

Government of India /<<State>>

Department of -----

**Form GST REG-11**

[See Rule ]---

**Application for Amendment in Particulars subsequent to Registration**

<b>1. GSTIN</b>			
<b>2. Full Name of Applicant Taxpayer</b>			
<b>3. Type of registration</b>			
<b>4. Amendment summary</b>			
Field Reference	Field Name	Effective Date (DD/MM/YYYY)	Reasons(s)
<b>5. List of documents uploaded</b>			
(a)			
(b)			
(c)			
...			
<b>6. Declaration</b>			
<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>			
			Digital Signature/E-Sign
Place			Name and Signature of Authorized Signatory
Date			Designation / Status

## **Instruction for filing Application for Amendment**

1. Application FORM GST REG-11, can be filed online through registered Taxpayer dashboard.
2. Any change in any of the particulars provided in the application for registration in FORM GST REG-1, FORM GST REG-7, FORM GST REG-9 or FORM GST-REG-10, as the case may be, either at the time of obtaining registration or as amended from time to time, the registered taxable person shall, within fifteen days of such change, submit an application electronically, duly signed, electronically, along with documents relating to such change at the Common Portal.
3. Change relates to the Name of Business, Principal Place of Business, and details of partners or directors, Karta, Managing Committee, Board of Trustees, Chief Executive Officer or equivalent, responsible for day to day affairs of the business which does not warrant cancellation of registration, are Core fields which shall be approved by the Proper Officer after due verification.
4. Such amendment shall take effect from the date of occurrence of the event warranting amendment in case the application for amendment has been submitted within the time prescribed in this behalf.
5. For Non-Core fields, no approval of the Proper Officer is required.
6. Taxpayer can update information pertaining to Non-Core fields at any point of time and can generate Amended Certificate of Registration for their record.
7. Where a change in the constitution of any business results in change of the Permanent Account Number (PAN) of a registered taxable person, the said person shall be required to apply for fresh registration in FORM GST REG-1.
8. Any change in the mobile number or the e-mail address of authorized signatory submitted under rule 1, as amended from time to time, shall be carried out only after online verification through the Common Portal in the manner provided as specified under rule 1.
9. All information related to PAN, Aadhaar, DIN, CIN shall be online validated by the system and Acknowledgment Receipt Number will be generated after successful validation of all the filled information.
10. Status of the online filed Application can be tracked on the Common Portal.
11. No fee is payable for filing application for filing Amendment.
12. Authorized signatory should not be a minor.