

HOW TO MIGRATE INTO GST (GOODS AND SERVICE TAX) REGIME

By:  SANJAY MALHOTRA

Step 1: Visit www.aces.gov.in portal and click on Service Tax. It will take you to its login page.



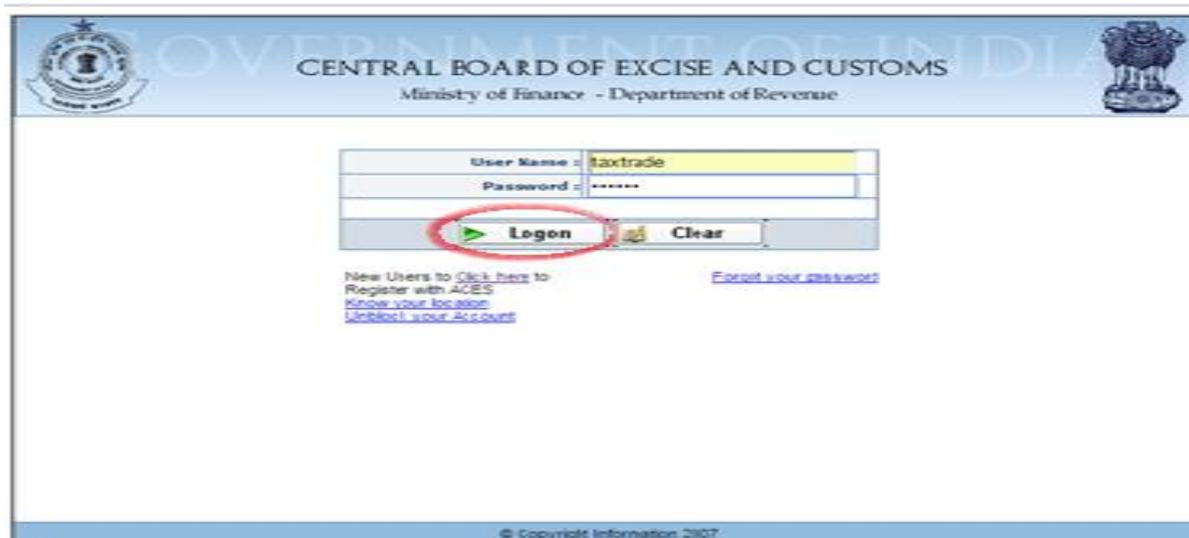
GOVERNMENT OF INDIA
CENTRAL BOARD OF EXCISE AND CUSTOMS
Ministry of Finance - Department of Revenue

User Name :
Password :

New Users to [Click here to Register with ACES](#)
[Know your location](#)
[Unlock your Account](#) [Forgot your password](#)

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Step 2: Login to Service Tax Registration using User name and Password and click on Logon Button.



GOVERNMENT OF INDIA
CENTRAL BOARD OF EXCISE AND CUSTOMS
Ministry of Finance - Department of Revenue

User Name : taxtrade
Password : *****

New Users to [Click here to Register with ACES](#)
[Know your location](#)
[Unlock your Account](#) [Forgot your password](#)

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Step 3: To get Provisional ID and Password to access GSTN Portal click on “Click Here” link.



Step 4: In some cases, Provisional ID and Password shown as awaited. Email should be mark to cbecmitra.helpdesk@icegate.gov.in or respective Central Excise Office.



Step 5: Use Provisional ID and Password to login to the GSTN Enrollment procedure.

The screenshot shows the 'CENTRAL BOARD OF EXCISE AND CUSTOMS' portal. The page title is 'Service Tax GSTN Provisional Credentials'. It displays a table with the following details:

GST Provisional ID Credentials Details of the Assessee	
Service Tax Registration Number	AAVPM1942LSD001
State	Chandigarh
Provisional ID for GST	04AAVPM1942L1ZA
Provisional Password	63f4dcd319
Next step	Use the above Id and Password to login to the GSTN Common Portal (gst.gov.in) to complete the enrollment procedure.

Below the table, it states: 'In case of any clarifications about the Provisional ID or Provisional Password ((including non-availability thereof) please contact CBEC Mitra Helpdesk: Toll Free: 1800 1200 232 :: email id: cbecmitra_helpdesk@icegate.gov.in

At the bottom, it shows 'ACES Application Processing Time : < 1 Second' and '© Copyright Information 2007'.

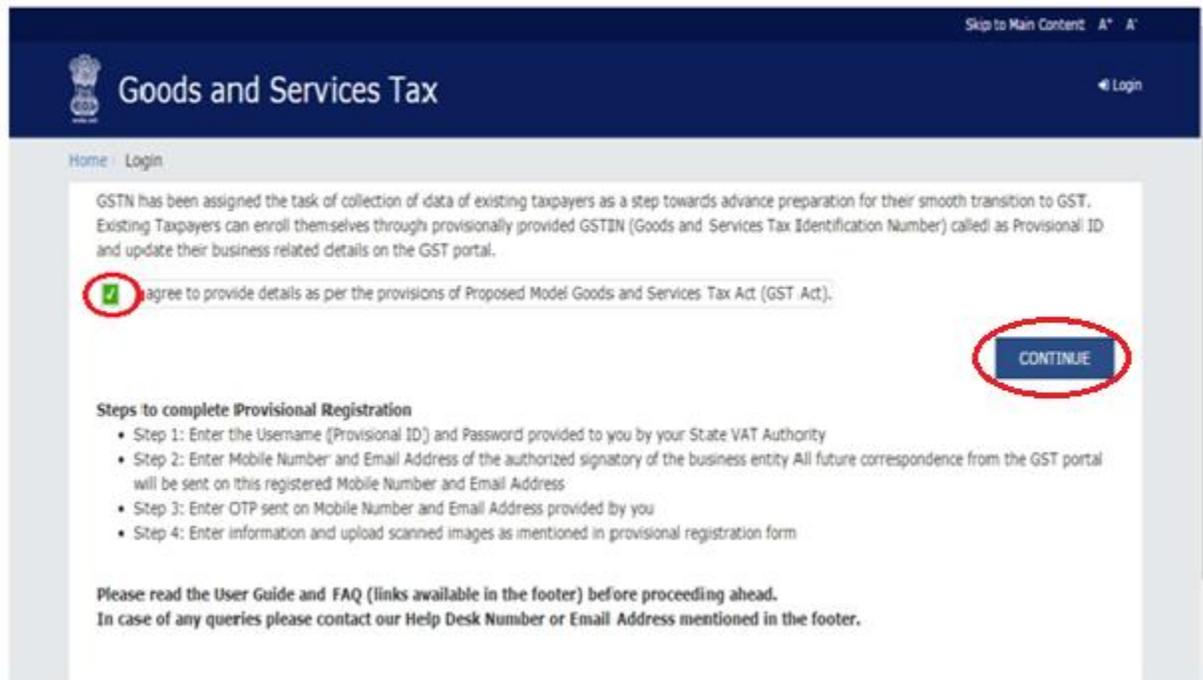
Step 6: Visit www.gst.gov.in portal and click on “New User Login”.

The screenshot shows the 'Goods and Services Tax' portal. The main heading is 'Get Ready for GST'. Below it, there is a list of instructions for existing taxpayers:

- 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

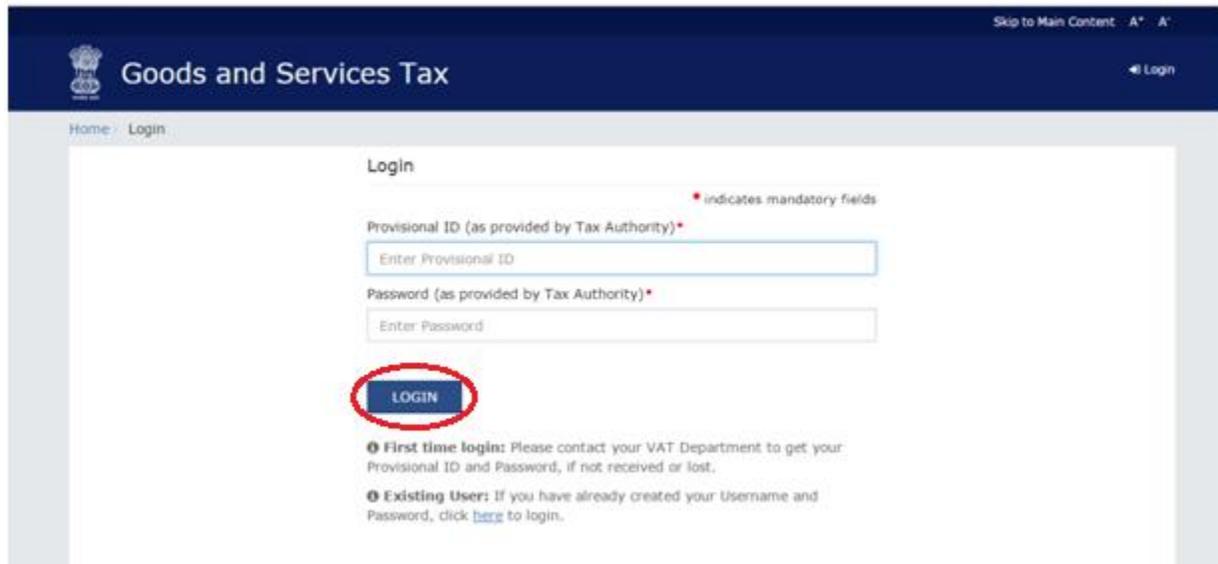
There are two buttons: 'NEW USER LOGIN' (circled in red) and 'EXISTING USER LOGIN'.

Step7: Mark tick (v) in the box given to agree with Terms & Conditions and Continue.



The screenshot shows the 'Goods and Services Tax' portal. At the top, there is a navigation bar with the logo and the text 'Goods and Services Tax'. Below this, there is a 'Home' link and a 'Login' button. The main content area contains a paragraph explaining that GSTN has been assigned the task of collecting data from existing taxpayers. Below this, there is a checkbox with a green checkmark inside, indicating that the user has agreed to provide details as per the provisions of the Proposed Model Goods and Services Tax Act (GST Act). To the right of the checkbox is a blue button labeled 'CONTINUE'. Below the checkbox, there is a section titled 'Steps to complete Provisional Registration' with four numbered steps: 1. Enter the Username (Provisional ID) and Password provided to you by your State VAT Authority; 2. Enter Mobile Number and Email Address of the authorized signatory of the business entity; 3. Enter OTP sent on Mobile Number and Email Address provided by you; 4. Enter information and upload scanned images as mentioned in provisional registration form. At the bottom, there is a note: '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.'

Step 8: Enter Provisional ID and Password given on www.aces.gov.in portal and click on "LOGIN" button.



The screenshot shows the 'Goods and Services Tax' portal. At the top, there is a navigation bar with the logo and the text 'Goods and Services Tax'. Below this, there is a 'Home' link and a 'Login' button. The main content area contains a 'Login' form. The form has two input fields: 'Provisional ID (as provided by Tax Authority)*' and 'Password (as provided by Tax Authority)*'. Both fields have a red asterisk indicating they are mandatory. Below the input fields is a blue button labeled 'LOGIN'. Below the button, there are two sections: 'First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.' and 'Existing User: If you have already created your Username and Password, click [here](#) to login.'

Step 9: Enter your valid Email address and mobile number and click on “Continue”.

Goods and Services Tax

Home > Create Username

Provisional ID Verification | **OTP verification** | New Credentials | Security Questions

Kindly provide the below information to proceed

* Indicates Mandatory Fields

Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till 01/04/2017

Email Address*

Enter Email Address

Mobile Number*

+91 Enter Mobile Number

CONTINUE

Step 10: Verify your Email and mobile number using One Time Password (OTP).

Goods and Services Tax

Home > Create Username

Provisional ID Verification | **OTP Verification** | New Credentials | Security Questions

OTP Verification

* Indicates Mandatory Fields

Please enter the OTPs sent to your Email Address **umesh@gmail.com** and Mobile Number **9986863270**

Email OTP*

Enter Email OTP

Mobile OTP*

Enter Mobile OTP

CONTINUE RESEND OTP

Step 11: Create your New Username and New Password for Login.

Goods and Services Tax

Home Create Username

Provisional ID Verification OTP Verification **New Credentials** Security Questions

Kindly provide the below information to proceed

* Indicates Mandatory Fields

New Username*

Enter New Username

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 (-))

New Password*

Enter New Password

Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, one upper case letter, one lower case letter and one special character

Re-confirm Password*

Re-enter New Password

CONTINUE

- Lower Case
- Number
- Upper Case
- Symbol
- Min Length
- Valid Password

Step 12: Answer the security questions which will help you retrieve your password in case you forget it.

Goods and Services Tax

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)

* Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)? *

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

Step 13: Login with your newly created Username and Password.

Goods and Services Tax

Home - Login

Login

indicates mandatory fields

Username

Password

Type the characters you see in the image below

LOGIN

[Forgot Username](#) [Forgot Password](#)

First time login: If you are logging in for the first time, click [here](#) to login

Step 14: Click on the provisional ID enrolment to create an Application.

Goods and Services Tax

SANJAY MALHOTRA

Dashboard - Help

Provisional ID Enrolment My Saved application

Register/ Update DSC

You can pre-register by providing some basic information. Initially portal will be available for State VAT Users only. You can sign your application at any time later as stipulated by law, after filling up and Submitting on GST Portal.

CONTINUE

Step 15: Following are the details given below that you need to fill and upload required documents:

Goods and Services Tax

SANJAY MALHOTRA

Dashboard - Help

Enrolment - Business Details

Application Type	Provisional ID	Last Modified	Profile
Enrolment	04AAVPM1942L1ZA	30/01/2017	95%

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ Bank Accounts ✓ Verification ✓

- **Fill the Business Details and attach the following documents :**
 - ✓ In case of Partnership Firm – Partnership Deed of Firm (PDF or JPEG Format in maximum size of 1 MB)
 - ✓ In case of others- Registration Certificate of Business (PDF or JPEG Format in maximum size of 1 MB)

Now Click on “Continue”.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	04AAVPM1942L1ZA	30/01/2017	95%

 Business Details ✓

 Promoters / Partners ✓

 Authorized Signatory ✓

 Principal Place of Business ✓

 Additional Place of Business

 Goods & Services ✓

 Bank Accounts ✓

 Verification ✓

• indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN)	Legal Name of Business (as per current tax Act)	PAN of the Business
<input type="text"/>	<input type="text" value="SANJAY MALHOTRA"/>	<input type="text" value="AAVPM1942L"/>
Trade Name	Constitution of Business •	
<input type="text" value="SANJAY MALHOTRA"/>	<input type="text" value="Proprietorship"/>	
State		
<input type="text" value="Chandigarh"/>		
Center Jurisdiction		
• Refer the link for Center Jurisdiction		
Commissionerate Code •	Division Code •	Range Code •
<input type="text" value="CHANDIGARH-1"/>	<input type="text" value="CENTRAL EXCISE & SERVICE TAX DIVIS"/>	<input type="text" value="CHANDIGARH-V"/>

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax etc. as applicable

Type	Registration No	Date of Registration	Actions
Service Tax Registration Number	AAVPM1942LSD001	26/04/2012	EDIT DELETE
Registration Type	Registration No.	Date of Registration	
<input type="text" value="Select"/>	<input type="text" value="Enter Registration No"/>	<input type="text" value="DD/MM/YYYY"/>	
<input type="text" value="If others, please specify"/>			ADD CANCEL

Document Upload

 Registration Certificate	DELETE
--	------------------------

[BACK](#) [CONTINUE](#)

- Fill the Promoter/Partners Details and attach “Photograph of Promoters/Partners/Karta of HUF (JPEG format in maximum size of 100 KB)”, then click on “SAVE & CONTINUE”.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	04AAVPM1942L1ZA	30/01/2017	95%

Business Details

Promoters / Partners

Authorized Signatory

Principal Place of Business

Additional Place of Business

Goods & Services

Bank Accounts

Verification

• indicates mandatory fields

Details of Proprietor

Personal Information

First Name *	Middle Name	Last Name
SANJAY	Enter the Middle Name	MALHOTRA

Name of Father/Husband

First Name *	Middle Name	Last Name
SURESH	Enter the Middle Name	MALHOTRA

Date of Birth * **Mobile Number *** **Email Address ***

14/10/1972	+91 9501176633	sanjaymalhotra.ov@gmail.com
------------	----------------	-----------------------------

Gender * **Telephone Number (with STD Code)**

<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	172 4604083
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Identity Information

Designation *	Permanent Account Number (PAN) *
PROPRIETOR	AAVPM1942L

Are you a citizen of India? **Passport Number** **Aadhaar Number**

<input checked="" type="checkbox"/>	Enter the Passport Number	707899102582
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* If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign Based on Aadhaar without requirement of Digital Signature

Declaration *

I, on behalf of the holder of Aadhaar number give consent to "Goods and Services Tax Network" to obtain my details from UIDAI for the purpose of authentication. "Goods and Services Tax Network" has informed me that identity information would only be used for validating identity of the Aadhaar holder and will be shared with Central Identities Data Repository only for the purpose of authentication.

Residential Address in India

Building No. / Flat No. *	Name of the Premise / Building	Floor No.
HOUSE NO. 2357	SECTOR 44-C	1ST
Road / Street *	Locality / Village *	
CHANDIGARH	CHANDIGARH	
State *	District *	PIN Code *
Chandigarh	Chandigarh	160047

Document Upload

 Photograph	<input type="button" value="DELETE"/>
--	---------------------------------------

Other Information

- **Fill the Authorized Signatory Details and attach the following documents:**
 - ✓ **Proof of Appointment of Authorized Signatory (PDF or JPEG Format in maximum size of 1 MB)**
 - ✓ **Photograph of Authorized Signatory (JPEG format in maximum size of 100 KB)**

Now Click on “Continue”.

Authorized Signatory

Primary Authorized Signatory

Personal Information

First Name* Middle Name Last Name

Name of Father/Husband

First Name* Middle Name Last Name

Date of Birth* Mobile Number* Email Address

Gender* Male Female Others Telephone Number

Identity Information

Designation* Permanent Account Number*

Are you a citizen of India? Yes No Passport Number Aadhaar Number

ⓘ If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature

Residential Address

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

Road / Street* Locality / Village*

State* District* PIN Code*

Document Upload

Proof of appointment of Authorized Signatory*

ⓘ 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

0:00

[TAKE PICTURE](#)

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

- Fill the Principal Place of Business Details and attach the following documents:

- ✓ For Own Premises- Any document in support of ownership of premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- ✓ For Rented or Lease Premises- A copy of valid Rent/Lease Agreement with any document in support of ownership of premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
- ✓ For Premises not covered above- Copy of Consent Letter with any document in support of ownership of premises of the Consenter like Municipal Khata copy or copy of Electricity Bill.

Now click on “Continue”.

The screenshot shows a web form for registering a Principal Place of Business. The navigation bar at the top includes tabs for Business Details, Promoters / Partners, Authorized Signatory, Principal Place of Business (highlighted with a red circle), Additional Place of Business, Goods & Services, Bank Accounts, and Verification. The form is titled 'Details of Principal Place of Business' and includes a legend for mandatory fields (indicated by a red dot).

Address

Building No. / Flat No. *	Name of the Premise / Building	Floor No.
SCO 142-143	SECTOR 34-A	4TH FLOOR, CABIN NO. 112
Road / Street *	Locality / Village *	
CHANDIGARH	CHANDIGARH	
State *	District *	PIN Code *
Chandigarh	Chandigarh	160034

Contact Information

Office Email Address *	Office Telephone Number (with STD Code)	Mobile Number *
sanjaymalhotra.cs@gmail.com	172 4604083	+91 9901176623
Office FAX Number (with STD Code)		
STD	Enter Fax Number	

Nature of possession of premises *

Please select: Rented

Document Upload

Registration Certificate [Upload]

Nature of business activities being carried out (You may select more than one) *

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

Other Information

Have Additional Place of Business: No

Buttons: BACK, CONTINUE (circled in red)

- Fill the Goods & Services Details and click on “CONTINUE”.

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ Bank Accounts ✓ Verification ✓

Goods Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

#If you want to add another commodity then please click on 'x' icon to enter a new commodity.

Search HSN Chapter by Name or Code Search HSN Code

Search HSN Chapter Search HSN Code

BACK CONTINUE

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ Bank Accounts ✓ Verification ✓

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

List of Services

Sl No	Service Accounting Code	Description of Services	Action
1	00440100	COMPANY SECRETARIES	DELETE

BACK CONTINUE

- Fill the Bank Accounts Detail and attach proof of “Bank Statement/scanned copy of Bank Pass Book first page (PDF or JPEG format in maximum size of 1 MB)”, then click on “CONTINUE”.

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ **Bank Accounts** ✓ Verification ✓

* indicates mandatory fields

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number* Type of Account*

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

Bank Name Bank Address

Document Upload

DELETE

BACK SHOW LIST **CONTINUE**

Step 16: Tick (v) in the box for declaration and submit with DSC.

Business Details ✓ Promoters / Partners ✓ Authorized Signatory ✓ Principal Place of Business ✓ Additional Place of Business ✓ Goods & Services ✓ Bank Accounts ✓ **Verification** ✓

* indicates mandatory fields

Verification

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.
Mandatory field cannot be left blank

Authorized Signatory* Place*

Designation Date*

BACK **SUBMIT WITH DSC** SUBMIT WITH E-SIGNATURE

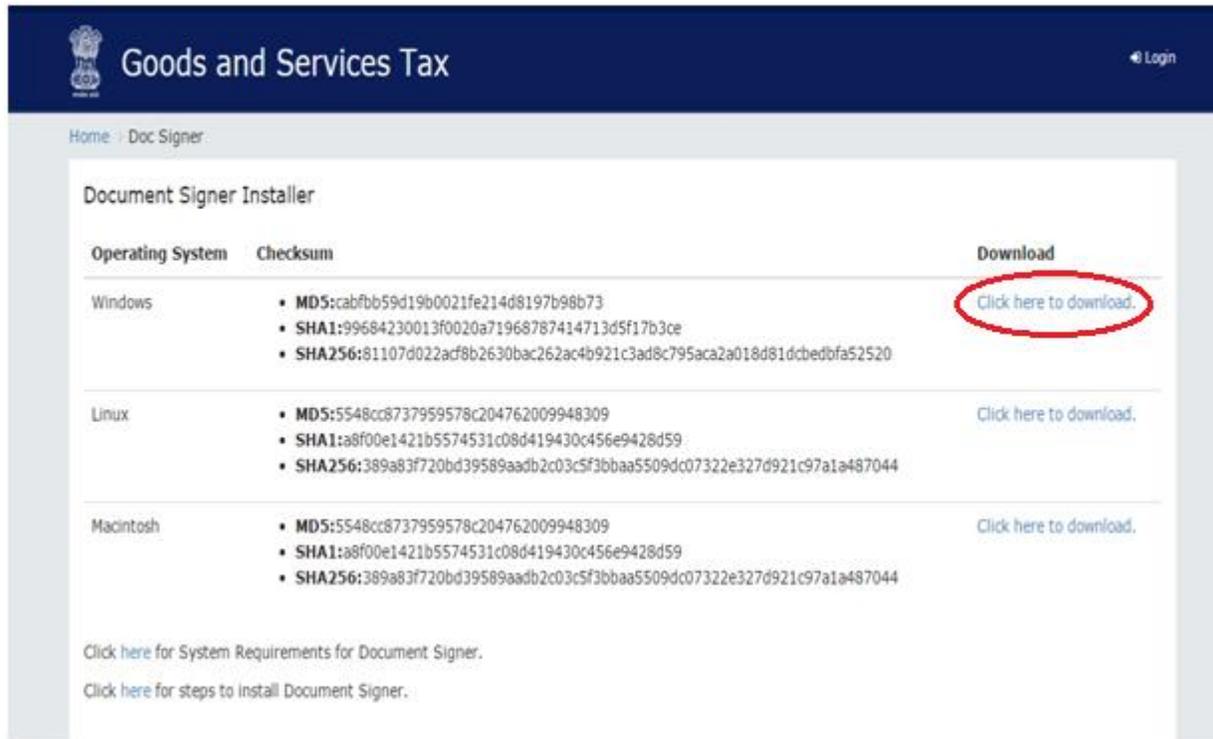
Step 17: Register/Update Digital Signature Certificate (DSC)

The screenshot shows the 'Goods and Services Tax' portal dashboard. The user is logged in as 'SANJAY MALHOTRA'. The 'Dashboard' menu is open, showing options for 'Provisional ID Enrolment' and 'My Saved application'. The 'Register/Update DSC' option is circled in red. Below the menu, a table displays enrolment details:

Enrolment	04AAVPM1942L1ZA	30/01/2017	95%
Enrolment	04AAVPM1942L1ZA	30/01/2017	95%

The screenshot shows the 'Register / Update Digital Signature Certificate' page. The user is logged in as 'SANJAY MALHOTRA'. The page title is 'Register / Update Digital Signature Certificate'. There is a dropdown menu labeled 'Select PAN of Authorized Signatory' with the option 'Select' visible. Below the dropdown, a link is circled in red: [Click here for instructions on installing signer utility](#).

Step 18: INSTALLATION OF "DOCUMENT SIGNER":



Goods and Services Tax

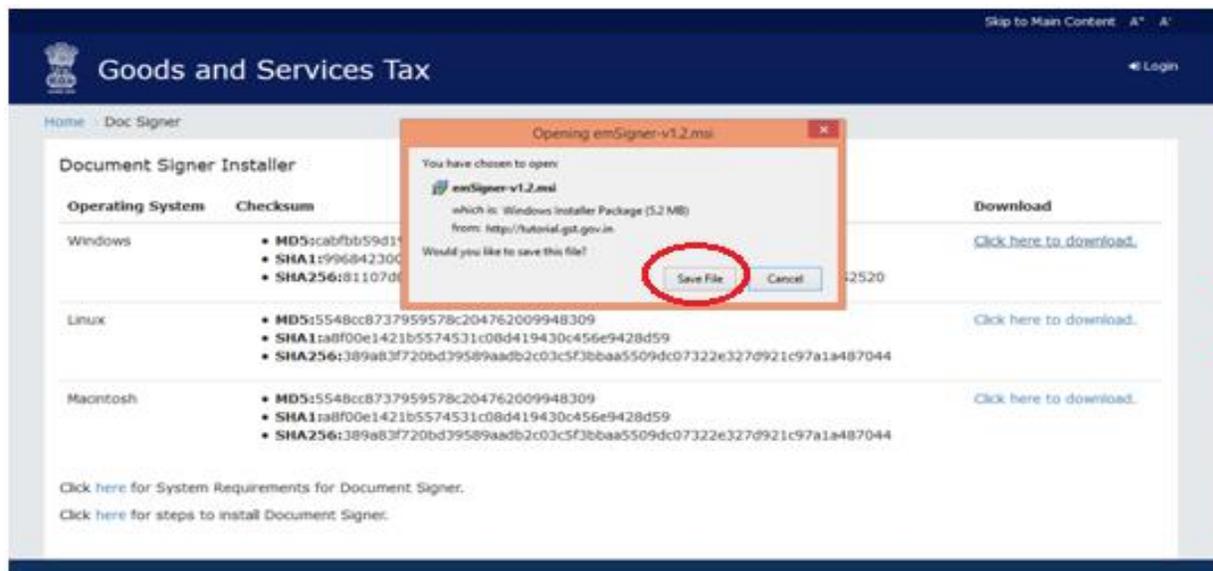
Home - Doc Signer

Document Signer Installer

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none">MD5: cabfb59d19b0021fe214d8197b98b73SHA1: 99684230013f0020a71968787414713d5f17b3ceSHA256: 81107d022acf8b2630bac262ac4b921c3ad8c795aca2a018d81dcbdbfa52520	Click here to download.
Linux	<ul style="list-style-type: none">MD5: 5548cc8737959578c204762009948309SHA1: a8f00e1421b5574531c08d419430c456e9428d59SHA256: 389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.
Macintosh	<ul style="list-style-type: none">MD5: 5548cc8737959578c204762009948309SHA1: a8f00e1421b5574531c08d419430c456e9428d59SHA256: 389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.

[Click here for System Requirements for Document Signer.](#)

[Click here for steps to install Document Signer.](#)



Goods and Services Tax

Home - Doc Signer

Document Signer Installer

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none">MD5: cabfb59d19b0021fe214d8197b98b73SHA1: 99684230013f0020a71968787414713d5f17b3ceSHA256: 81107d022acf8b2630bac262ac4b921c3ad8c795aca2a018d81dcbdbfa52520	Click here to download.
Linux	<ul style="list-style-type: none">MD5: 5548cc8737959578c204762009948309SHA1: a8f00e1421b5574531c08d419430c456e9428d59SHA256: 389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.
Macintosh	<ul style="list-style-type: none">MD5: 5548cc8737959578c204762009948309SHA1: a8f00e1421b5574531c08d419430c456e9428d59SHA256: 389a83f720bd39589aadb2c03c5f3bbaa5509dc07322e327d921c97a1a487044	Click here to download.

[Click here for System Requirements for Document Signer.](#)

[Click here for steps to install Document Signer.](#)

Opening emSigner-v1.2.msi

You have chosen to open
emSigner-v1.2.msi
which is: Windows installer Package (52 MB)
from: http://tutorial.gst.gov.in
Would you like to save this file?

[Save File](#) [Cancel](#)

Goods and Services Tax Login

Home > Doc Signer

Document Signer Installer

Operating System	Checksum
Windows	<ul style="list-style-type: none">• MD5:cabfb8b5• SHA1:99684• SHA256:811
Linux	<ul style="list-style-type: none">• MD5:5548cc• SHA1:a8f00• SHA256:385
Macintosh	<ul style="list-style-type: none">• MD5:5548cc• SHA1:a8f00• SHA256:385

[Click here for System Requirements for Document Signer.](#)
[Click here for steps to install Document Signer.](#)

emSigner Setup



Welcome to the emSigner Setup Wizard

The Setup Wizard will install emSigner on your computer. Click "Next" to continue or "Cancel" to exit the Setup Wizard.

< Back Next > Cancel

Download

[Click here to download.](#)

[Click here to download.](#)

[Click here to download.](#)

Goods and Services Tax Login

Home > Doc Signer

Document Signer Installer

Operating System	Checksum
Windows	<ul style="list-style-type: none">• MD5:cabfb8b5• SHA1:99684• SHA256:811
Linux	<ul style="list-style-type: none">• MD5:5548cc• SHA1:a8f00• SHA256:385
Macintosh	<ul style="list-style-type: none">• MD5:5548cc• SHA1:a8f00• SHA256:385

[Click here for System Requirements for Document Signer.](#)
[Click here for steps to install Document Signer.](#)

emSigner Setup

Select Installation Folder

This is the folder where emSigner will be installed.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

Folder:
 Browse...

Advanced Installer

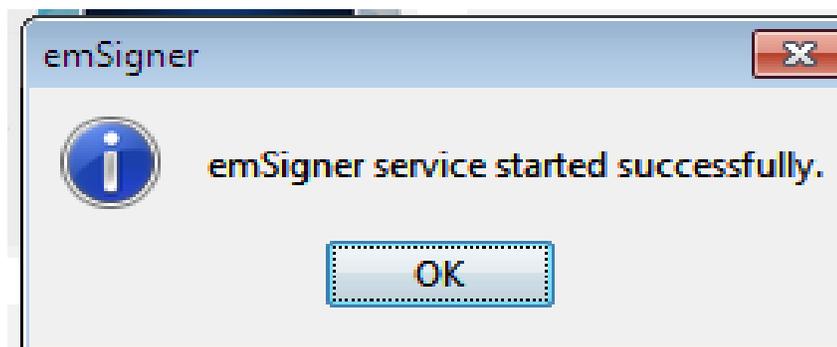
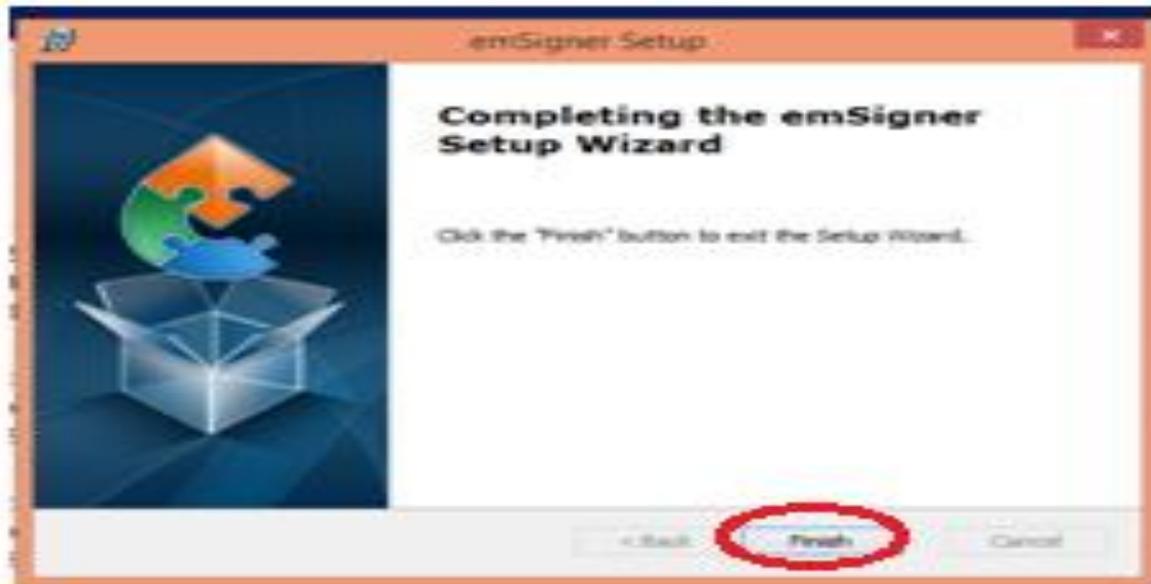
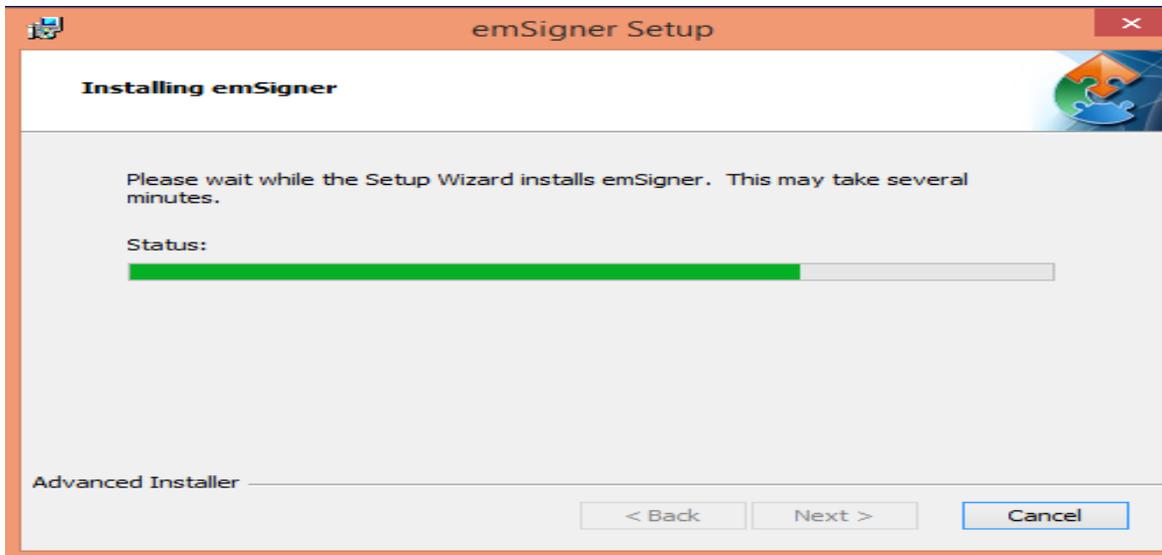
< Back Next > Cancel

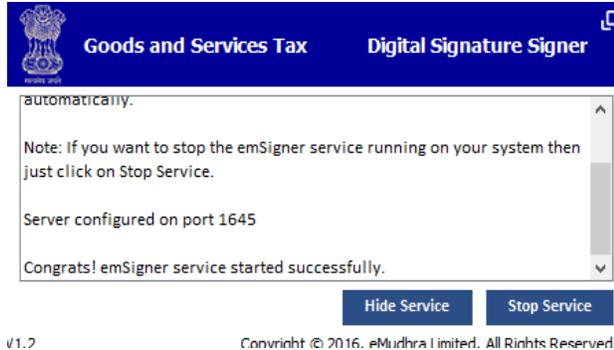
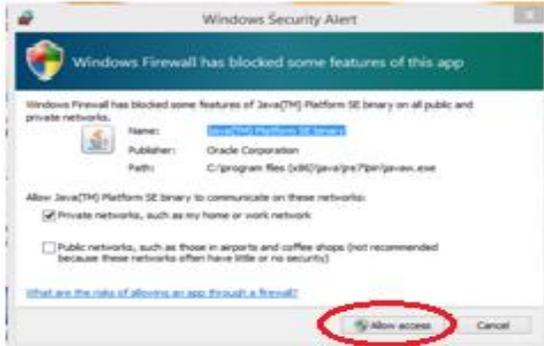
Download

[Click here to download.](#)

[Click here to download.](#)

[Click here to download.](#)





Step 19: After Installation, Insert DSC and submit Application by selecting your Signature Certificate then click “Sign” button.



Step 20: After submitting your Application, you are able to download [Acknowledgement Form](#).

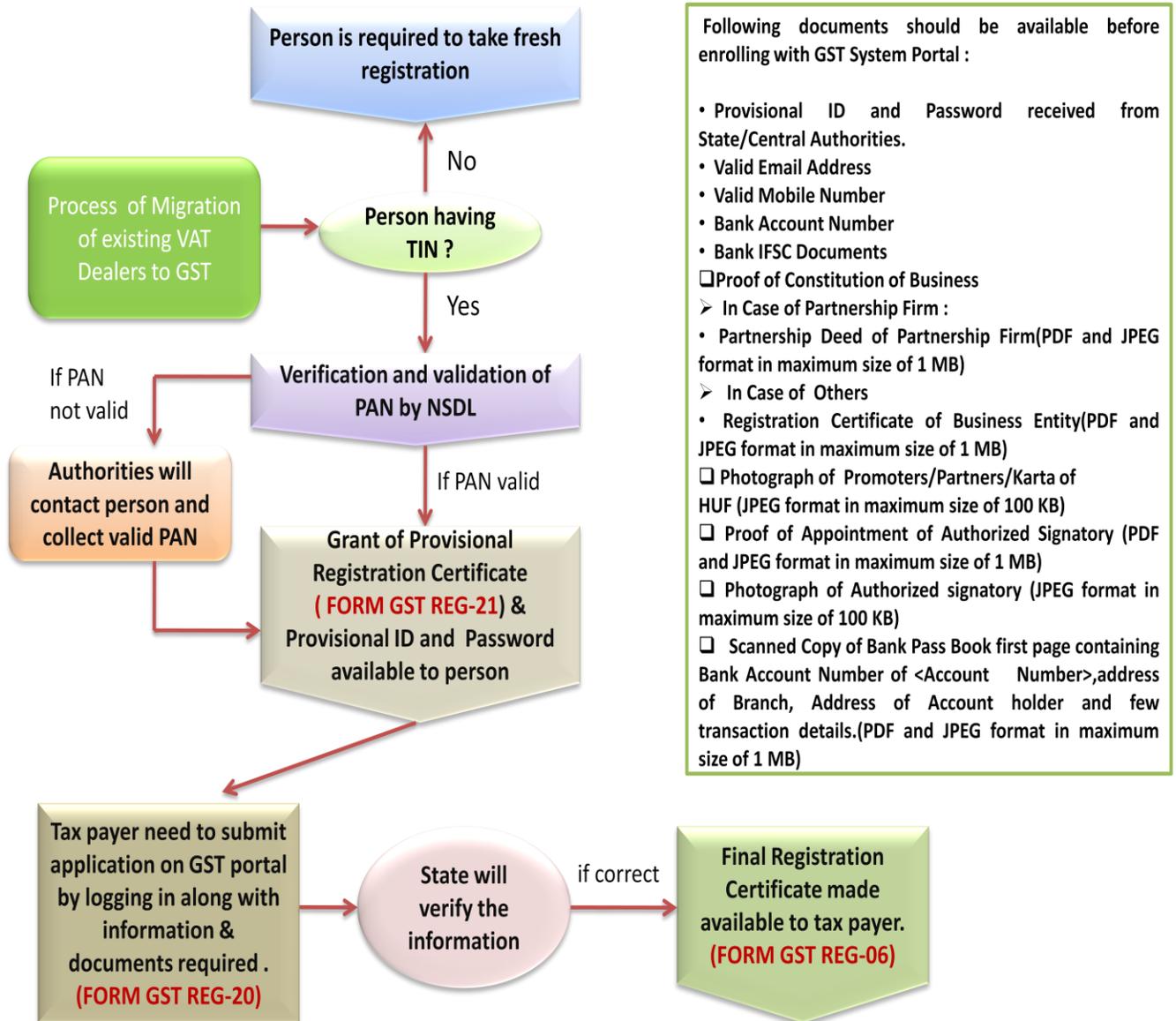
The screenshot displays the 'Goods and Services Tax' portal interface. At the top, the user is logged in as 'SANJAY MALHOTRA'. The main content area shows a table of saved applications. The first table lists the business name 'SANJAY MALHOTRA' and its status as 'Migrated'. The second table lists the ARN 'AA0401170011418' and its submission date as '31/01/2017'. Below the second table, there are two buttons: 'DOWNLOAD ACKNOWLEDGEMENT' and 'DOWNLOAD FORM'. Both the 'Migrated' status and the 'DOWNLOAD ACKNOWLEDGEMENT' button are circled in red.

Legal name of Business	Application Type	Status	Action
SANJAY MALHOTRA		Migrated	EDIT

ARN	Application Type	Date of submission
AA0401170011418		31/01/2017

[DOWNLOAD ACKNOWLEDGEMENT](#) [DOWNLOAD FORM](#)

FLOW CHART FOR MIGRATION OF EXISTING TAXABLE PERSONS TO GST.



- Following documents should be available before enrolling with GST System Portal :
- Provisional ID and Password received from State/Central Authorities.
 - Valid Email Address
 - Valid Mobile Number
 - Bank Account Number
 - Bank IFSC Documents
 - Proof of Constitution of Business
 - In Case of Partnership Firm :
 - Partnership Deed of Partnership Firm(PDF and JPEG format in maximum size of 1 MB)
 - In Case of Others
 - Registration Certificate of Business Entity(PDF and JPEG format in maximum size of 1 MB)
 - Photograph of Promoters/Partners/Karta of HUF (JPEG format in maximum size of 100 KB)
 - Proof of Appointment of Authorized Signatory (PDF and JPEG format in maximum size of 1 MB)
 - Photograph of Authorized signatory (JPEG format in maximum size of 100 KB)
 - Scanned Copy of Bank Pass Book first page containing Bank Account Number of <Account Number>,address of Branch, Address of Account holder and few transaction details.(PDF and JPEG format in maximum size of 1 MB)