

User Guide for Enrolment on GSTN Portal (www.gst.gov.in)

(Migration to GST)

GST Migration starts From 15-November-2016 for Gujarat State, Once Dealer will login on Gujarat Commercial Tax Department Portal (www.commercialtax.gujarat.gov.in) using his Login Id (VAT TIN) and credentials, It will show pop-up window which will show details of **GSTN Provisional Id** and **Temporary password** on screen to enrol on GSTN Portal (www.gst.gov.in). Enrolment Process schedule for Dealer of Gujarat State is from **15-Nov-2016** to **30-Nov-2016**. Refer <https://www.gst.gov.in/> for further details for GSTN related process/news/video/user guide etc.

The screenshot displays the Gujarat Commercial Tax Department website. The header includes navigation menus for Home, General, Organization, Acts, Rules, Notification, Forms, Tax Schedule, Statistics, and Referral Websites. The main content area features a welcome message, a quote by Mahatma Gandhi, and a notice from the Hon'ble Chief Minister, Shri Vijaybhai R. Rupani. The Member Login section is highlighted, showing fields for Type (Dealer), Login Id (24000000000), Password, and a Virtual Keyboard option. The e-Services section lists various services such as e-Payments, e-Registration Sign-up, and TDN Registration. The What's New section contains important notices regarding registration and e-payment. The Important Forms and Important Circulares sections are also visible at the bottom.

Home General Organization Acts Rules Notification Forms Tax Schedule Statistics Referral Websites

Gujarat Commercial Tax
Government of Gujarat

Skip to main content | Select Language | Old Version

Search this website

Welcome ABCD

My Dashboard

My Profile

- Update Contact Details
- Security Profile
- Change Password
- Logout

e-Services

Useful Links

e-Service

- VAT Returns
- CST Returns
- VAT Refunds

Details For Enrollment on GSTN Portal

TIN / ID	: 24040901555
PAN	: ASHDS7676D
GST Provisional ID	: 248YNPB0407M111
Temporary Password	: ARJUNPAUEPX
GSTN URL	: https://www.gst.gov.in/

not dependent on us. We are dependent on him. He is not an idler on our business. He is a part of it. We are not doing him a disservice to do so.

What's New

- clear browser cache and history to access the website as regular updates are updated on Website.
- Commercial Tax Officer Departmental Examination Result Dated On 14/10/2015.
- JC Promotions And Transfer Order Dated On 20/10/2015.
- New CTI Appointment Order

Amendments

- Transshipment and Metaboin for Transit pass(Form 405)
- Matrix Based Templates
- Notification about Amendment in VAT Rules.

Important Circulars

- Provisional refund in 3 steps new circular
- Circular about approval completed within 3 days
- Circular about Provisional Registration

Announcements

- Please file your e-return well before due date for better services and to avoid last minute rush.
- Please register your mobile no in update contact details for SMS alerts.

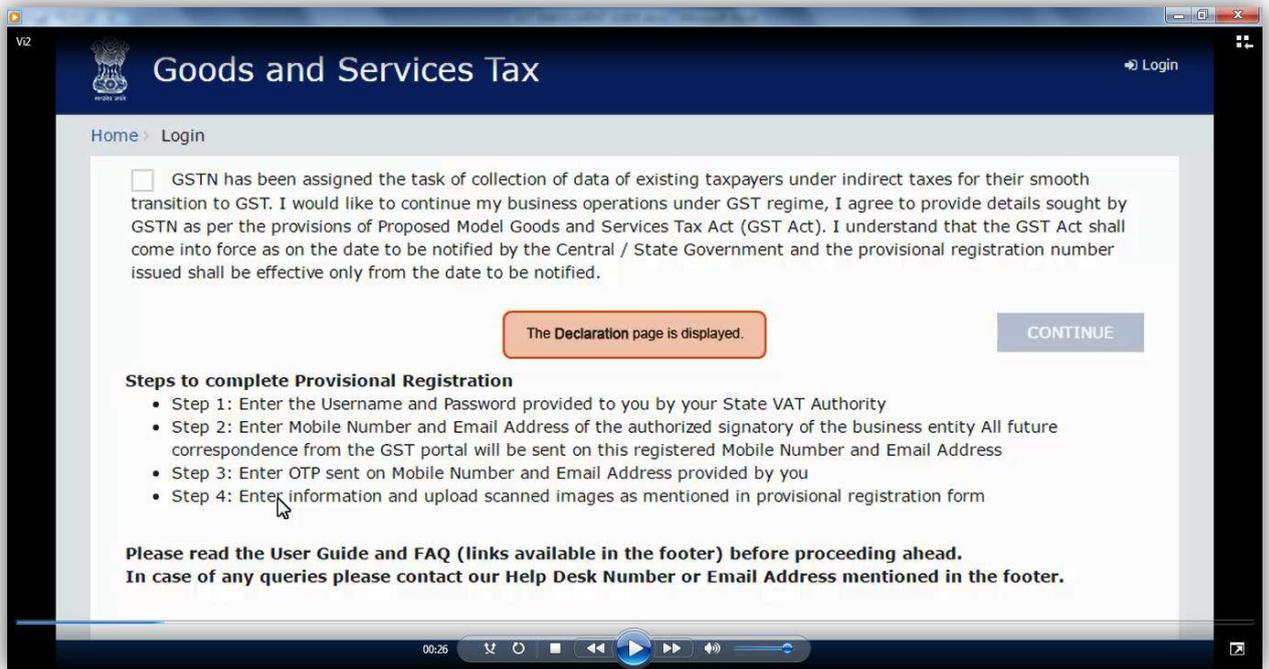
1) Dealer will now open GSTN Portal (www.gst.gov.in) for Further Enrolment Process



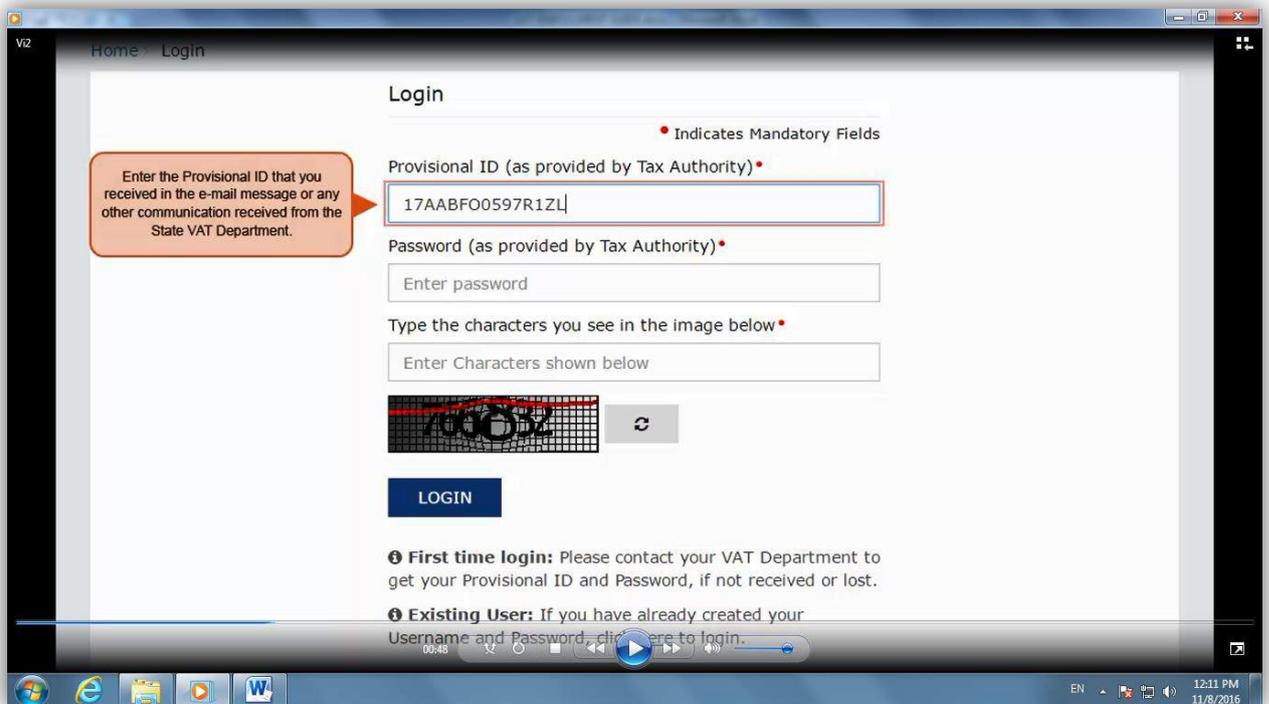
2) For first time log in, click the NEW USER LOGIN



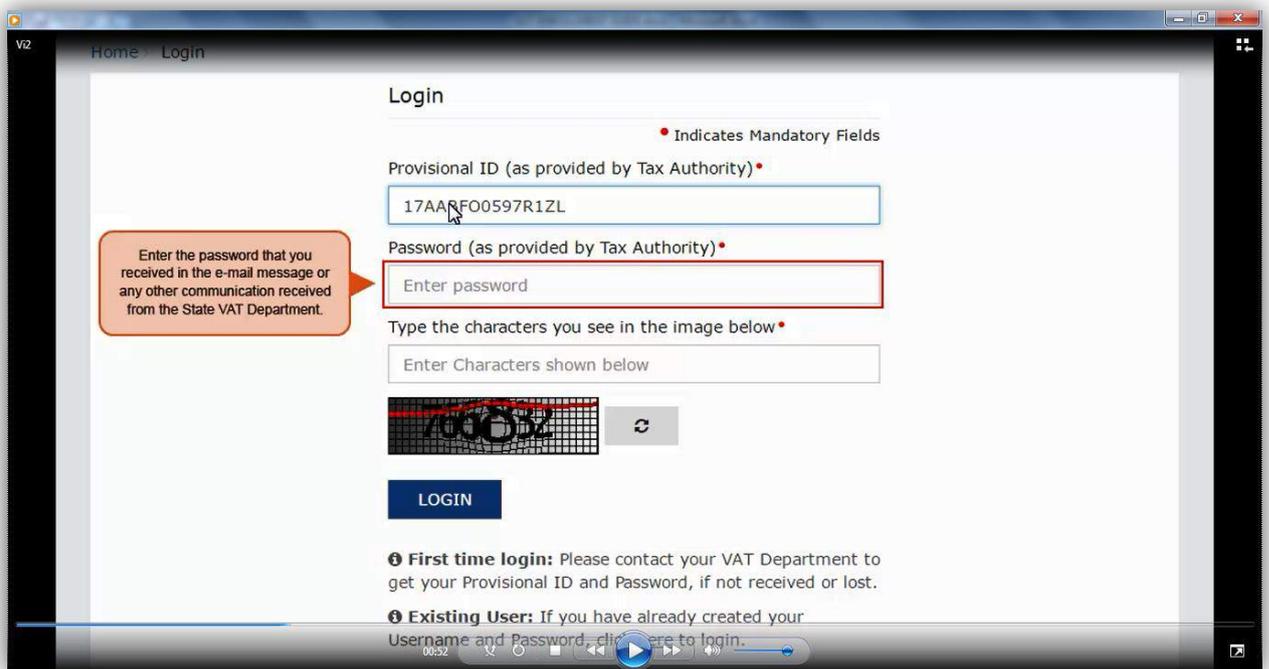
3) Tick on Declaration submit through continue button.



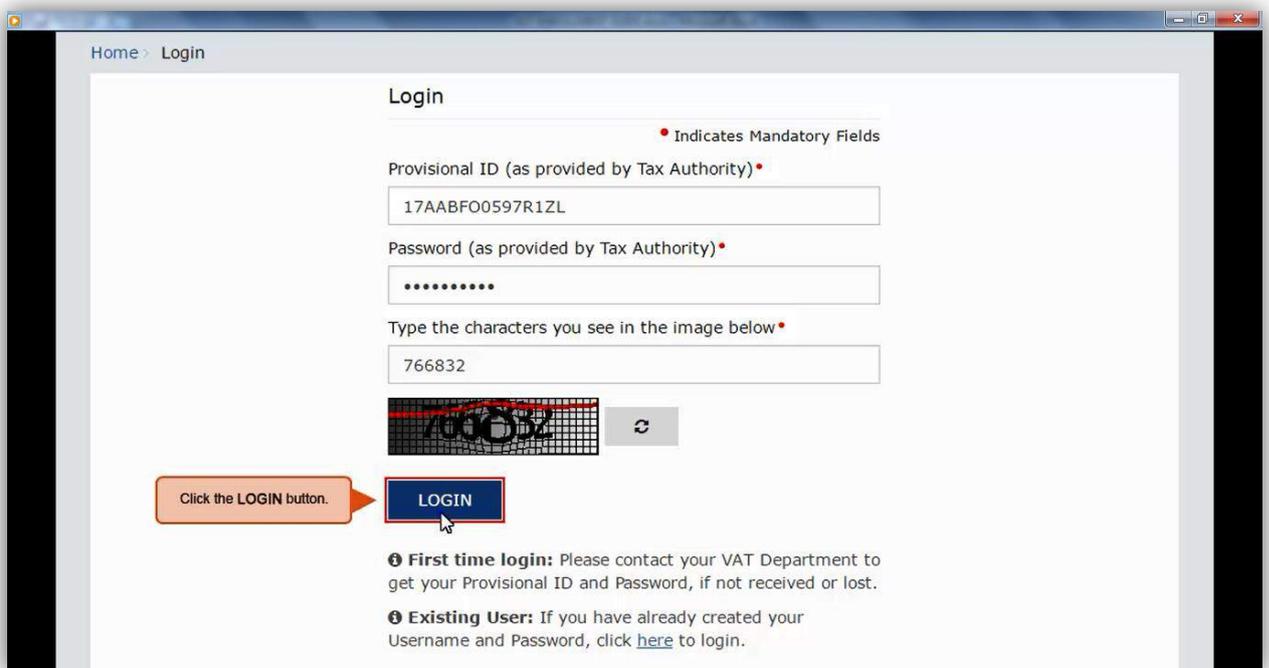
4) Enter provisional id provided by state authority.



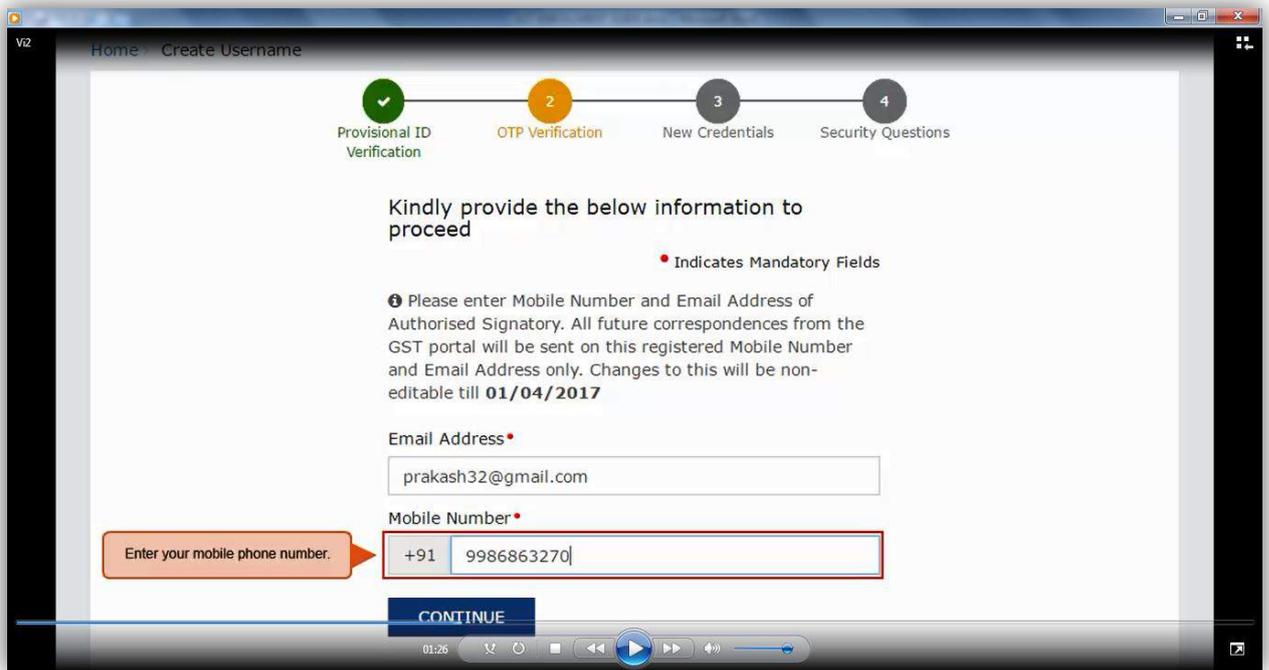
5) Enter password provided by State authority.



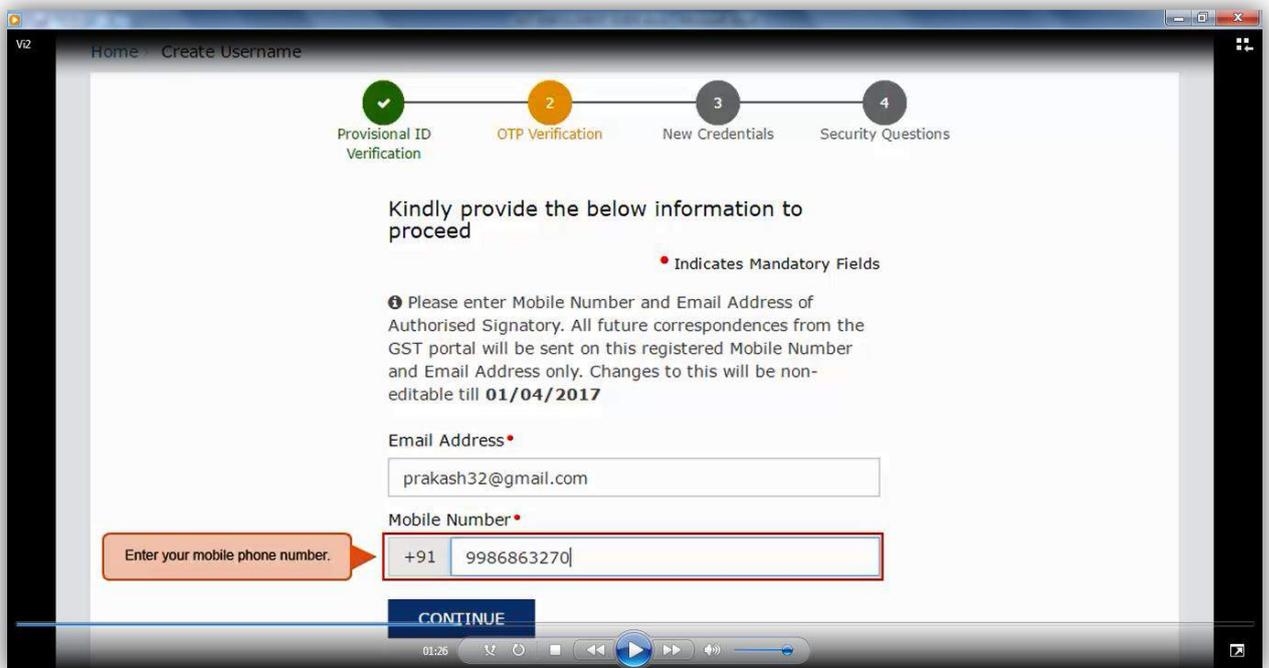
6) Enter Captcha value shown in image.



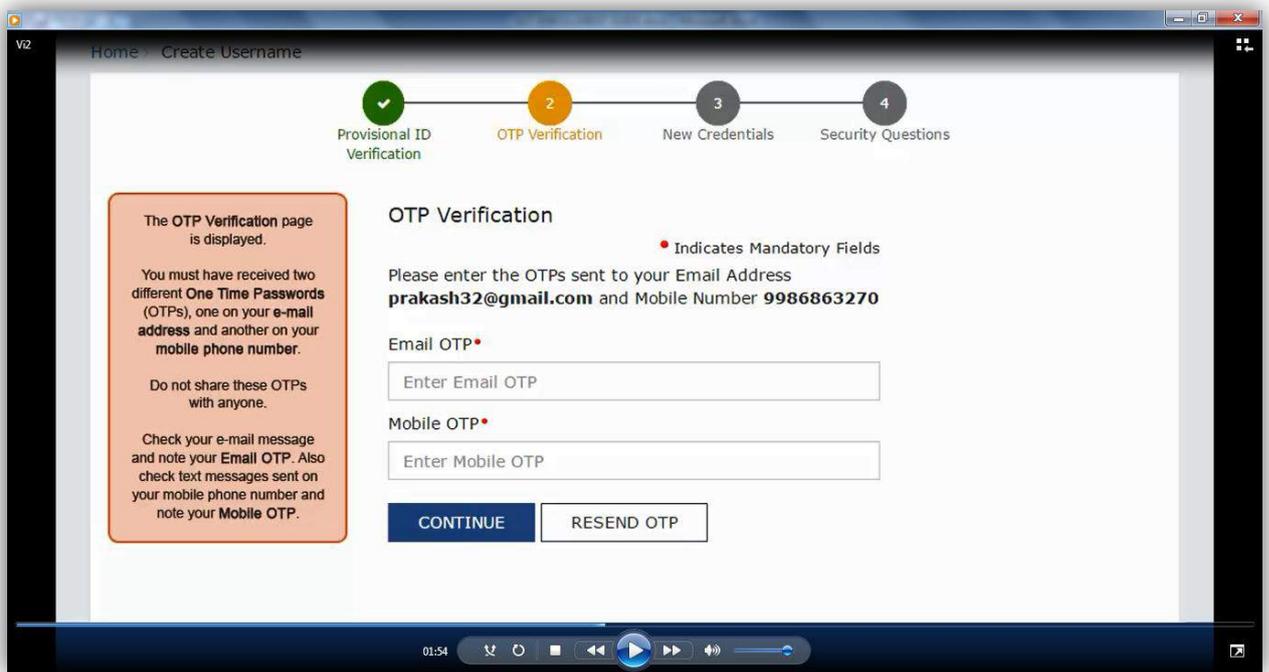
7) Enter valid email and mobile no.



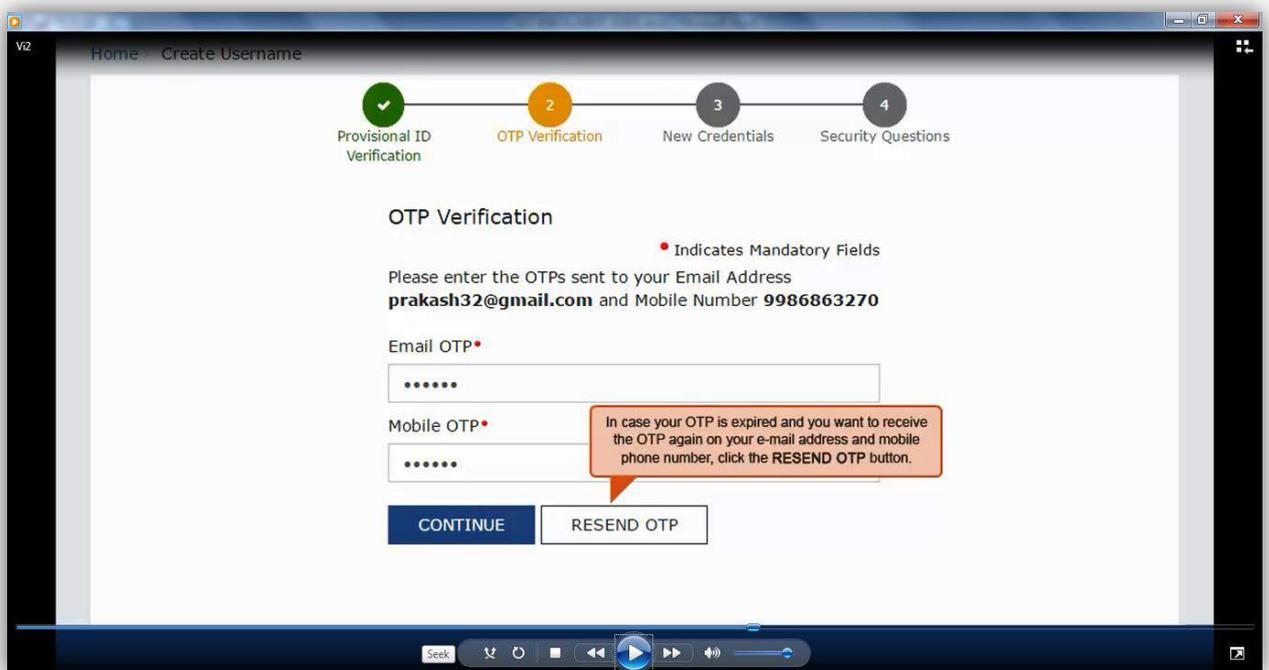
8)



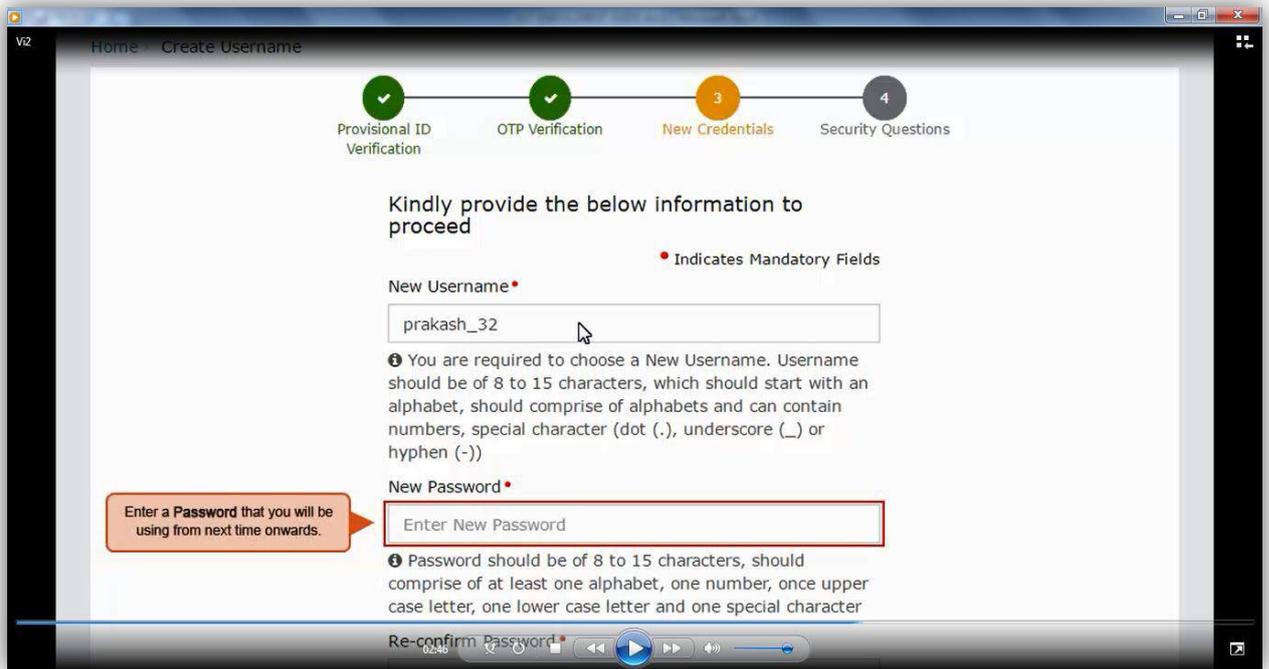
9) Enter separate OTP received on email and mobile.



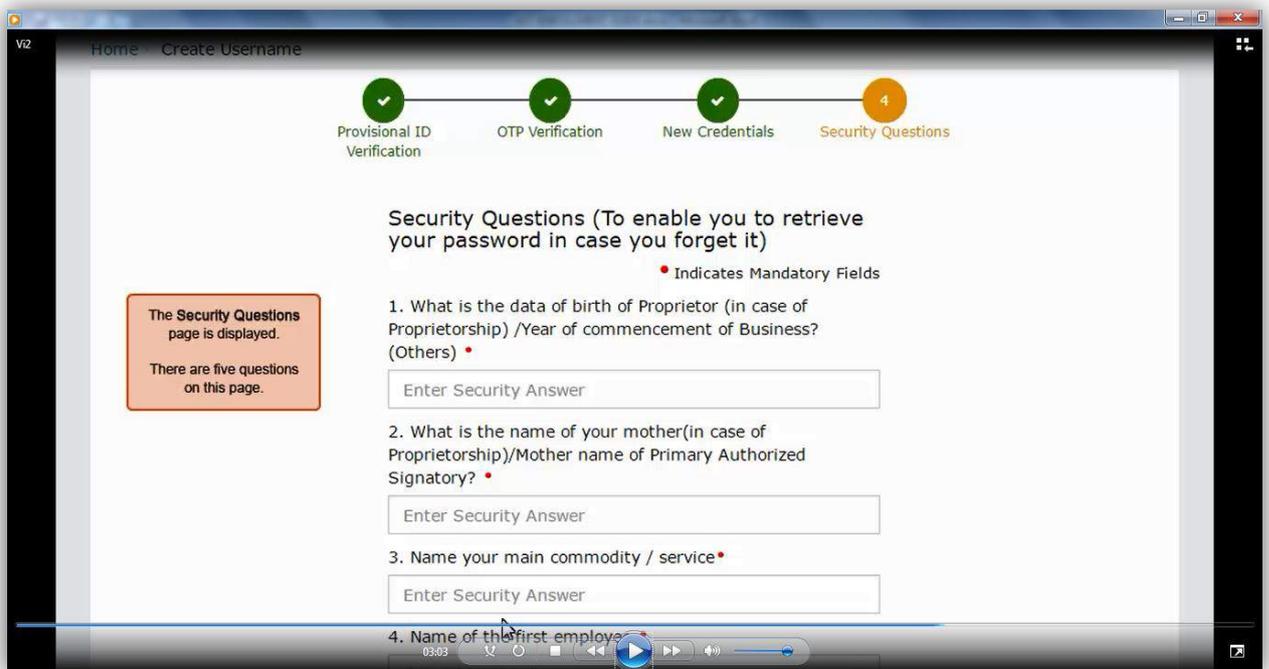
10) Click on Resend OTP button in case OTP is expired.



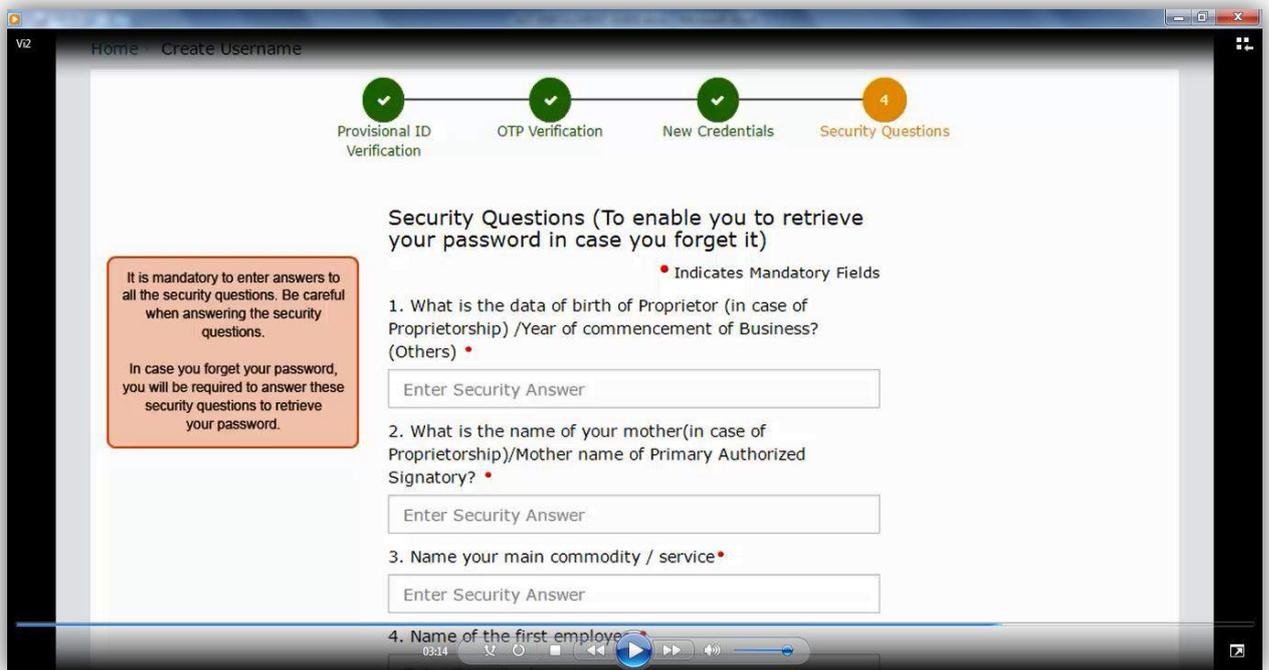
11) Enter the New user name and new password for the next time log in and fill up other details.



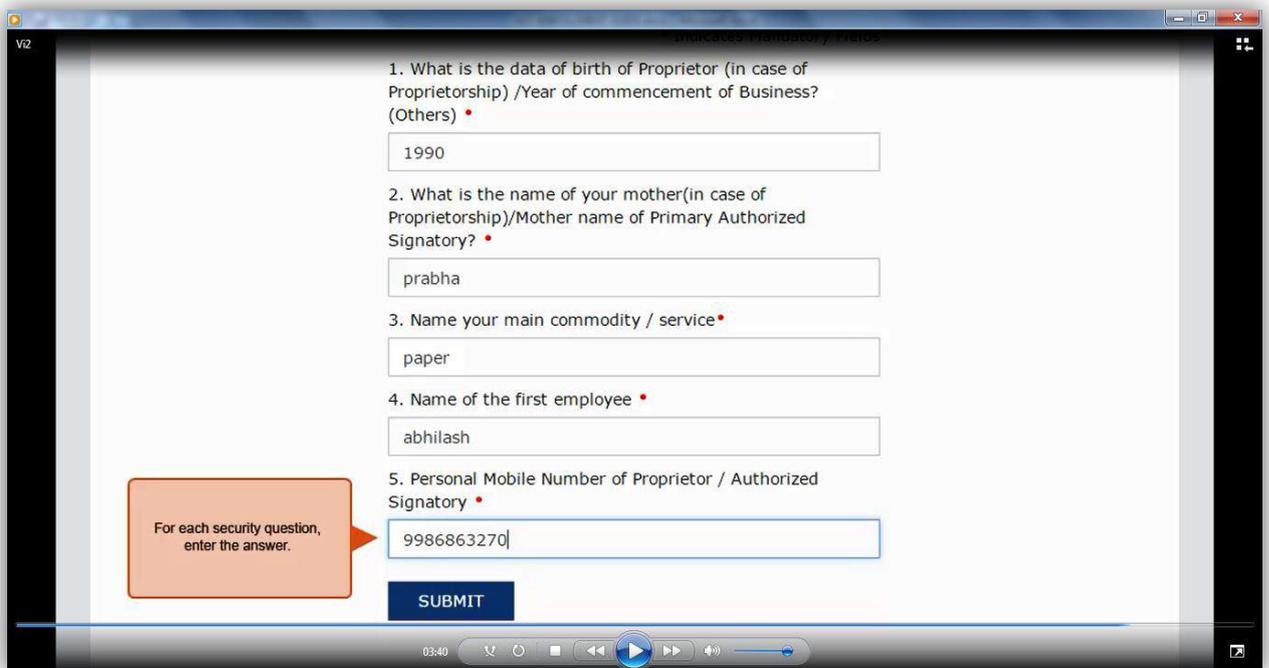
12) Enter security answers. This is required to reset password in case user forgets.



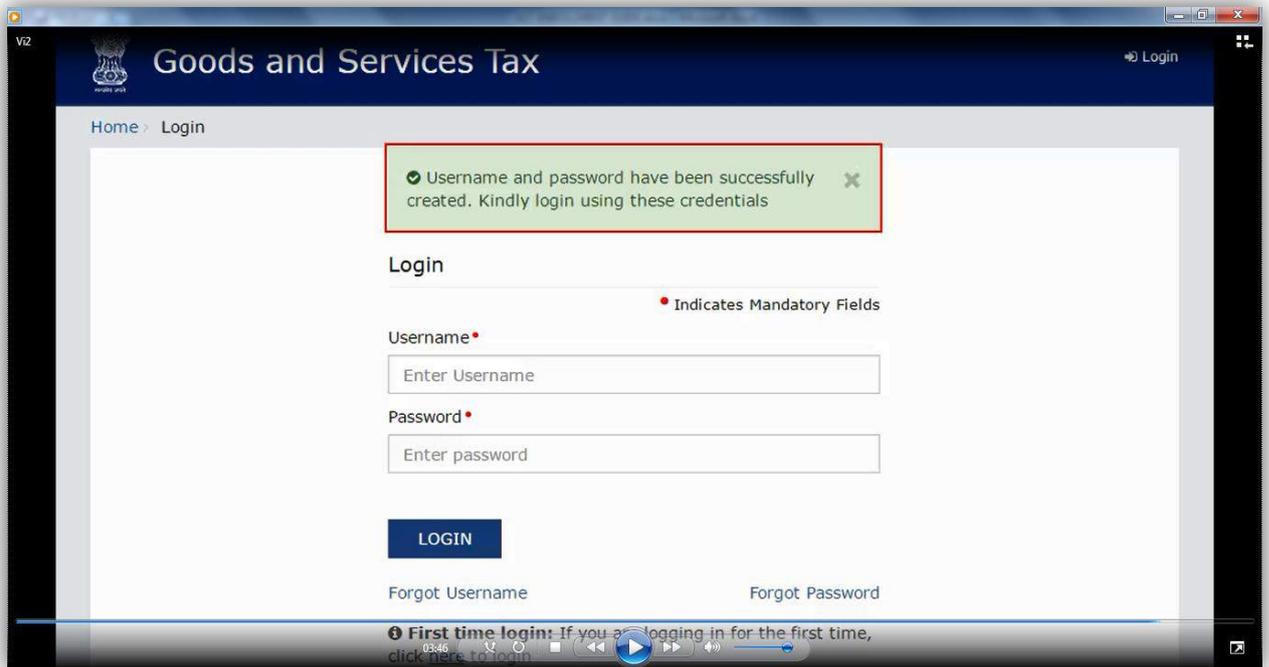
13)



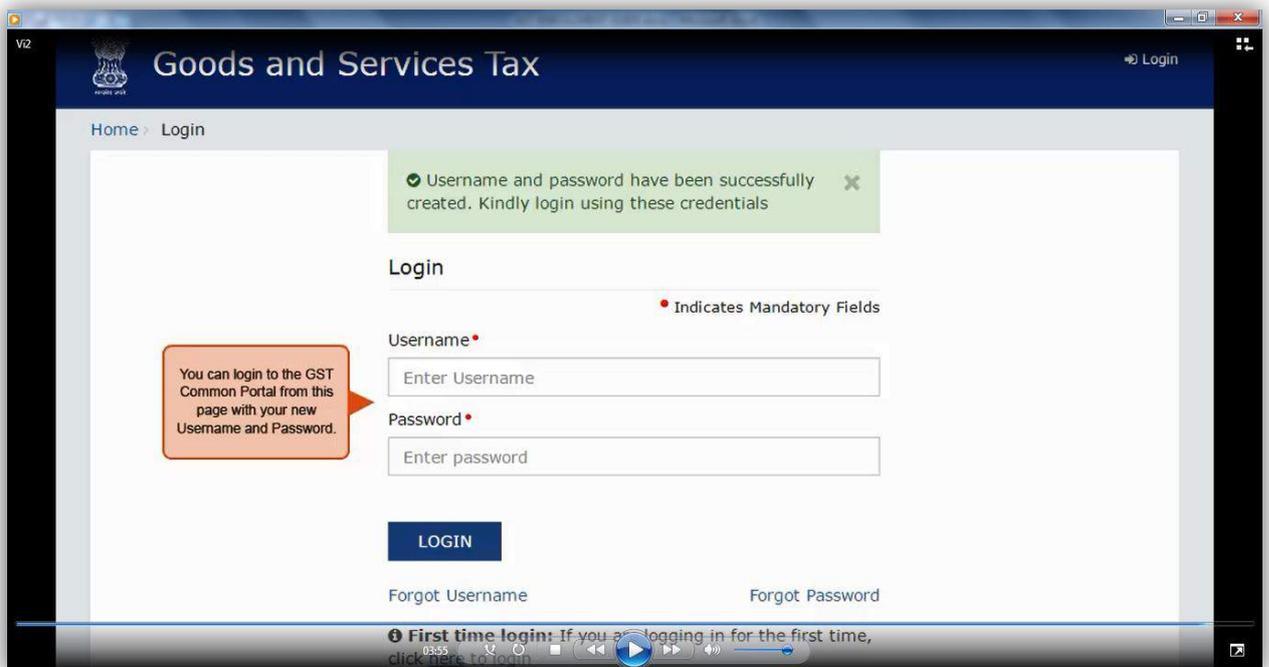
14)



15) Now log in with new user name and password.



16)



17) Fillup details of business.

Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Addl place of business	Goods & Services	Bank Accounts	Verification
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Notice the five fields are auto-populated: Legal Name of Business (as per PAN), Legal Name of Business (as per current tax Act), PAN of the Business, State and Zone/ District/ Ward/ Zone. * indicates mandatory field

Details of your Business

Legal Name of Business (as per PAN) <input type="text" value="Prakash Agarwala"/>	Legal Name of Business (as per current tax Act) <input type="text" value="OM PRAKASH AGARWALA"/>	PAN of the Business <input type="text" value="AABFO0597R"/>
Trade Name <input type="text" value="Enter Trade Name"/>	Constitution of Business * <input type="text" value="Select One Business Area"/>	
State <input type="text" value="Meghalaya"/>	Zone/ District/ Ward/ Zone <input type="text" value="circle"/>	Zone/ District/ Ward/ Zone No * <input type="text" value="Select"/>

Please Indicate All Existing Registrations

Registration Type * <input type="text" value="Select"/>	Registration No. * <input type="text"/>	Date of Registration * <input type="text" value="DD/MM/YYYY"/>	<input type="button" value="ADD"/>
<input type="button" value="CANCEL"/>			

Enter the details of your existing registration details like State VAT Registration, Central Excise, Service Tax Registration.

Document Upload

Proof of Constitution of Business *

i File with PDF or JPEG format is only allowed.
i Maximum file size for upload is 1 MB

No file chosen

18) Enter details of promoter/partner details.

Business Details Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

In the Promoter / Partners tab page, enter the details of your stakeholders including PAN details. • indicates mandatory field

Details of Managing / Authorized Partners

Personal Information

First Name*	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Name of Father/Husband

First Name*	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Date of Birth*	Mobile Number*	Email Address
<input type="text" value="DD/MM/YYYY"/>	+91 <input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Email Address"/>

State*	District*	PIN Code*
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="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 100 KB

No file chosen

OR

You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory

Select the Also authorized Signatory option in case details entered here are of primary authorized signatory.

19) Enter details of authorized signatory.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	27%

Business Details ✓

Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Remember to select the **Primary Authorized Signatory** option when you are entering the details of the primary authorized signatory. * indicates mandatory field

Authorized Signatory

Primary Authorized Signatory

Personal Information

First Name* Middle Name Last Name
Enter the First Name Enter the Middle Name Enter the Last Name

Name of Father/Husband

First Name* Middle Name Last Name
Enter the First Name Enter the Middle Name Enter the Last Name

Date of Birth* Mobile Number* Email Address
DD/MM/YYYY +91 Enter Mobile Number Enter Email Address

Gender* Telephone Number
 Male Female Enter Telephone Number
 Others

Residential Address in India

Building No. / Flat No.* Floor No. Name of the Premise / Building
Enter Building No. / Flat No. Enter Floor No. Enter Premise / Building

Road / Street* Locality / Village*
Enter Road / Street Enter Locality / Village

State* District* PIN Code*
Select Select Enter PIN Code

Document Upload

Proof of appointment of Authorized Signatory*
Select

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB
Choose File No file chosen

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

OR

TAKE PICTURE

You can upload your photograph by taking a selfie with your device camera

BACK SHOW LIST ADD NEW SAVE & CONTINUE

20) Enter details of principal place of business.

Business Details Promoter / Partners Authorized Signatory **Principal Place of Business** Addl place of business Goods & Services Bank Accounts Verification

• indicates mandatory field

Details of Principal Place of Business

Address

In the Principal Place of Business tab page, enter the details of the principal place of business.

Building No. / Flat No. *	Floor No.	Name of the Premise / Building
<input type="text" value="Enter Building No. / Flat No."/>	<input type="text" value="Enter Floor No."/>	<input type="text" value="Enter Premise / Building"/>
Road / Street *	Locality / Village *	
<input type="text" value="Enter Road / Street"/>	<input type="text" value="Enter Locality / Village"/>	
State *	District *	PIN Code *
<input type="text" value="Meghalaya"/>	<input type="text" value="Select"/>	<input type="text" value="Enter PIN Code"/>

Contact Information

Office Email Address *	Mobile Number *	Office Telephone Number
<input type="text" value="Enter Email Address"/>	+91 <input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Telephone Number"/>
Office FAX Number	Navigate and upload the relevant Proof of Principal Place of Business.	
<input type="text" value="Enter Fax Number"/>		

Nature of possession of premises *	Document Upload
<input type="text" value="Select"/>	Proof of Principal Place of Business *
	<input type="text" value="Select"/>
	📎 File with PDF or JPEG format is only allowed.
	📎 Maximum file size for upload is 1 MB
	<input type="button" value="Choose File"/> No file chosen

Nature of Business Activity being carried out (You may select more than one) *

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EO / STP / EHTP
<input checked="" type="checkbox"/> Factory / Manufacturing	<input type="checkbox"/> Input Service Distributor (ISD)
<input checked="" type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office
<input type="checkbox"/> Retail Business	<input type="checkbox"/> SEZ
<input type="checkbox"/> Service Provision	<input type="checkbox"/> Service Recipient
<input type="checkbox"/> Wholesale Business	<input type="checkbox"/> Works Contract
<input type="checkbox"/> Warehouse / Depot	

21) Enter details of additional place of business.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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• indicates mandatory field

Details of Additional Places of your Business

Address

Building No. / Flat No. •	Floor No.	Name of the Premise / Building
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Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

Search HSN Chapter by Name or Code

Search HSN Code

Search HSN Chapter	Search HSN Code
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BACK SAVE & CONTINUE

In the Goods and Services tab page, enter the HSN Code of the goods and commodities your business deals with.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Goods Services

Details of Services offered by the business

Please specify top 5 services offered by your business

Search by Name or Code

Search SAC

Search SAC

BACK SAVE & CONTINUE

In case you are dealing with services, enter the SAC Code of the services offered by your business.

22) Enter details of bank accounts.

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number* Type of Account* Others*

Enter Bank IFSC Code* [GET ADDRESS](#) ⓘ Don't know your IFSC Code? Click [here](#) to find your bank

Bank Name Bank To search for IFSC Code of your bank, click the [here](#) link.

Document Upload

Supporting Document*

ⓘ File with PDF or JPEG format is only allowed.
ⓘ Maximum file size for upload is 1 MB

No file chosen

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

• indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory* Place*

Designation Date*

23) Submit details with DSC/E-Signature.

Business

• indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory*

Place*

Designation

Date*

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Business

• indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory*

Designation

Date*

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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

24) Select DSC from pop up window and sign.

Business

Verification

I/We hereby solemnly affirm the truth of the above information to the best of my/our knowledge and belief.

Authorized Signatory*

Ravi [AALFP2500M]

Designation

Manager

Content To Sign

2fed99a41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

The GST Digital Signature Signer window opens

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

Cancel View Certificate Sign

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Retrieving installed digital signatures..

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Goods and Services Tax

OM PRAKASH AGARWALA

Dashboard Help

Success

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes.

Once your application is successfully submitted, a unique Application Reference Number (ARN) is generated.

Note this ARN for future correspondence.

25) On successful submission it will show message on screen and you will receive notification with unique application reference number (ARN) on your registered email address and mobile phone number.

