

# Government of Punjab

## Department of Excise and Taxation, Punjab

### **Subject: Communication of the Provisional Identification Number and Password**

As you are aware that Goods and Service Tax is to be implemented from 1<sup>st</sup> April 2017 and we understand that as a Taxpayer you would like to continue your business operations under GST regime.

Goods and Services Tax Network (GSTN) has been assigned the task of collection of data of existing taxpayers under indirect taxes for their smooth transition from VAT to GST regime. GSTN will sought the details under the provisions of Proposed Model Goods and Services Tax Act (GST Act).

GST Act shall come into force as on the date to be notified by the Central / State Government and the provisional registration number issued shall be effective only from the date to be notified.

Therefore, as per the Provisions of Proposed Model Goods and Services Tax Act, kindly find attached herewith your Provisional ID and Password which shall be used in updating your current information on the Goods and Service Tax Portal ([www.gst.gov.in](http://www.gst.gov.in))

### **A Taxpayer should complete the below mentioned steps for pre-registration:**

**Step 1:** Taxpayer has to enter the username and password as provided in the Table by the State VAT Authority.

**Step 2:** Enter mobile Number and email id of the authorized signatory of the business entity. All future correspondence from the GST portal ([www.gst.gov.in](http://www.gst.gov.in)) will be sent on this registered mobile number and email id.

**Step 3:** Different One Time Passwords will be sent on mobile and email details entered. Enter the OTP sent on mobile and email as provided.

**Step 4:** Enter information and upload scanned images as mentioned in pre-registration form.

Please read the User Guide and FAQ provided on the portal before proceeding ahead

In case of any queries, the taxpayer can contact on the Helpdesk Number (0124-4688999/ 0175-2225192) or email id ([helpdesk@gst.gov.in](mailto:helpdesk@gst.gov.in)).

Since all filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016.

After successful submission a welcome message will come to the registered E-Mail ID and Mobile number from the system after verification / validation of the information submitted.

***Do not share the User Id and Password. In case if it is misplaced or destroyed, do contact your jurisdictional authority with request letter which will be issued later on.***

***It is requested to complete the entire process of pre-registration between 16<sup>th</sup> December and 31<sup>st</sup> December, 2016.***

We thank you for your co-operation in collecting all necessary details.

**Excise and Taxation Commissioner,  
Punjab.**