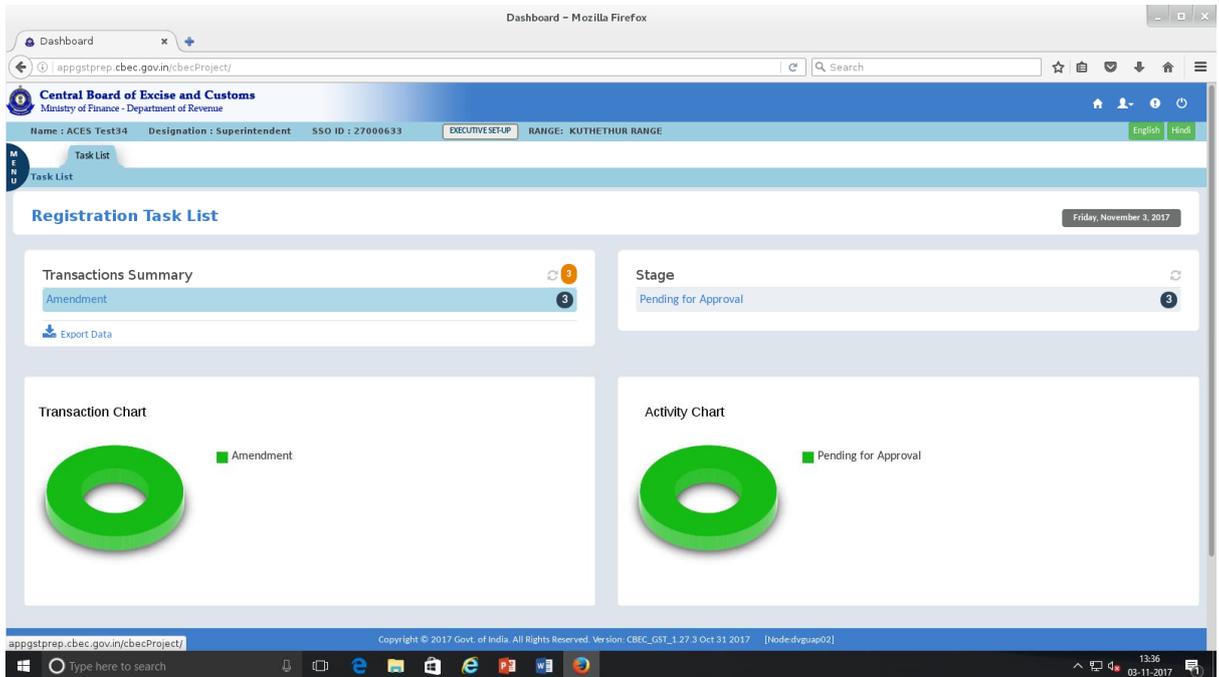
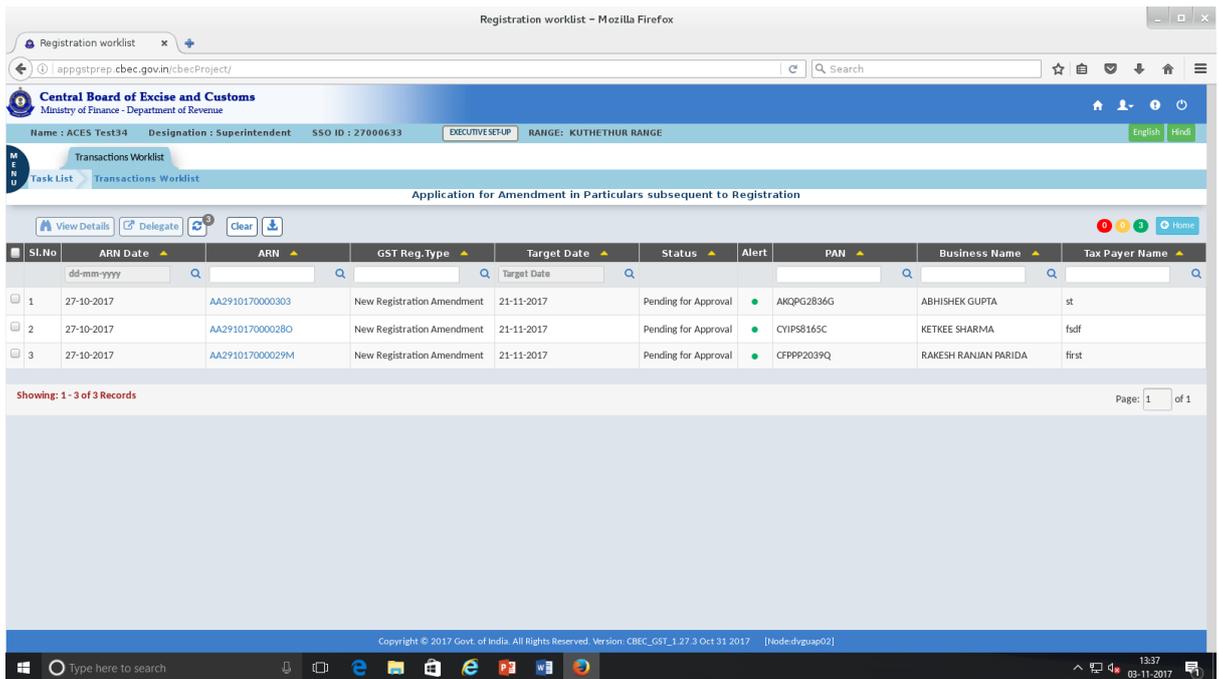


REGISTRATION AMENDMENT

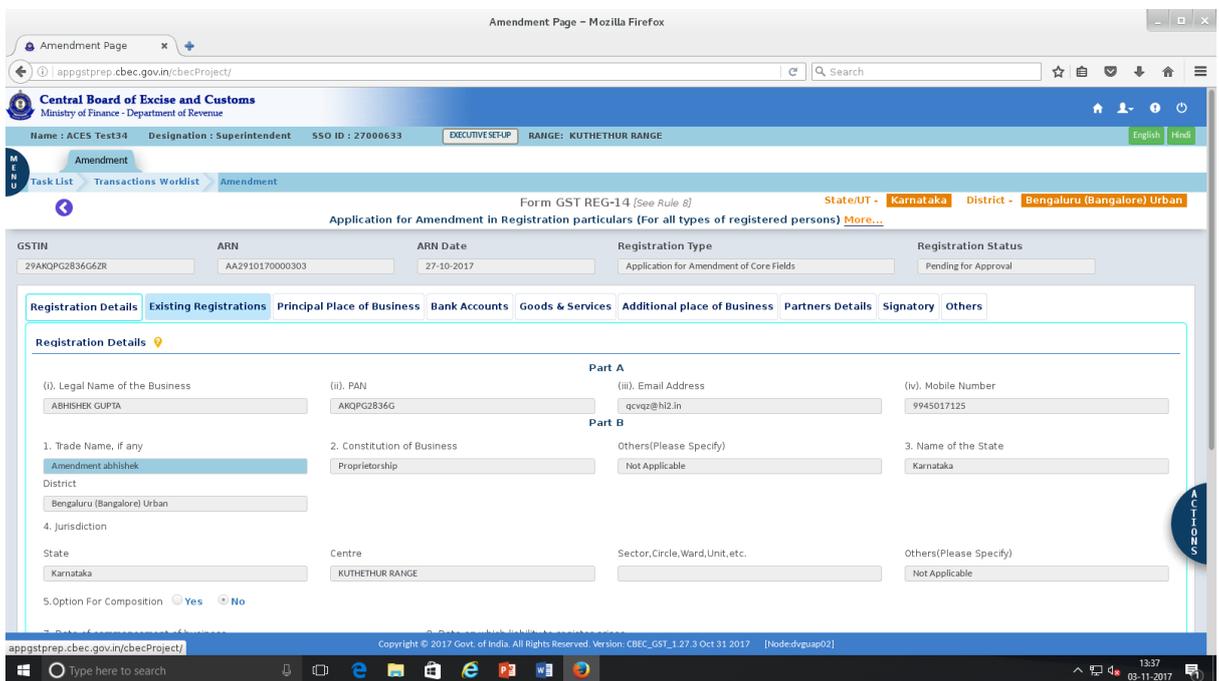
- The Amended registration applications are now made available in the dashboard of Range Officer (RO) for processing. The registration applications when amended for core fields viz., Legal name business, Principal place of business, Addl place of business, and partner details, needs to be processed.
- After logging on to the GST icon through the SSO id and password provided to the RO, dashboard will appear reflecting the number of Registration Amendment Tasks.



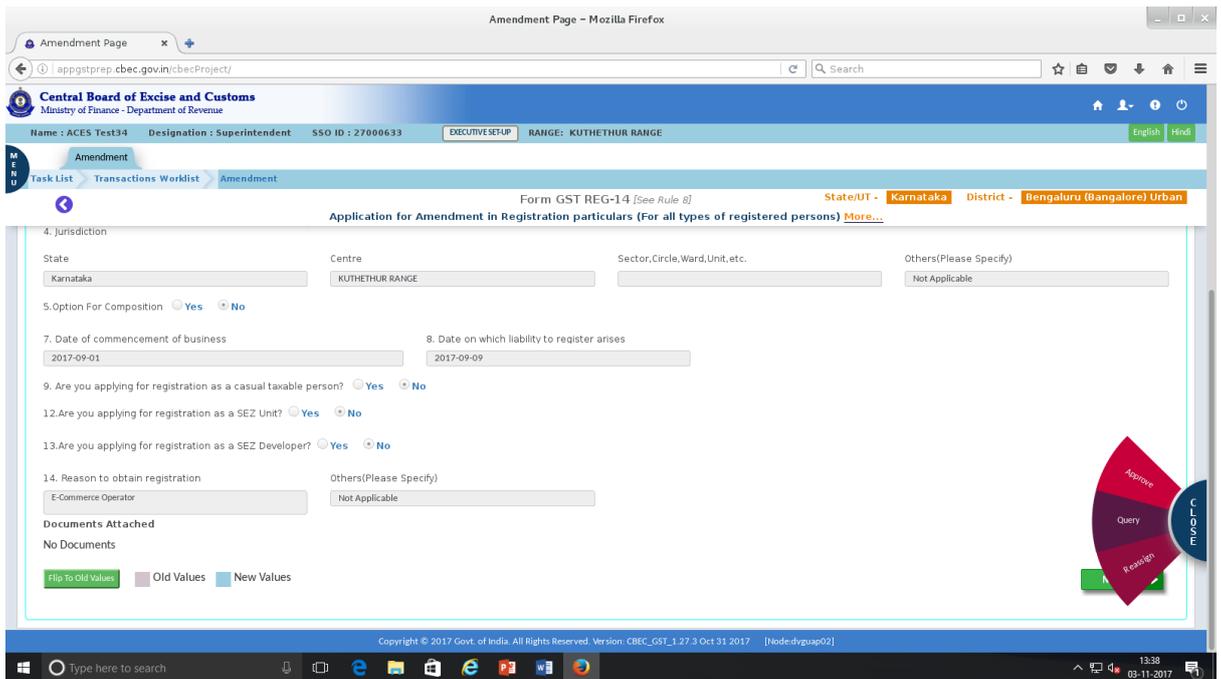
- On Right Hand side, various stages of the pending applications along with the numbers are reflected. On clicking the pending for approval, the list of amendment applications is displayed. The Target date provides the due date for processing the application. Alert (color code) indicates the priority on which the application pending for approval process to be taken. The RO can approve/reassign/query the application on his own or can get the application verified by the Subordinate officer by use of "Delegate" button.



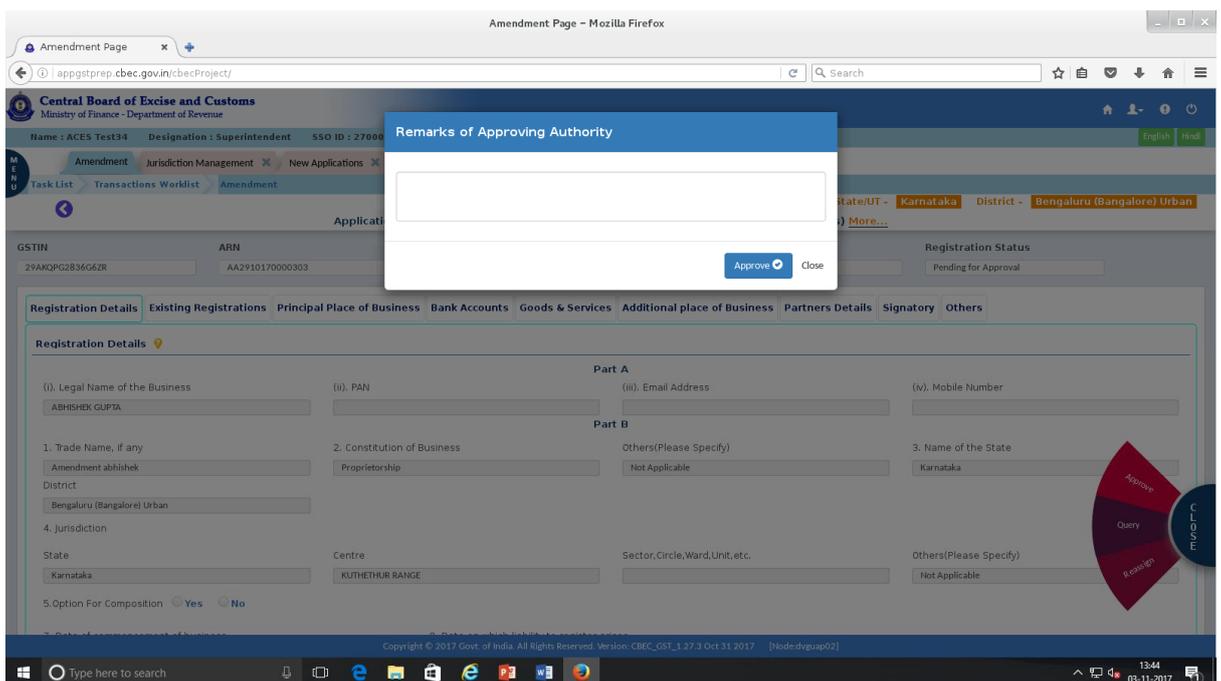
- On click of hyperlink of ARN, Amended form is displayed in different tabs viz., Registration Details, Principal place of business etc. At the bottom of the application, there is a facility to view the amendments by using the toggle button “flip to old values” and “Flip to new values”.



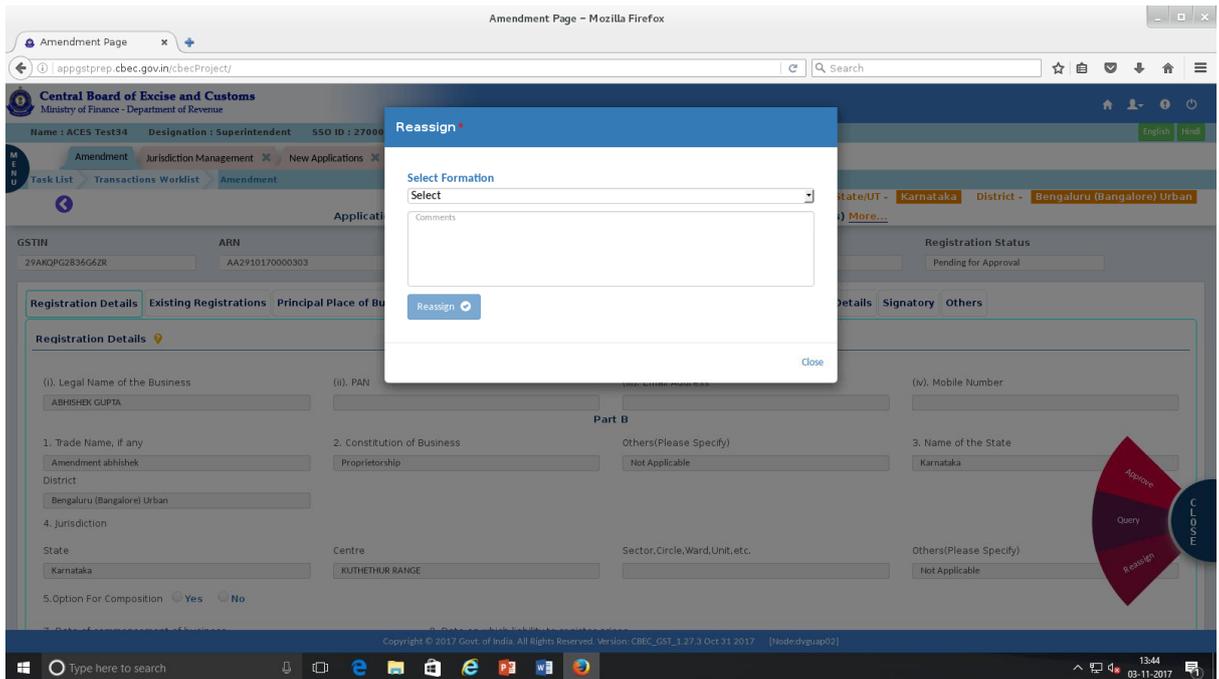
- Click on Action to → Approve, Query or Reassign.



- On Click of Approve → message box to record “Remarks of Approving Authority”. Click on “Approve” will approve the amendment.

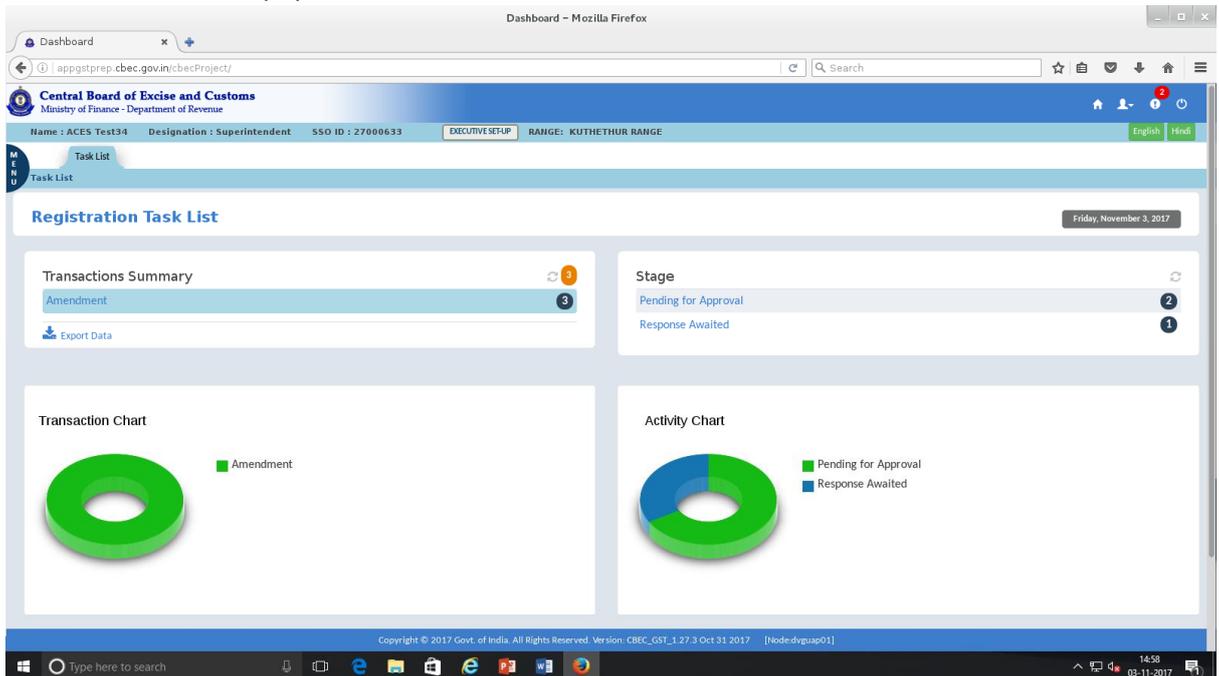


- In case of the applicant based on principal place of business belong to another formation, then the application need to be re-assigned to that jurisdiction. To facilitate the same, a button namely “Reassign” is provided. On click of Reassign button, “select formation” is displayed with drop down to select formation to where it has to be reassigned. The application can be reassigned with the comments of the range officer and click the button reassign.



- If RO decides to raise a query, instead of approving the same based on information provided in amendment, then he can click on Raise query, which displays “List of Queries” window. This window also has a Mandatory check box “Personal hearing”. Click on the same enables RO to fix the date and time of the Personal Hearing. RO can raise one or more queries and click on Raise Query”. PH has been made mandatory as the Act specifies that amendment application cannot be rejected without PH and forms does not provide two separate processes for query and PH. Hence the officer may fix a PH and then if the response is satisfactory, he may record the same at the time of approval without the actual conduct of PH and recording the same. There is a provision to Record PH.

On successful raise of query, the amendment application moves to “Response Awaited” in the dashboard. There is a provision to record PH in this stage before the response is actually received from the taxpayer.



If the response to query is received within the stipulated time, the same will be reflected in the dashboard under “Response to Query”. The officer can decide to approve or reject the amendment based on the response received.

If no response is received within the stipulated time, the task will be reflected in the dashboard under “Response not received” and the officer can reject the amendment.

If at any stage after receipt of the amendment application or after receipt of response to query, the officer fails to act within the specified time limits, the amendment will be deemed approved by the system and the details will be amended in the REG-06 at GSTN portal. The task will be moved out of the dashboard on automatic approval.