

**INFORMATION REQUIRED FOR ENROLMENT WITH GST PORTAL**

**Following information are required to be kept ready for the purpose of migration to GST:**

<b>Provisional ID and password</b>	The dealer must have received Provisional ID and Password as SMS from the VAT Department. If not received till now, there will be a pop-up notification in the VAT Log-in, to obtain the Provisional ID and Password.
<b>Valid E-mail Address</b>	OTP will be sent to this address. Email ID cannot be changed till 01.04.2017 once entered. <b>Note:</b> Please don't give Tax professional's Email ID
<b>Valid Mobile Number</b>	OTP will be sent to this number also. Mobile number cannot be changed till 01.04.2017 once entered. <b>Note:</b> Please don't give Tax professional's number.
<b>Bank Account details</b>	Bank name, Account number, Account type, IFSC Code of all the bank accounts maintained
<b>Details related to business</b>	Registered name as per VAT, Registered name as per PAN, PAN number, Constitution of Business, Address, Details of State VAT & Excise registration. <b>Note: Since GST Number is pan based, only one registration in a state can be migrated to the GST Portal. If the dealer has multiple registrations within the same state, Jurisdictional VAT authority must be contacted for their migration.</b>
<b>Details related to promoters/ partners/ directors</b>	Name, Father's name, Date of Birth, Address, Email ID and Phone number, PAN number, Passport (if not a citizen of India)
<b>Details related to authorized signatory</b>	Name, Father's name, Date of Birth, Address, Email ID and Phone number, PAN number, Passport (if not a citizen of India) <b>Note:</b> More than one authorized signatory can also be added.
<b>Details related to Principal Place of business</b>	Address, Email ID, Phone number, Owned or leased, Nature of activity carried on
<b>Details related to Additional place of business</b>	Address, Email ID, Phone number, Owned or leased, Nature of activity carried on
<b>Details of goods and services supplied</b>	HSN code for products for products / SAC code for services. Maximum 5 products can be added in the application. <b>Note 1:</b> In case if HSN code of the products is not known, it can be identified by typing product details in the relevant head of the application form. <i>HSN code can be identified by referring the Central Excise Tariff Schedule: <a href="http://www.cbec.gov.in/htdocs-cbec/excise/cxt-2016-17-new/cxt-1617-june16-idx">http://www.cbec.gov.in/htdocs-cbec/excise/cxt-2016-17-new/cxt-1617-june16-idx</a></i> <b>Note 2:</b> Service Accounting Code (SAC) can be identified by referring existing Service Tax Accounting codes

*Note: This migration process is indicated for Dealers registered under VAT. However, for Service Providers and Central Excise Dealers (not registered under VAT), the date of commencement of enrollment process will be informed separately by the Government.*

**DOCUMENTS REQUIRED FOR ENROLMENT**

S.No.	Documents	File Size Format	Maximum Allowable Size
1.	Proof of Constitution of Business <ul style="list-style-type: none"> <li>• In case of Partnership firm: Partnership Deed of Partnership Firm (PDF and JPEG format in maximum size of 1 MB)</li> <li>• In case of Others: Relevant Proof of Constitution, (<i>In case of Proprietors, Existing VAT Registration certificate / Central Excise Registration Certificate / ST registration certificate be uploaded</i>)</li> </ul>	PDF or JPEG	1 MB
2.	Photograph of Promoters/ Partners/ Karta of HUF	JPEG	100 KB
3.	Proof of Appointment of Authorized Signatory (Board Resolution in case of Companies / Authorisation letter in case of others entities)	PDF or JPEG	1 MB
4.	Photograph of Authorized Signatory	JPEG	100 KB
5.	Proof of Principal place of business	PDF or JPEG	1 MB
6.	Opening page of Bank Passbook/ Statement containing Bank Account Number, Address of Branch, Address of Account holder and few transaction details	PDF and JPEG	1 MB

**Other requirements for enrolment:**

1. Digital Signature Certificate of Authorized signatory (mandatory for Companies, Foreign Companies, Limited Liability Partnership (LLPs) and Foreign Limited Liability Partnership (FLLPs)). *Only Class -2 or Class 3 DSC can be registered at the GST Common Portal.*
2. AADHAR number (for those who do not have a DSC and not falling under above category of businesses)

**Note: Practically, E-verification through AADHAR could not be used due to system issues. Hence, DSC is required for the verification.**

**Documents required for Digital Signature Certificate:**

1. Passport size photograph – 1 Copy
2. Self-attested copy of PAN card
3. Self-attested copy of address proof : Driving License, AADHAR card, Passport, Bank Pass Book, etc