partners	Authorized Signatory	Principal Place of Business	Additional Place of Business	Goods & Services	Bank Accounts	Verification
Details of Addi No Records Add	tional Places of yo	our Business			BACK	ADD NEW	CONTINUE

### **Goods & Services**

Busines	ss Details	Promoters / Partners	Authorized Signatory	Principal Place of Business	Additional Place of Business	Goods & Services	Bank Accounts	Verification		
Go	ods Se	ervices								
Deta	Details of Goods / Commodities supplied by the business									
Please	e specify top	5 goods / commo	dities supplied by y	ou						
Searc	h HSN Chap	ter by Name or Co	de	#If you want to add	another commodit Search HSN Code	y then please click o	n 'x' icon to enter a	new commodity.		
Sea	rch HSN Ch	apter	- 200		Search HSN Co	de				
List o	f Goods									
SI No	HSN Code	Description of	Goods					Action		
1	1 84851000 MACHINERY PARTS, NOT CONTAINING ELECTRICAL CONNECTORS, INSULATORS, COILS, CONTACTS OR OTHER ELECTRICAL FEATURES, NOT SPECIFIED OR INCLUDED ELSEWHERE IN THIS CHAPTER SHIPR OR BOATR PROPELLERS AND BLADES THEREFOR									
							BACK SAVE	& CONTINUE		

### **Bank Accounts**

	Promoters / Partners	Authorized Signatory	Principal Place of Business	Additional Place of Business	Goods & Services	Bank Accounts	Verification
Bank Accounts N	Maintained By the	Applicant for Co	onducting Busines	s		🗖 indicates	mandatory fields
Account Number	r 🗖	Ту	pe of Account 🗖				
239411100001	1088		Current		-		
Enter Bank IFSC ANDB0002394	Enter Bank IFSC Code - ANDB0002394 GET ADDRESS				ur IFSC Code? I your bank		
Bank Name				Bank Address			
ANDHRA BANK	ĸ			NO 54-B SHIVA	JI COLONY, THADA	GAM	
Document Uploa	id of Pass Book						

### Verification

Business Details	Promoters / Partners	Authorized Signatory	Principal Place of Business	Additional Place of Business	Goods & Services	Bank Accounts	Verification			
Verification	Verification									
I hereby s nothing has b	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.									
Authorized Sig	natory 🗖			Place 🗖						
BALASUBRA	MANIAM SATHISHK	UMAR[BFEPS7655P]	] •	COIMBATORE						
Designation				Date 🗖						
PROPRIETOR	6			24/01/2017			Fg			
PROPRIETOR										
		[	BACK SU	BMIT WITH DSC	SUBMIT WITH	E-SIGNATURE	SUBMIT*			
	*Submit now without signature and sign the application later									

### **Please note**

OAt present the form can be filed without Digital Signature and e-sign.

• At the time of issue of Provisional id to Companies and LLPs, form has to be digitally signed. In other cases, form may be submitted through e-signature (OTP).

### **Successful submission-Acknowledgement**

Dashboard 🗸	Help +	
Dashboard Enrolment Acknowledgement		
SUCCESS Thank you for	S or submission.	
System will ve	erify / validate the information submitted after which acknowledgement will be sent in next 15 minutes	

### **GSTN** help

# OFor any assistance with GSTN Common Portal, contact GSTN helpdesk:

- 0124-4688999
- Ohelpdesk@gst.gov.in
- Ohttp://tutorial.gst.gov.in



# Thank You