

**THE BIHAR CHAMBER OF COMMERCE & INDUSTRIES**  
**KHEMCHAND CHAUDHARY MARG, PATNA – 800 001**

**REGISTRATION IN GST**

**1. Liability for registration in GST:-**

Every supplier whose aggregate turnover (All-India Gross Annual Turnover including exports & exempted supplies) in a financial year exceeds Thres-Hold Limit shall be liable to be registered in GST in the state from where he makes taxable supply of goods and/or services

The Thres-Hold Limit has been decided Rs.20 Lac for all the states except special category states (NE states namely Arunachal Pradesh, Assam, Nagaland, Manipur, Sikkim, etc )while Rs.10 Lac for special category states.

The following categories of persons shall be required to be registered irrespective of the Thres-Hold Limit:-

- who are making any inter-state (outward) taxable supply
- who are casual taxable persons
- who are non-resident taxable persons
- who are input service distributor
- who are required to pay tax under reverse charge
- who are required to deduct tax as per act
- who are required to collect tax as per act.
- who supply goods and/or services on behalf of other taxable persons whether as an agent or otherwise
- every electronic commerce operator
- such other person or class of persons as may be notified by the central government or a state government on the recommendation of the council.

**2. Exclusion for registration in GST:-**

- An agriculturist, for the purpose of agriculture.
- Any person engaged exclusively in the business of supplying goods and/or services that are not liable to tax or are wholly exempt from tax under GST

**3. Key points relating to registration in GST:-**

- State wise registration for taxable person –**One** egistrationper state
- Multiple registrations within one state to business verticals of a taxable person is allowed.
- A person, though not liable to be registered may also get himself registered voluntarily. In such case, all provisions of GST Act as are applicable to a registered taxable person, shall apply to such person.
- PAN is must for registration in GST. In case of person liable to deduct tax, shall furnish TAN in lieu of PAN

- Any specialized agency of the United Nations Organization or any Multilateral Financial Institution and Organization notified under the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947), Consulate or Embassy of foreign countries or any other person or class of persons, notified by the commissioner shall obtain Unique Identity Number (UID)

#### 4. Documents required for registration:-

- Constitution of Business - PAN card is must for registration in GST but temporary registration can be granted in certain cases.
- Proof of possession of business premises
- Proof of all bank accounts through which business will be conducted
- Letter of authorization or copy of resolution for the authorized signatory
- Photograph (e.g. Proprietary concern - proprietor, HUF-Karta, Company-MD or authorized person

#### 5. GSTIN FORMAT:-

GSTIN is of having 15 digit as under:-

State Code		PAN											Entity Code	BLANK	Check Digit
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

- the 13<sup>th</sup> digit would be alpha numeric (1-9 & the a-Z) and would be assigned depending on the number of registrations a legal entity (having same PAN) has within one state. Total of 35 registrations are possible in a state for one legal identity having different business verticals.
- 14th digit of GSTIN would be kept Blank for future use

#### 6. Application Process for registration:-

- There is single common application for centre & state.
- The application for registration must be made within thirty days from the date on which the person becomes liable (once crosses the Thres-Hold Limit for registration) at the common portal of GSTN directly or through facilitation centre.
- The applicant would be eligible for ITC in respect of all his purchases made from the date of application and even for the prior period if application for registration is filed within 30 days but not be eligible, if fails to apply in stipulated time.
- The application should submitted using DSC or through E-sign in case of proprietor/HUF
- On submission of the application, a unique Acknowledgement Receipt No. (ARN) will be allotted.
- Date of application will be treated as the date of registration.
- If all the documents submitted by the applicant are verified and found having no error, registration no. will be allotted by GSTN within 3 common working days or otherwise in case of any query, the applicant shall be intimated with the said query.

- If no query is made within 3 common working days, the registration would be deemed to have been made and the registration certificate will be generated by the GSTN
- In case the authority raises any query within 3 common working days, applicant will have to respond to the same within next 7 common working days failing which the application will be rejected.
- After the applicant give respondo to the query raised by the authority, a period of another 7 common working days will be given to the authorities to respond to the application.
- Incase any of the authority neither rejects the application nor raises any query during 7 days period, then the registration would be deemed to have been approved and GSTN will automatically generate the registration certificate.
- In case the application is refused, the applicant will be informed about the reasons for such refusal. The applicant shall have the right to appeal against the said decision
- On grant of registration, registration number i.e **GSTIN** along with Log-in ID & temporary Password will be e-mailed / sms to the authorized signatory.
- There is no service charge for the registration process.
- Multiple applications can be filed at same time under the below condition/s:-
  - Registration in more than one state
  - More than one registration within the state for more than one business vertical

#### **7. Compounding Facility:-**

- Any taxable person whose aggregate turnover in the preceding financial year was not exceeding 50 Lac shall have an option to avail compounding facility subject to the below mentioned conditions:-
  - who is not engaged in the supply of taxable services except restaurants.
  - who do not make any inter-state outward supplies of goods
  - who do not make any supply of goods through an electronic commerce operator who is required to collect tax at source
  - who is not manufacturer of such goods as listed by the council.
- Such person opting compounding shall have to pay 1.00% each of CGST & SGST or 2% IGST in case of manufacturer and 0.50% each of each of CGST & SGST or 1% IGST in any other case except restaurant. Restaurants person shall have to pay 2.50% each of CGST & SGST
- Such person shall not be eligible to avail ITC on their purchases.
- Such person shall not collect any tax from the recipient on supplies made by him.
- Taxable person, who is eligible for compounding scheme can also opt against it & will be treated as regular/normal taxpayer, thus making his supplies eligible for ITC
- Such taxable person can switch from compounding to non-compounding anytime during the year with a condition he can't switch over to compounding scheme again during the same year
- As the person crosses the threshold limit for compounding, he will automatically switch over to normal scheme.
- Input credit on the stocks held at the time of being converted into normal taxable person will be allowed, if having Invoices with him

## **8. Amendment in Registration**

Information in RC can be amended by taxpayer himself on self-service basis except below changes which requires approval from Tax authorities:-

- Name of Business Entity
- State Code
- PAN
- Constitution of Business
- Principal Place of Business
- Details of proprietor /partners /Karta /MD
- Compounding scheme

## **9. Cancellation of registration**

- The registration can be cancelled in any one of the below mentioned situations:-
  - the business has been discontinued, transferred fully for any reason including death of the proprietor, amalgamated with other legal entity, demerged or otherwise disposed off
  - there is any change in the constitution of the business
  - the person is no longer liable to be registered except voluntarily registration.
- The registration can be cancelled from such date, including any anterior date in the event like
  - the registered taxable person has contravened such provisions of the Act or the rules made there under as may be prescribed; or
  - a person opting compounding has not furnished returns for three consecutive tax periods
  - any taxable person, other than compounding has not furnished returns for a continuous period of six months
  - any person who has taken voluntary registration has not commenced business within six months from the date of registration.
  - any registration has been obtained by means of fraud, wilful misstatement or suppression of facts.
- The registration shall not be cancelled without giving a notice to show cause and without giving the person a reasonable opportunity of being heard

## **10. Revocation of cancellation of registration:**

The authority may either revoke cancellation of the registration or reject the application for revocation for good and sufficient reasons, if applied within thirty days from the date of the cancellation.

## **MAINTAINANCE OF ACCOUNTS & RECORDS IN GST**

Every registered taxable person shall keep and maintain at his principal place of business, all the accounts of production or manufacture of goods, of inward & outward supply of goods and/or services, of stock of goods, of input tax credit availed, of output tax payable and paid or any such other particulars as may be prescribed.

Incase the taxable person is having more than one place of business, the accounts relating to each place of business shall be kept at such places of business concerned

The taxable person may keep and maintain such accounts and other particulars in the electronic form.

Every registered taxable person whose turnover during a financial year exceeds the prescribed limit of audit i.e. 1 crore shall get his accounts audited by a chartered accountant or a ost accountant and shall submit the same

Every owner or operator of warehouse or go-down or any other place used for storage of goods irrespective of whether he is a registered taxable person or not shall maintain records of consigner, consignee and other relevant details of the goods.

### **Period of retention of accounts**

Every registered taxable person shall requireto keep and maintain books of account or other records and have to retain them until the expiry of sixty months from the due date of filing of Annual Return for the year pertaining to such accounts and records