Step by Step Guide for migration of Registered Dealers/Traders of Delhi VAT to GST

All existing Delhi VAT Dealer/Trader who have not migrated in first schedule which started from 16-12-2016 to 30-04-2017, can migrate to GST as per fresh schedule given which has alreadty started from 1st June, 2017 and will be upto 15th June, 2017. Remaining dealers may Enroll themselves for smooth transition to GST. This opportunity need to be availed by concerned dealer/trader to get the benefit of carrying forward of existing ITC in GST regime and continuity of dealer/trader legacy etc. To migrate to GST, Registered Dealer/Trader would be provided a Provisional ID and Password by Dept. of Trade and Taxes, Delhi after obtaining the same from GSTN. This has already been communicated to the registered dealers.

Provisional IDs would be issued to only those Dealer/Trader who have a valid PAN associated with their registration. A Dealer/Trader may not be provided a Provisional ID in the following cases:

- *i.* The PAN associated with the registration is not valid
- *ii.* The PAN is registered with other Tax authority and Provisional ID has been supplied by the said Tax authority.
- iii. There are multiple VAT registrations or any other Act which will be subsumed in GST on the same PAN in a State. In this case only one Provisional ID would be issued for the 1st registration in the alphabetical order provided any of the above two conditions are not met.
- iv. The Dealer/Trader is newly registered or has changed the composition(PAN), they need to inform the jurisdictional ward VATO or GST Cell in the Dept for providing the provisional ID and Password. As provisional ID and Password are supplied by GSTN, the concerned Dealers/Traders credentials are forwarded to GSTN and hence the dealer/trader need to report this issue to his/her concerned ward VATO so that data can be sent to GSTN timely for obtaining the Provisional ID and Passwords.

All provisional ID and passwords are informed by Delhi VAT Dept through dealer login. For this dealer need to visit <u>www.dvat.gov.in</u>



Dealer need to login

Department of Trade a	and Taxes - Google Chrome			
i autho.dvat.gov.in/	website/dealer-login.html?type=dealer			
	वैट V VAT	Department of Trade and Taxes Government of N.C.T. of Delhi	AX RUST RANSPARENCY	
		Login Userid : Next		
		Site Best Viewed in IE 7.0, 8.0, 9.0 and Google Chrome		
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Following Screen will appear which contains the GST credential

The Dealer/Trader need to use this Provisional ID and Password to login to the GST Common Portal (https://www.gst.gov.in) or may follow the link provided in above screen Gst.gov.in where they would be required to fill and submit the Form 20 along with necessary supporting documents.

The link will take to GST website and Subsequent pages provide the Steps to be followed by each Dealer/Trader to migrate to GST.



1) Dealer will now open GSTN Portal (www.gst.gov.in) for Further Enrolment Process



2)For first time log in, click the NEW USER LOGIN



3)Tick on Declaration submit through continue button.

ome Login				
GSTN transition to GSTN as pe come into fo issued shall	as been assigned the tas GST. I would like to cont the provisions of Propos rce as on the date to be be effective only from the	sk of collection of data of existi tinue my business operations u ed Model Goods and Services notified by the Central / State e date to be notified.	ng taxpayers under indire nder GST regime, I agre ax Act (GST Act). I unde Government and the pro	ct taxes for their smooth e to provide details sought by rstand that the GST Act shall visional registration number
Steps to co	nplete Provisional Rec	The Declaration page is	displayed.	CONTINUE
• Step 1	Enter the Username and	Password provided to you by	your State VAT Authority	
 Step 2 	Enter Mobile Number an	nd Email Address of the author	ized signatory of the busi	ness entity All future
corresp	ondence from the GST p	ortal will be sent on this regist	ered Mobile Number and	Email Address
 Step 3 Step 4 	Enter OTP sent on Mobil Enter information and u	le Number and Email Address ipload scanned images as men	cioned in provisional regis	tration form
Please read	the User Guide and FA	O (links available in the fo	oter) before proceedin	ahead.
In case of	ny queries please cont	tact our Help Desk Number	or Email Address ment	ioned in the footer.

4)Enter provisional id provided by state authority.

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State VAT Department.	Password (as provided by Tax Authority)*	
	Enter password	
	Type the characters you see in the image below*	
	Enter Characters shown below	
	LOGIN	
	6 First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.	
	Existing User: If you have already created your	
	Username and Password circovere to Ingin.	

5) Enter password provided by State authority.

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	Login	
	Indicates Mandatory Fields	
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from the State VAT Department.	Type the characters you see in the image below •	
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	O First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.	
_	Existing User: If you have already created your Username and Password, clic greate login.	

6) Enter Captcha value shown in image.

	Login	
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Click the LOGIN button.		
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7) Enter valid email and mobile no.

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	erification	
The OTP Verification page is displayed.	OTP Verification • Indicates Mandatory Fields	
You must have received two different One Time Passwords (OTPs), one on your e-mail address and another on your	Please enter the OTPs sent to your Email Address prakash32@gmail.com and Mobile Number 9986863270	
mobile phone number. Do not share these OTPs with anyone.	Enter Email OTP	
Check your e-mail message and note your Email OTP. Also check text messages sent on	Mobile OTP* Enter Mobile OTP	
your mobile phone number and note your Mobile OTP .	CONTINUE RESEND OTP	

- 9) Enter separate OTP received on email and mobile.
- 10. Click on Resend OTP button in case if OTP is expired.

V2 Home Create Username	
Provisional ID OTP Verification New Credentials Security Questions Verification	
OTP Verification	
Indicates Mandatory Fields	
Please enter the OTPs sent to your Email Address prakash32@gmail.com and Mobile Number 9986863270 Email OTP*	

Mobile OTP* In case your OTP is expired and you want to receive the OTP again on your e-mail address and mobile	
phone number, click the RESEND OTP button.	
CONTINUE RESEND OTP	
	Z

8)

11) Enter the New user name and new password for the next time log in and fill up other details.



12)Enter security answers. This is required to reset password in case user forgets.

		— T X
Home Create Username		
	Provisional ID OTP Verification New Credentials Security Questions Verification	
	Security Questions (To enable you to retrieve your password in case you forget it)	
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on this page.	Enter Security Answer	
	2. What is the name of your mother(in case of Proprietorship)/Mother name of Primary Authorized Signatory? •	
	Enter Security Answer	
	3. Name your main commodity / service •	
	Enter Security Answer	
	4. Name of the first employ	

13.



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	1. What is the data of birth of Proprietor (in case of Proprietorship) /Year of commencement of Business? (Others) •	
	1990	
	2. What is the name of your mother(in case of Proprietorship)/Mother name of Primary Authorized Signatory? •	
	prabha	
	3. Name your main commodity / service •	
	paper	
	4. Name of the first employee •	
	abhilash	
	5. Personal Mobile Number of Proprietor / Authorized Signatory •	
For each security question, enter the answer.	9986863270	
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15) Now log in with new user name and password.

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Home Login		
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	Login	
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16)

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Home / Login		
	Username and password have been successfully created. Kindly login using these credentials	
	Login	
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	Username •	
You can login to the GST	Enter Username	
page with your new Username and Password.	Password	
	Enter password	
	LOGIN	
	Forgot Username Forgot Password	

17)Fillup details of business.

Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Addl place of business	Goods & Services	Bank Accounts	Verification
Details of ye	our Business	Notice the five Legal Name of	fields are auto-populat of Business (as per cu and Zone/ D	ed: Legal Name of Bu Irrent tax Act), PAN of Istrict/ Ward/ Zone.	siness (as per PAN), the Business, State	• indicates r	nandatory field
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18) Enter details of promoter/partner details.

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First Name•		Middle Name		Last M	lame	
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Name of Father/Husband						
First Name•		Middle Name		Last M	lame	
Enter the First Name		Enter the M	liddle Name	Ente	er the Last Name	
Date of Birth•		Mobile Numb	er•	Email	Address	
DD/MM/YYYY	8	+91 Ent	er Mobile Number	Ente	er Email Address	
State		District •		PIN C	ode•	
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19)Enter details of authorized signatory.

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Business Details	Authorized Signatory Place of Busines	Addi place f of business s	Goods & Services	Eank Accounts	Verification
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Primary Authorized Signato	ry l				
Personal Information					
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lame of Father/Husband					
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Date of Birth*	Mobile Numb	er •	Email Add	iress	
DD/MM/YYYY	+91 Ent	er Mobile Number	Enter Er	mail Address	
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Male Female Others	Enter Telep	hone Number			
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20) Enter details of principal place of business.

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Road / Street •	Locality / Village •	
Enter Road / Street	Enter Locality / Village	
State•	District •	PIN Code •
Meghalaya	Select	Enter PIN Code
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21) Enter details of additional place of business.

Application Type		Provisional	ID	La	st Modified	Pr	onie
inrolment		17AABFO	0597R1ZL	28	3/10/2016	32	2%
Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Addl place of business	Goods & Services	E Bank Accounts	Verification
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pplication 1	Гуре	Provisional	ID	La	st Modified	Pr	ofile
inrolment		17AABFO	0597R1ZL	28	3/10/2016	32	2%
Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Addl place of business	Goods & Services	Bank Accounts	Verification
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22) Enter details of bank accounts.

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usiness Details	Authorized Signatory	Principal Place of Business	Addl place of business	Goods & Services	Bank Accounts	Verification
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T/We hereby solem	nly affirm and decla	are that the info	rmation given he	rein above is tr	le and correct to	the hest
of my/our knowledge ar	nd belief and nothin	ng has been con	cealed therefrom			o the best
Authorized Signatory•			Place*			
Select		•	Enter Place			
Decimation			Date			
Designation			Date			00
			28/10/2010			

23) submit details with DSC/E Signature.

Indicates mandatory is indicates mandatory		business		
Authorized Signatory* Ravi [AALFP2500M] Place* Bangalore Designation Date* D	erification			• indicates mandatory field
Authorized Signatory• Ravi [AALFP2500M] Designation Designation Dete Dete Dote Dete	I/We hereby solo my/our knowledge a	emnly affirm and declare that the informand belief and nothing has been concealed	ation given herein above is true I therefrom.	and correct to the best of
Ravi [AALFP2500M] Designation Manager DACK SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE SUBMIT Ack SUBMIT WITH DSC SUBMIT WITH E-SIGNATURE BACK SUBMIT WITH E-SIGNATURE SUBMIT Manager BACK SUBMIT WITH E-SIGNATURE SUBMIT Manager BACK SUBMIT WITH E-SIGNATURE SUBMIT Muthorized Signator Ravi [AALFP2500] These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexized arg subject to incrifted information along with annexized arg subject to incrifted informations of Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexized arg subject to incrifted information along wit	Authorized Signatory	•	Place*	
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I/We hereby so my/our knowledge a Authorized Signator Ravi [AALFP25001 Designation Manager These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. 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 CANCEL PROCEED	arification	Dualities.		ates mandatory field
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24) Select DSC from pop up window and sign.

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inication	Goods and	Services Tax		Digital Signature	Signer	
J/We hereby solem	HEADER AND					o the best of
my/our knowledge and	Content To Sign					
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Authorized Signatory*	Select Certificate	The GST Digital Signa	iture Signer window ope	ins		
Ravi [AALFP2500M]	Common Name	Issuer Name	Serial No	Expiry Date		
	632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016	-	
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Manager					~	
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25) On successful submission it will show message on screen and you will receive notification with unique application reference number (ARN) on your registered email address and mobile phone number.

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