

Sr. No.	Type of Applicant	Digital Signature required
1.	Private Limited Company Public Limited Company Public Sector Undertaking Unlimited Company Limited Liability Partnership Foreign Company Foreign Limited Liability Partnership	Digital Signature Certificate(DSC) class 2 and above
2.	Other than above	Digital Signature Certificate class 2 and above e-Signature or as may be notified

6. All information related to Permanent Account Number, Aadhaar, shall be online validated by the system and Acknowledgment Receipt Number will be generated after successful validation of all filled up information.
7. Status of the application filed online can be tracked on the common portal.
8. No fee is payable for filing application for registration.
9. Authorised signatory shall be an Indian national and shall not be a minor.

Form GST REG-10

[See rule 14(1)]

Application for registration of person supplying online information and data base access or retrieval services from a place outside India to a person in India, other than a registered person.

Part -A

State /UT –

District -

(i)	Legal Name of the person	
(ii)	Permanent Account Number of the person, if any	
(iii)	Tax identification number or unique number on the basis of which the entity is identified by the Government of that country	
(iv)	Name of the Authorised Signatory	
(v)	Permanent Account Number of the Authorised Signatory	
(vi)	Email Address of the Authorised Signatory	
(vii)	Mobile Number of the Authorised Signatory (+91)	

Note - Relevant information submitted above is subject to online verification, where practicable, before proceeding to fill up Part-B.

Part -B

1.	Details of Authorised Signatory (shall be resident of India)		
	First Name	Middle Name	Last Name
	Photo		

	Gender	Male/Female/Others				
	Designation					
	Date of Birth	DD/MM/YYYY				
	Father's Name					
	Nationality					
	Aadhaar, if any					
	Address of the Authorised Signatory	Address line 1				
Address line 2						
Address line 3						
2.	Date of commencement of the online service in India.	DD/MM/YYYY				
3	Uniform Resource Locators (URLs) of the website through which taxable services are provided: 1. 2. 3...					
4	Jurisdiction	Center				
5	Details of Bank Account					
	Account Number			Type of account		
	Bank Name		Branch Address		IFSC	
6	Documents Uploaded <i>A customized list of documents required to be uploaded (refer Instruction) as per the field values in the form</i>					
7	Declaration <i>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.</i> <i>I, _____ hereby declare that I am authorised to sign on behalf of the Registrant. I would charge and collect tax liable from the non-assesse online recipient located in taxable territory and deposit the same with Government of India.</i> <div style="text-align: right;">Signature</div> <div style="display: flex; justify-content: space-between;"> <div>Place:</div> <div>Name of Authorised Signatory:</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Date:</div> <div>Designation:</div> </div>					

Note: Applicant will require to upload declaration (as per under mentioned format) along with scanned copy of the passport and photograph.

List of documents to be uploaded as evidence are as follows:-

1.	Proof of Place of Business in India: (a) For Own premises – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.
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	<p>(b) For Rented or Leased premises –</p> <p>A copy of the valid Rent/Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.</p> <p>(c) For premises not covered in (a) and (b) above –</p> <p>A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.</p>																												
2.	<p>Proof of :</p> <p>Scanned copy of the passport of the Non -resident tax payer with VISA details. In case of Company/Society/LLP/FCNR/ etc. person who is holding power of attorney with authorisation letter.</p> <p>Scanned copy of Certificate of Incorporation if the Company is registered outside India or in India</p> <p>Scanned copy of License is issued by origin country</p> <p>Scanned copy of Clearance certificate issued by Government of India</p>																												
3	<p>Bank Account Related Proof:</p> <p>Scanned copy of the first page of Bank passbook/one page of Bank Statement</p> <p>Opening page of the Bank Passbook held in the name of the Proprietor/Business Concern – containing the Account No., Name of the Account Holder, MICR and IFSC and Branch details.</p>																												
4	<p>Authorisation Form:-</p> <p>For Authorised Signatory mentioned in the application form, Authorisation or copy of Resolution of the Managing Committee or Board of Directors to be filed in the following format:</p> <p>Declaration for Authorised Signatory (Separate for each signatory)</p> <p>I --- (Managing Director/Whole Time Director/CEO or Power of Attorney holder) hereby solemnly affirm and declare that <<name of the authorised signatory>> to act as an authorised signatory for the business << Name of the Business>> for which application for registration is being filed/ is registered under the Goods and Service Tax Act, 20__.</p> <p>All his actions in relation to this business will be binding on me/ us.</p> <p>Signatures of the persons who is in charge.</p> <table border="1"> <thead> <tr> <th>S. No.</th><th>Full Name</th><th>Designation/Status</th><th>Signature</th></tr> </thead> <tbody> <tr> <td>1.</td><td></td><td></td><td></td></tr> </tbody> </table> <p>Acceptance as an authorised signatory</p> <table border="1"> <tr> <td colspan="4">I <<(Name of authorised signatory)>> hereby solemnly accord my acceptance to act as authorised signatory for the above referred business and all my acts shall be binding on the business.</td> </tr> <tr> <td colspan="3"></td> <td>Signature of Authorised Signatory</td> </tr> <tr> <td colspan="3">(Name)</td> <td>Place</td> </tr> <tr> <td colspan="3">Date:</td> <td></td> </tr> <tr> <td colspan="3">Designation/Status</td> <td></td> </tr> </table>	S. No.	Full Name	Designation/Status	Signature	1.				I <<(Name of authorised signatory)>> hereby solemnly accord my acceptance to act as authorised signatory for the above referred business and all my acts shall be binding on the business.							Signature of Authorised Signatory	(Name)			Place	Date:				Designation/Status			
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Form GST REG-11

[See rule 15(1)]

Application for extension of registration period by casual/non-resident taxable person

1.	GSTIN	
2.	Name (Legal)	
3.	Trade Name, if any	
4.	Address	