

# 1 Application for New Registration



- New applicant can apply for registration
  - at GSTN directly
  - at GSTN through the Facilitation Center (FC)
- The GSTN portal will have backend integration with the respective IT systems of the Centre and States.
- Application along with following scanned documents:
  1. Constitution of Business
  2. Proof of possession of business premises – Principal Place as well as Additional Places
  3. All bank accounts
  4. Letter of authorization for authorized signatories
  5. Photographs

# 2 (a) Application Form for Registration



Mandatory fields (Shown with *)	Optional fields
<ol style="list-style-type: none"> <li>1) Legal Name of Business</li> <li>2) PAN</li> <li>3) Constitution of Business</li> <li>4) Name of the State and its Code</li> <li>5) Details of Principal Place of Business</li> <li>6) Details of Proprietor / all Partners / Karta / Managing Directors and whole time Director / Members of Managing Committee of Associations / Board of Trustees etc. (as required in Form).</li> <li>7) Based on the principal place of business, the applicant has <b>facility to select his State as well as Central Jurisdiction</b> and based on that information the application would be pushed to the concerned authority. In case of the wrong selection, the concerned authority can forward the same to correct authority through his login.</li> </ol>	<ol style="list-style-type: none"> <li>1) Trade Name</li> <li>2) Option For Composition.</li> <li>3) Date of commencement of business</li> <li>4) Date on which liability to pay tax arises</li> <li>5) Period for which registration is required- From..... To.....</li> <li>6) Reason of liability to obtain registration (from the dropdown)</li> <li>7) Existing Registrations</li> <li>8) Details of Bank Account</li> <li>9) Details of the Goods supplied or to be supplied by the Business</li> <li>10) Details of Services supplied or to be supplied by the Business</li> <li>11) Details of Additional Place of Business</li> <li>12) Details of Authorized Signatory</li> <li>13) Details of Authorized Representative (TRP / CA / Advocate etc.)</li> </ol>

## 2(b) Documents Required to be Uploaded



<b>Constitution of Business</b>	<ul style="list-style-type: none"><li>• No documents are required in case of proprietors and companies (Verification through PAN/Company Identification Number through MCA 21).</li><li>• Partnership Deed in case of <b>partnership firm</b> and Registration Certificates in case of <b>society, trust etc.</b> as details are not captured in PAN.</li></ul>
<b>Details of Bank Account (s)</b>	<ul style="list-style-type: none"><li>• Any documents that contain the details like the Account No., Name of the Account Holder, MICR and IFS Codes and Branch details. This can include documents like <b>(a)</b> self-certified copy of the online banking details; <b>(b)</b> bank statement / cancelled cheque; <b>(c) Also certificate issued by concerned Bank.</b></li><li>• Required for all the bank accounts through which the taxpayer would be conducting business.</li></ul>
<b>Details of Authorised Signatory</b>	<ul style="list-style-type: none"><li>• Letter of Authorisation and copy of Resolution of the Managing Committee or Board of Directors to that effect.<ul style="list-style-type: none"><li>✓ Required to verify whether the person signing as Authorised Signatory is duly empowered to do so.</li></ul></li></ul>

## 2 (c) Documents Required to be Uploaded



### Principal Place of business

- **Own premises** – any document in support of the **ownership** of the premises like Latest Tax Paid Receipt or Municipal Khata copy or Electricity Bill copy.
- **Rented or Leased premises**
  - i. **Consent Letter**, duly notarized, obtained from the Lessee of the premises, where the main lease allows **sub-lease**.
  - ii. **In the absence of consent letter, rent receipt** in respect of the relevant premises may be accepted with ownership proof of the property.
  - iii. **Where ownership proof is not available, proof of possession** by certain prescribed documents (such as Certificate issued under Shop and Establishment Act, electricity bill, telephone bill, bank account showing address proof, etc.) would suffice.
  - iv. **An affidavit in a prescribed format may be taken along with any of the other documents mentioned above where ownership proof or lease agreement is not available.**

## 2 (c) Documents Required to be Uploaded



### Photograph

- Proprietary Concern – Proprietor
- Partnership Firm / LLP – Managing/ Authorized Partners (personal details of all partners is to be submitted but **photos of only ten partners** including that of Managing Partner is to be submitted)
- HUF – Karta
- Company – Managing Director or the Authorised Person
- Trust – Managing Trustee
- Association of Person or Body of Individual –Members of Managing Committee (personal details of all members is to be submitted but photos of **only ten members** including that of Chairman is to be submitted)
- Local Body – CEO or his equivalent
- Statutory Body – CEO or his equivalent
- Others – Person in Charge

**Photographs only in .jpg and .png format**

## 2 (d) Process for New Registration



- **Online validations by GSTN:**
  - Real-time validation of PAN of applicant, Partners, Karta, M.D., Trustee and Authorized Signatory to be carried out at the time of submission of application through NSDL (National Securities Depository Limited).
  - Verification of Corporate Identification Number (CIN) through MCA 21( Ministry of Corporate Affairs) Portal.
  - Bank Account verification (proposed).
  - Verification of Aadhar.
    - ✓ Submission of Aadhar Number not mandatory but non-submission to be one of the risk parameters.

## 2 (d) Process for New Registration...contd.



- Application to be submitted using Digital Signature Certificate (**DSC**) [if applicant is required to have **DSC** under any other prevalent law] .
- All applications are required to be uploaded online with DSC/ E-signature/ EVC(Electronic Verification Code).
- Applicant is not required to send a signed copy of the summary extract of submitted application form.
- In case of EVC Post site verification of the business premises would be done.
- **No** Centralized Processing Unit is required for **collection of a signed copy** of the summary extract of submitted application form.

## 2(d) Process for New Registration...contd.



- **Possible scenarios in the process of Application:**
  - If no response from the Center/State within 3 **common** working days excluding the day of submission of application on Portal – deemed approval & GSTN to generate Registration Certificate (RC).
  - Application found in order - Centre & State to inform within 3 common working days to GSTN & GSTN to generate RC.
  - Query raised by one Authority – same to be communicated to applicant & other authority – further action after reply to the query.
  - Registration refused by one Authority – deemed refusal by other authority.



## 2 (e) Time Period for Registration



- Registration within 3 common working days excluding the day of submission of application on Portal.
- Time-period of 3+7+7 common days (i.e. 17 days) for granting registration **in case a query is raised.**
  - 3 days to tax authority for granting registration or raising a query.
  - 7 days to taxpayer for replying to the query.
  - Further 7 days to tax authority to take decision regarding application for registration.

## 2 (f) Approval or Rejection of an Application



- Applicant to be informed about grant or rejection of application through an e-Mail & SMS by GSTN.

### **Approved application**

- On grant of registration, GSTIN along with Log-in ID & temporary Password to be sent to the authorized signatory through e-mail and SMS.
- Applicant can download Registration Certificate from GSTN.
- RC to be displayed at the principal place of business.
- Post registration of business place verification based on:
  - Risk Profile Provided by GSTN.
  - Centre/State tax authorities' own risk profile.

### **Rejected application**

- Applicant to be informed about the reasons in writing for refusal to grant registration through a speaking order- Right to appeal against decision of refusal.

## 2 (g) Structure of Registration Number (GSTIN)



<u>State Code</u>		PAN										Entity Code	Blank	Check Digit
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

- State Code as defined under the Indian Census 2011
- Entity Code: For multiple registration within a State
  - Up to 9 business verticals.....1 to 9
  - From 10 to 35 business verticals ..... A to Z

## 2 (h) Effective Date of Registration



- Effective date shall be date of liability, if the application is filed within 30 days from the date on which the taxpayer becomes liable to pay tax
- Effective date shall be the date on which the registration is granted, if taxpayer doesn't apply for registration within time.
- Eligibility of ITC will be dealt under section 16.

# 3 (a) Process for Migration: VAT



## Taxpayers registered in VAT:

- GSTIN will be generated based on valid PAN.
- Portal will send GSTIN with password to respective State Authorities.
- State authorities will communicate the same to taxpayer through e-mail and SMS, with instruction to fill up remaining data on GST portal.
- VAT taxable persons include CBEC taxable persons also.

## **Verification of data**

- Data so collected, will be provided to the States for verification.
- Verification of data by States as per convenience within 2 quarters.
- If data is not updated in stipulated time, GSTIN will be suspended till taxable person does the needful.
- At present a large number of existing taxpayers in VAT do not have their e-mail registered at VAT authorities which shall be required to be collected.

# 3 (b) Process for Migration: Service Tax



## Taxpayers registered under the Service Tax regime:

- Taxpayers have user id & password & Department has their e-mail id.
- After intimation from service tax authorities, taxpayers will be required to select the State/s for registration.
- DG Systems portal will check whether GSTIN is already generated for combination of State & PAN.
- If not generated, the DG systems will request GSTN to generate the same & communicate to Service Tax.
- DG Systems will communicate the same to taxpayer, with instruction to fill up remaining data on GST portal within a stipulated time.
- If data is not updated in stipulated time, GSTIN will be suspended till taxable person does the needful.

# 4 (a) Amendment in Registration



- Registered taxable person is **required to inform any changes** in the information furnished previously. **[Section 20 (1)]**
- Tax authority may **approve or reject amendments** in the registration.
  - Approval shall not be required in respect of amendment of certain particulars as may be prescribed. **[Section 20 (2)]**
- **No rejection of request for amendment** in the registration without giving SCN and without giving the person a reasonable opportunity of being heard. **[Section 20 (3)]**
- **Any rejection / approval** of amendments under one Act shall be deemed to be a rejection / approval of amendments under both the Acts. **[Section 20 (4)]**

# 4(a) Amendment in Registration



- Any change in data submitted should be entered at the common portal within a stipulated time period.
- Changes in following fields requires approval from Tax authorities:
  - Name of Business Entity
  - State Code
  - PAN
  - Constitution of Business
  - Principal Place of Business
  - Opting for Composition Levy
  - Details of proprietor/partners/Karta/MD
- All amendments details will be retained in the database of the GSTN and will be made visible to the tax authorities.



# 5(a) Surrender / Cancellation of Registration



- RC can be surrendered (by registrant/legal heir) or cancelled (by Tax authorities) in following cases:
  - Closure / fully transfer of business
  - Taxable person (excluding voluntary registrant under section 19 (3)), is no longer liable to be registered.
  - Change in the constitution of the business
  - Amalgamation or de-merger
- RC may be cancelled by tax authority from such date, including any anterior date, in cases where
  - Contravention of provisions of the Act/Rules; or
  - Non-furnishing of returns for three consecutive tax periods by compounding taxpayer / for a continuous period of six months by other taxpayers; or
  - Non commencement of business within 6 months from the date of registration in case of voluntary registrant under section 19 (3).

**[Section 21 (1)]**

**[Section 21 (2)]**

# 5 (a) Surrender / Cancellation of Registration... cont.



- **Cancellation of RC with retrospective effect**, if obtained by means of fraud, wilful misstatement or suppression of facts. [\[Section 21 \(3\)\]](#)
- **No cancellation of RC** without giving SCN and without giving the person a reasonable opportunity of being heard. [\[Section 21 \(4\)\]](#)
- **Cancellation of RC shall not affect the liability of the taxable person** to pay tax and other dues for any period prior to the date of cancellation whether or not such tax and other dues are determined before or after the date of cancellation. [\[Section 21 \(5\)\]](#)
- **Cancellation of RC under one Act** shall be deemed to be a cancellation of registration under both the Acts. [\[Section 21 \(6\)\]](#)
- **Substantial penalty** in case registration obtained with fraudulent intentions & fraudulent documents/declaration. [\[Section 66 \(1\) \(xi\)\]](#)

## 5 (b) Impact of Cancellation of Registration



- Such registered person is required to pay:
    - (i) An amount equivalent to ITC in respect of:
      - (a) inputs held in stock;
      - (b) inputs contained in semi-finished; or
      - (c) inputs contained in finished goods held in stock on the day immediately preceding the date of cancellation;
  - or**
  - (ii) Output tax payable on such goods;
- whichever is higher in prescribed manner.**

**[Section 21 (7)]**

# 5(b) Impact of Cancellation of Registration



- In case of capital goods, the taxable person shall pay an amount:
  - (i) equal to ITC taken on the said capital goods reduced by the percentage points;

**or**

  - (ii) the tax on the transaction value of such capital goods under section 15 (1);

**whichever is higher.**

**[Section 21 (7)]**

- Amount payable under section 21 (7) shall be calculated in accordance with generally accepted accounting principles.

**[Section 21 (8)]**

# 5 (c) Revocation of Cancelled Registration



- Any registered person may apply for revocation of cancellation of the registration within 30 days from the date of service of the cancellation order. **[Section 22 (1)]**
- Tax authority, either revoke the cancellation or reject the application for good and sufficient reasons. **[Section 22 (2)]**
- An application shall not be rejected without giving SCN and without giving the person a reasonable opportunity of being heard. **[Section 22 (3)]**
- Revocation of cancellation of registration under one Act shall be deemed to be a revocation of cancellation of registration under both the Acts. **[Section 22 (4)]**



## 6. Overview

- Common registration for three Acts.
- Registration - PAN based.
- Online application and online registration.
- Submission of scanned copies of prescribed documents.
- One registration for each State & facility of multiple registrations within a State.
- Registration within 3 working days.
- Only post registration physical verification.
- No security deposits for registration.
- No separate application for composition for new registration.
- Separate provisions / procedures for migration of existing registration.