



Sri K. Chandrasekhar Rao Garu
Hon'ble Chief Minister of Telangana



GOODS AND SERVICES TAX

GST

A WAY FORWARD FOR GROWTH

Data Migration in Telangana

From 1st January 2017 to 15th January 2017

Commissioner, Commercial Taxes, Telangana

DATA MIGRATION PROCESS

**Data Migration in Telangana shall be done from
1st January 2017 to 15th January 2017**

The process for data migration is as follows:

- (1) GSTN will communicate Provisional ID & Password of dealers (who has Valid PAN in the VATIS database) to the Commercial Taxes Department, Telangana
- (2) Commercial Taxes department in turn will communicate the Provisional ID & Password to dealers through email ID of the Dealer and VATIS login page after 15th December, 2016
- (3) Dealers need to login with these user credentials onto the GST Portal (www.gst.gov.in) as a new user from 1st January, 2017 to 15th January, 2017)
- (4) Dealer has to give their email id & mobile number and validate them
- (5) Then the dealer has to create a username & password through OTP of their choice, which will hence forth be their login credentials for GST portal
- (6) The following data fields of the dealers having valid PANs will be migrated automatically to GSTN database:
 - i. PAN of the Business
 - ii. Legal Name of the Business
 - iii. State
 - iv. Constitution of the business

- (7) Remaining details pertaining to business, promoter/partner, authorized signatory, place of business, additional place of business, bank details have to be filled by the dealer/authorized signatory
- (8) Dealer needs to upload the following documents as applicable during the migration process (keep these documents ready before 1st January):
- i. Proof of constitution of business
 - ii. Proof of appointment of authorized signatory
 - iii. Proof of possession of principal place of business
 - iv. Proof of Bank account – Bank account statement/first page of passbook
 - v. Photograph of the promoter/partner
 - vi. Photograph of the authorized signatory
 - vii. Digital Signature/e-signature
- (9) Dealer has to finish the enrolment process by digitally signing the above form. For Limited Liability Partnerships (LLPs) & Companies Digital Signature Certificate (DSC) is mandatory; others can choose to sign either using DSC or e-signature.
- (10) Dealer gets a confirmation receipt on successful submission of the application.

For more details on the enrolment process, dealers are advised to visit the GSTN Enrolment FAQs available on the CTD portal www.tgct.gov.in or www.gst.gov.in



If any assistance is required the dealer can contact the Help Desk.
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