

HOW IT WORKS ?

Process for Obtaining GST Registration

The process for obtaining **GST Registration** typically involves the following steps:

1. Prepare Required Documents:

- **PAN Card:** The PAN (Permanent Account Number) of the business or individual is required.
- **Proof of Business:** Incorporation certificate or business registration documents.
- **Identity Proof and Address Proof:** Aadhaar card, voter ID, passport, or driving license.
- **Bank Account Details:** A copy of a canceled cheque or bank statement.
- **Address Proof for Business:** Rent agreement, utility bill, or property documents.

2. Visit the GST Portal:

Go to the official **GST Portal**: <https://www.gst.gov.in>.

Click on **Services > Registration > New Registration**.

3. Complete Part A of the Application:

Enter details like your **PAN**, **mobile number**, and **email address**.

An OTP (One-Time Password) will be sent to your email and mobile for verification.

After verification, you'll receive a **Temporary Reference Number (TRN)** on your registered mobile and email.

4. Complete Part B of the Application:

Log in using the **TRN**.

Fill in additional details such as the **business name**, **business address**, **bank account information**, and **principal place of business**.

Upload the required documents like PAN, proof of business, and bank details.

5. Verification and Digital Signature:

Verify the application through an **OTP** sent to the registered mobile number.

Sign the application using **DSC (Digital Signature Certificate)** or **EVC (Electronic Verification Code)** for businesses that do not have a DSC.

6. ARN Generation:

Upon successful submission of the application, an **Application Reference Number (ARN)** will be generated.

You can use this ARN to track the status of your GST registration.

7. GST Officer Review:

The application will be reviewed by a **GST Officer**.

If the officer finds everything in order, the GST registration will be approved. If additional information is needed, you'll be notified to provide the necessary documents.

8. GSTIN (GST Identification Number) Issuance:

Once approved, you'll receive your **GSTIN (Goods and Services Tax Identification Number)**, which is a 15-digit unique identification number for your business.

You can then start issuing **GST-compliant invoices** and filing **GST returns**.

This is the typical process for obtaining GST registration. The entire process is usually completed within a few working days if all documents and information are accurate.