

## To All Taxpayers who have enrolled on GST portal

**Subject: E-Signing of enrolment application on GST Portal**

**We thank you for taking out time in filling up your enrolment application on GST Portal. In case you have already signed the application using Digital Signed Certificate (DSC) or e-Sign, you may wish to ignore this communication.**

We would like to bring to your notice that the facility to submit enrolment application with **e-Sign** has been enabled on GST Portal. You may please revisit the portal ([Click here](#) to access the GST Portal) and resubmit the unsigned application with e-sign to complete the formalities to be ready for smooth migration to GST regime. **For those taxpayers, who do not hold a valid Digital Signed Certificate (DSC), please note the following: -**

- If the constitution of business is Proprietor, you should provide AADHAAR number of proprietor under promoter's/partner's tab, if you have not provided you can do it now. Same details will be populated in Authorized signatory section. In case the proprietor is the only signatory, please don't forget to click on Primary Authorized Signatory box in the Promoter's / Partner section.
- In case of constitution of business is other than Proprietor, please provide the AADHAAR number of any authorized signatory in Authorized Signatory section.

Following Steps need to be followed to e-Sign the application: -

1. Select the any authorized signatory having AADHAAR,
2. Select Submit with e-Sign button in the verification tab, (Same will not be enabled, if the authorized signatory has provided AADHAR)
3. Enter OTP received on his Aadhaar linked registered mobile number,
4. After successful validation, ARN will be available on the user dashboard with status as migrated.

(For details please refer section E-Signature of [User Manual](#) )

The e-Sign is being provided without any cost implication to taxpayers during enrolment process, scheduled to end on 31<sup>st</sup> of March, 2017.

With Regards,

ETTSA