

Government of India / State Government

Department of -----

Form GST REG-10

[See Rule ---]

Application for Registration for Non Resident Taxable Person

Part -A

1	Legal Name of the Non –Resident Taxpayer	
1A	Permanent Account Number (PAN)	
2	Name of the Authorized Signatory (as per PAN/Passport)	
2A	Passport Number/PAN (Enter PAN of the Business or; Passport number of Individual in case of Proprietorship concern)	
2B	Email Address	
2C	Mobile Number (+91)	

Note - Information submitted at Sr. No. 1 to 2C above is subject to online verification before proceeding to fill up Part-B.

Part -B

3	Details of Authorized Signatory		
	First Name	Middle Name	Last Name
	Photo		
	Gender	Male / Female / Others	
	Designation		
	Date of Birth	DD/MM/YYYY	
	Nationality		
	Aadhar		
	Passport Number		
	Name of the Country Issuing Passport		
	Person of Indian Origin (PIO) Number, if applicable		
	Email Address		
	Mobile Number with Country code		

4	Period for which Registration is required				
	From	DD/MM/YYYY	To	DD/MM/YYYY	
5	Estimated Turnover (Rs.)		Estimated Tax Liability (Net) (Rs.)		
			CGST	SGST	IGST
					Total
6	Address of Non Resident Taxpayer in the Country of Origin				
	Address Line 1				
	Address Line 2				
	Address Line 3				
	Country (Drop Down)				
	Zip Code				
	E mail Address				
	Telephone Number (Landline with ISD)				
7	Centre Jurisdiction				
8	Sector, Circle, Ward, etc. as applicable Address				
	of Principal Place of Business in India				
9	Details of Bank Account in India				
	Account Number				
10	Building No./Flat No.		Floor No.		
	Name of the Premises/Building		Road/Street		
	Locality/Village		City/District		
	State		PIN Code		
	Mobile Number		Telephone Number		
	E mail Address		Fax Number with STD		

11 Document Upload

A customized list of documents required to be uploaded (refer Instruction) as per the field values in the form.

12	<p>Declaration</p> <p><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 there from.</i></p> <p style="text-align: right;">Digital Signature/ E- Sign</p> <p style="text-align: right;">Name of Authorized Signatory</p> <p style="text-align: right;">Designation</p> <p>Place</p> <p>Date</p>
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Note: Non -Resident Taxpayer 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.	<p>Proof of Principal Place of Business:</p> <p>(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.</p> <p>(b) For Rented or Leased premises – 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) & (b) above – 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 Non-resident Taxpayer:</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 authorization letter.</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>Authorization Form:-</p> <p>For Authorised Signatory mentioned in the application form, Authorization 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>

I/We ---(**Details of Non-Resident Foreign Taxpayer**) hereby solemnly affirm and declare that <<name of the authorized signatory>> to act as an authorized 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__.

All his actions in relation to this business will be binding on me/ us.

Signatures of the persons who is in charge.

S. No. Full Name Designation/Status Signature 1.

Acceptance as an authorized signatory

I <<(Name of authorized signatory)>> hereby solemnly accord my acceptance to act as authorized signatory for the above referred business and all my acts shall be binding on the business.

Place

Date

Signature of Authorised Signatory
(Name)

Designation/Status

Instruction for filling Application for registration as Non Resident Taxable Person.

1. Enter Name of the applicant Non-Resident taxpayer as recorded on Passport.
2. The applicant shall apply at least **Five** days prior to commencement of the business at the Common Portal.
3. Applicant need to provide Email Id and Mobile Number for verification and future communication which will be verified through One Time Passwords to be sent separately, before filling up Part-B of the application.
4. Applicant need to upload scanned copy of the declaration signed by the Proprietor/all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc. in case the business declares a person as Authorized Signatory.
5. Application filed by undermentioned persons shall be signed digitally: -

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)

Sr. No	Type of Applicant	Digital Signature required
2.	Other than above	Digital Signature Certificate e-Signature or as may be notified

6. All information related to PAN, Aadhaar, shall be online validated by the system and Acknowledgment Receipt Number will be generated after successful validation of all the filled information.
7. Status of the online filed Application can be tracked on the Common Portal.
8. No fee is payable for filing application for registration
9. Authorized signatory should not be a minor.