

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 already 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 www.dvat.gov.in

Department of Trade and Taxes
Government of N.C.T. of Delhi

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AX RUST TRANSPARENCY

About Us | Act & Rules | Forms | Notifications | Circulars | Orders | Determination orders | Public Notice | FAQs | Help | GST

NEW REGISTRATION
Login

Dealer
TAN
Bank
Banquet Halls(BE2)
Goods Movement(DS2)
E-Commerce
Government Entity(GE)
Courier Registration
Market Association

Department
Login
Circular/Notices
Reports
E-Office

Objection

Advisory ce activities.

What's new

Content on this page requires a newer version of Adobe Flash Player.

UPI, USSD, Rupay cards and Aadhar enabled payment system, two reward schemes i.e. Lucky Grahak yojana and Digidhan Vyapar Bhawan have been launched by the Govt

Quotation for Printing of Departmental Wall Calendar for the year 2017

Quotation for Printing of Departmental Wall Calendar for the year 2017



printing of Department Calendar for

10:42 AM 6/2/2017

Dealer need to login

Department of Trade and Taxes - Google Chrome

autho.dvat.gov.in/website/dealer-login.html?type=dealer

वेट VAT

Department of Trade and Taxes
Government of N.C.T. of Delhi

AX RUST TRANSPARENCY

Login

UserId :

Site Best Viewed in IE 7.0, 8.0, 9.0 and Google Chrome

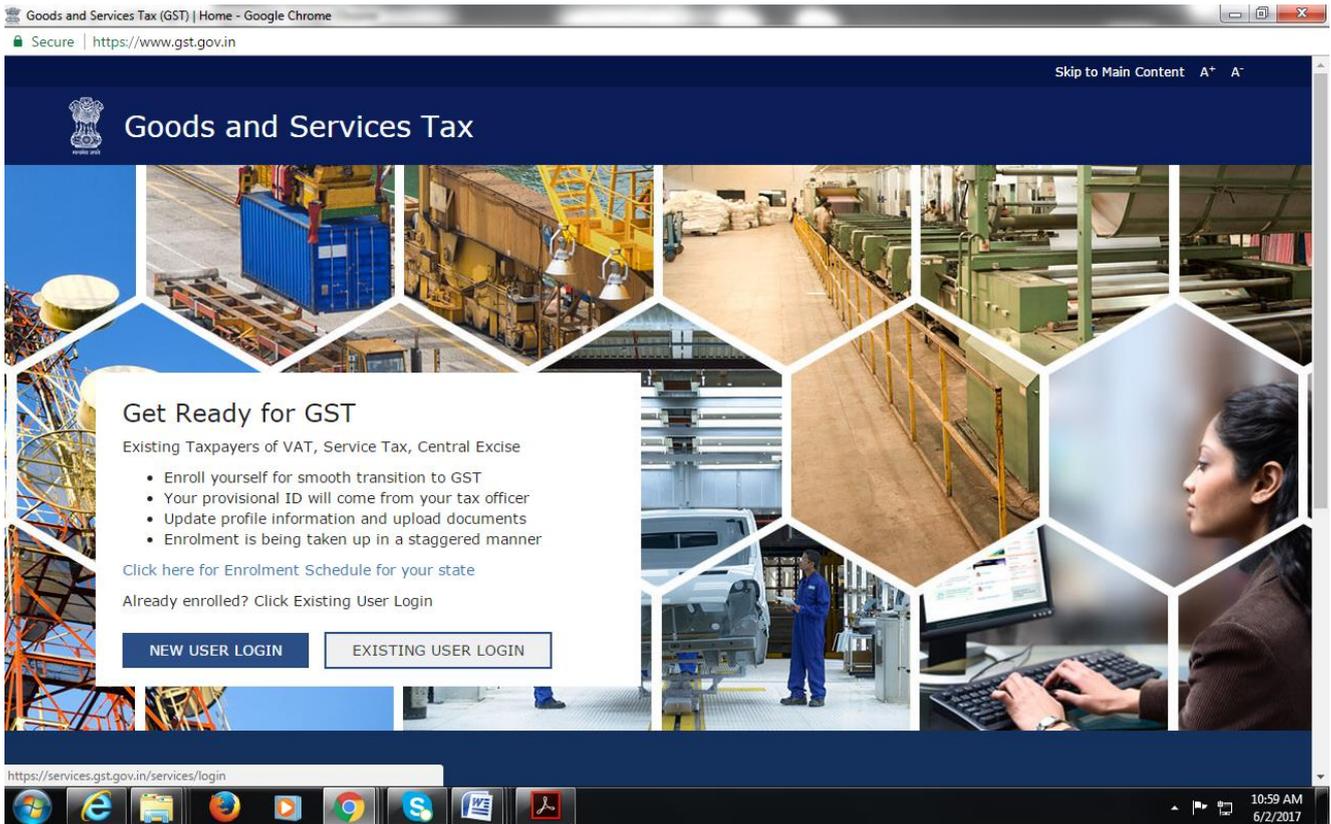
10:52 AM 6/2/2017

Following Screen will appear which contains the GST credential

The screenshot shows a web browser window displaying the DVTAT portal. The page title is "Welcome ORCHID HOSPITALITY(0777799999)". The header includes the Department of Trade and Taxes, Government of N.C.T. of Delhi, and the VAT logo. A navigation menu lists various options: DP-1, Profile, Annexure, Refund, Return, Form, Annexure, Form 9, Payment Reconciliation, Assessment, Composition, Notice, Objection, and Payment. The main content area is titled "Dealer Home" and features a section for "GST Credential detail". The text in this section reads: "Dear Dealer, Please use following user ID and Password for migrating to GST. GST Common portal will provide access for login from 16-12-2016 to 30-04-2017. Kindly click at [Gst.Gov.in](https://www.gst.gov.in) User Id : 07ABPPS3342F1ZH Password : fxcx6afcco". The Windows taskbar at the bottom shows the time as 10:54 AM on 6/2/2017.

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](https://www.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.



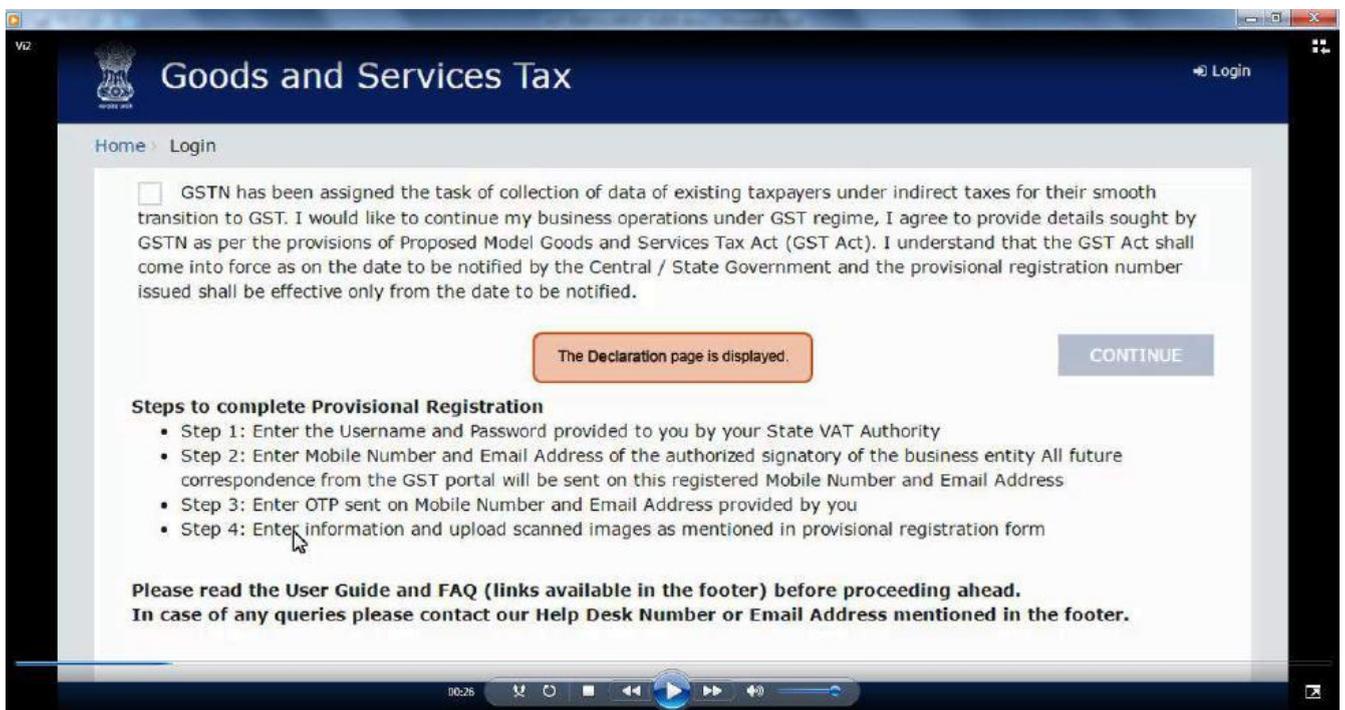
1) Dealer will now open GSTN Portal (www.gst.gov.in) for Further Enrolment Process



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



3) Tick on Declaration submit through continue button.



4) Enter provisional id provided by state authority.

The screenshot shows a web browser window with a login form. The form has a title "Login" and a sub-header "Indicates Mandatory Fields". There are three input fields: "Provisional ID (as provided by Tax Authority)", "Password (as provided by Tax Authority)", and "Type the characters you see in the image below". The Provisional ID field contains the text "17AABFO0597R1ZL" and is highlighted with a red border. A blue callout box on the left contains the text: "Enter the Provisional ID that you received in the e-mail message or any other communication received from the State VAT Department." Below the input fields is a CAPTCHA image showing the number "0004" and a "LOGIN" button. At the bottom, there are instructions for "First time login" and "Existing User". The Windows taskbar at the bottom shows the time as 12:11 PM on 11/8/2016.

5) Enter password provided by State authority.

The screenshot shows the same login page as above. The "Password (as provided by Tax Authority)" field is now highlighted with a red border and contains the text "Enter password". A blue callout box on the left contains the text: "Enter the password that you received in the e-mail message or any other communication received from the State VAT Department." The Provisional ID field now contains "17AABFO0597R1ZL". The "LOGIN" button and instructions at the bottom are the same as in the previous screenshot. The Windows taskbar at the bottom shows the time as 12:11 PM on 11/8/2016.

6) Enter Captcha value shown in image.

Home > Login

Login

Indicates Mandatory Fields

Provisional ID (as provided by Tax Authority)*

Password (as provided by Tax Authority)*

Type the characters you see in the image below*

Click the LOGIN button.

LOGIN

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, click [here](#) to login.

7) Enter valid email and mobile no.

Home > Create Username

1 Provisional ID Verification 2 OTP Verification 3 New Credentials 4 Security Questions

Kindly provide the below information to proceed

Indicates Mandatory Fields

Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till **01/04/2017**

Email Address*

Mobile Number*

Enter your mobile phone number.

CONTINUE

8)

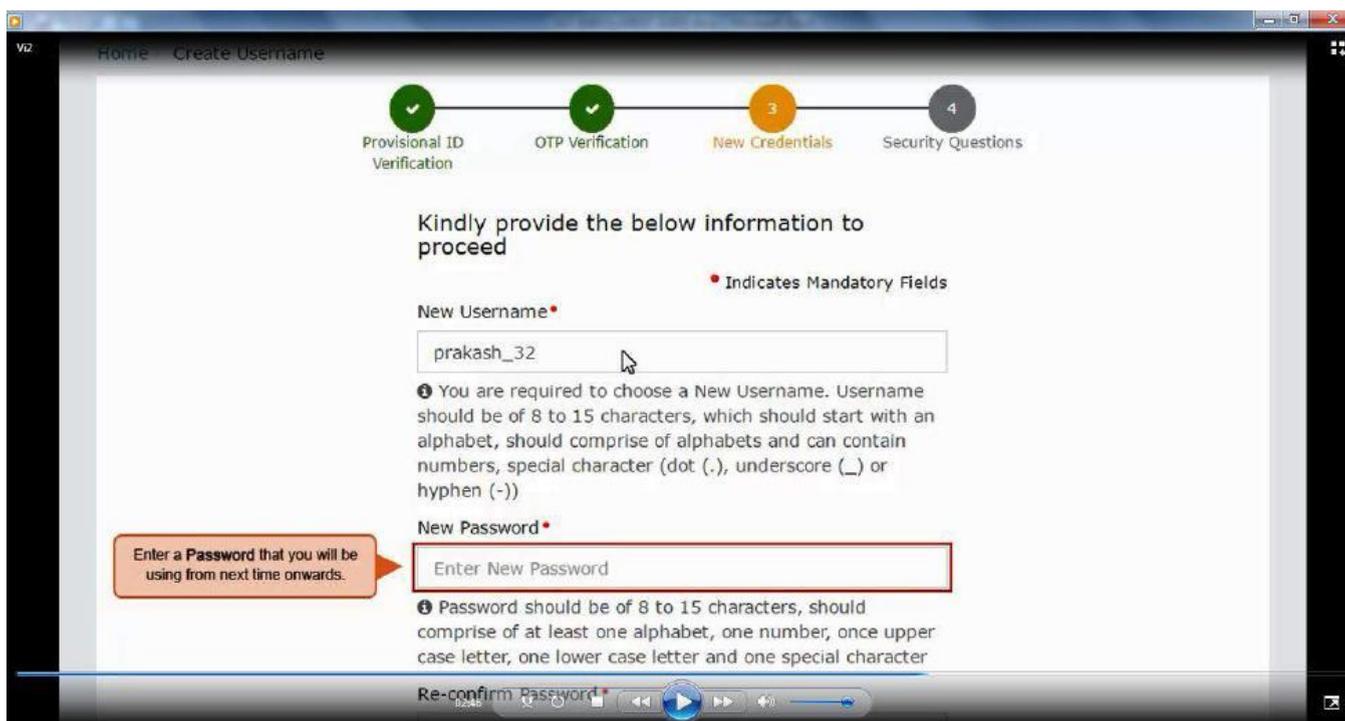


9) Enter separate OTP received on email and mobile.

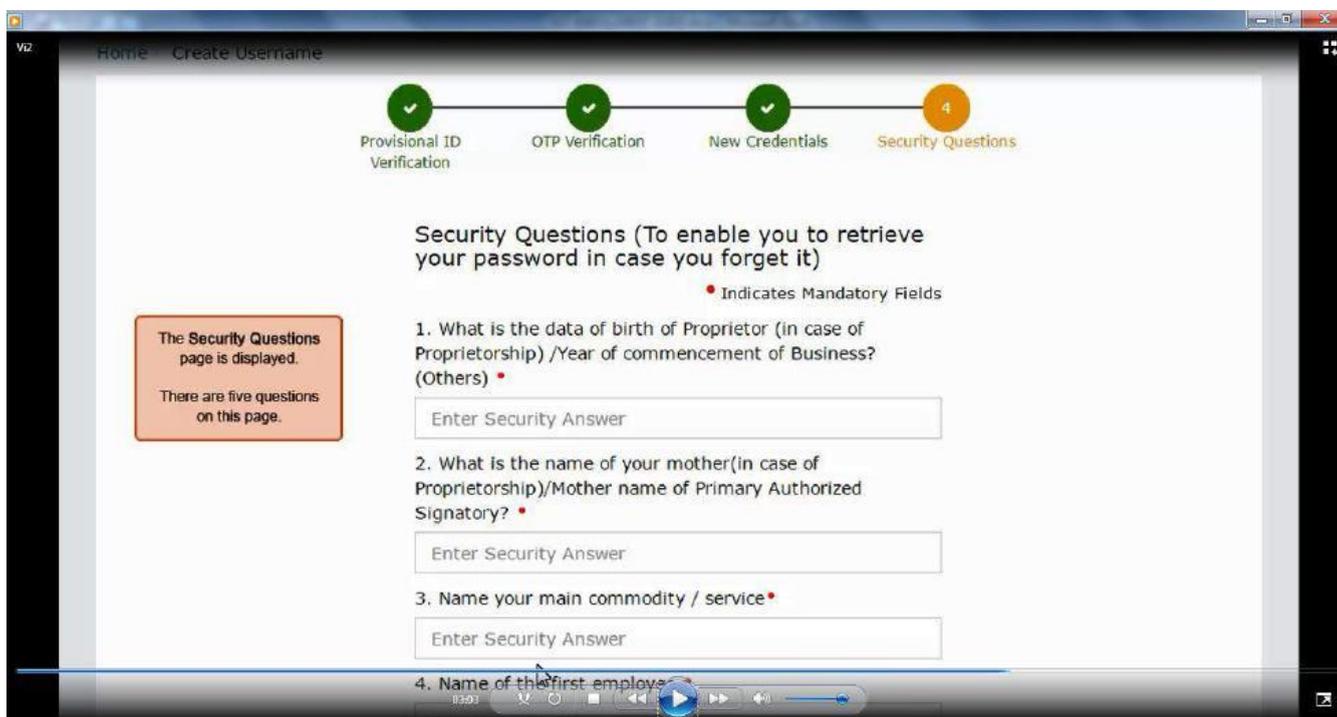
10. Click on Resend OTP button in case if OTP is expired.



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.



13.

Home Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

Security Questions (To enable you to retrieve your password in case you forget it)

Indicates Mandatory Fields

1. What is the data of birth of Proprietor (in case of Proprietorship) /Year of commencement of Business? (Others) *

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 employee *

Enter Security Answer

It is mandatory to enter answers to all the security questions. Be careful when answering the security questions.

In case you forget your password, you will be required to answer these security questions to retrieve your password.

14)

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

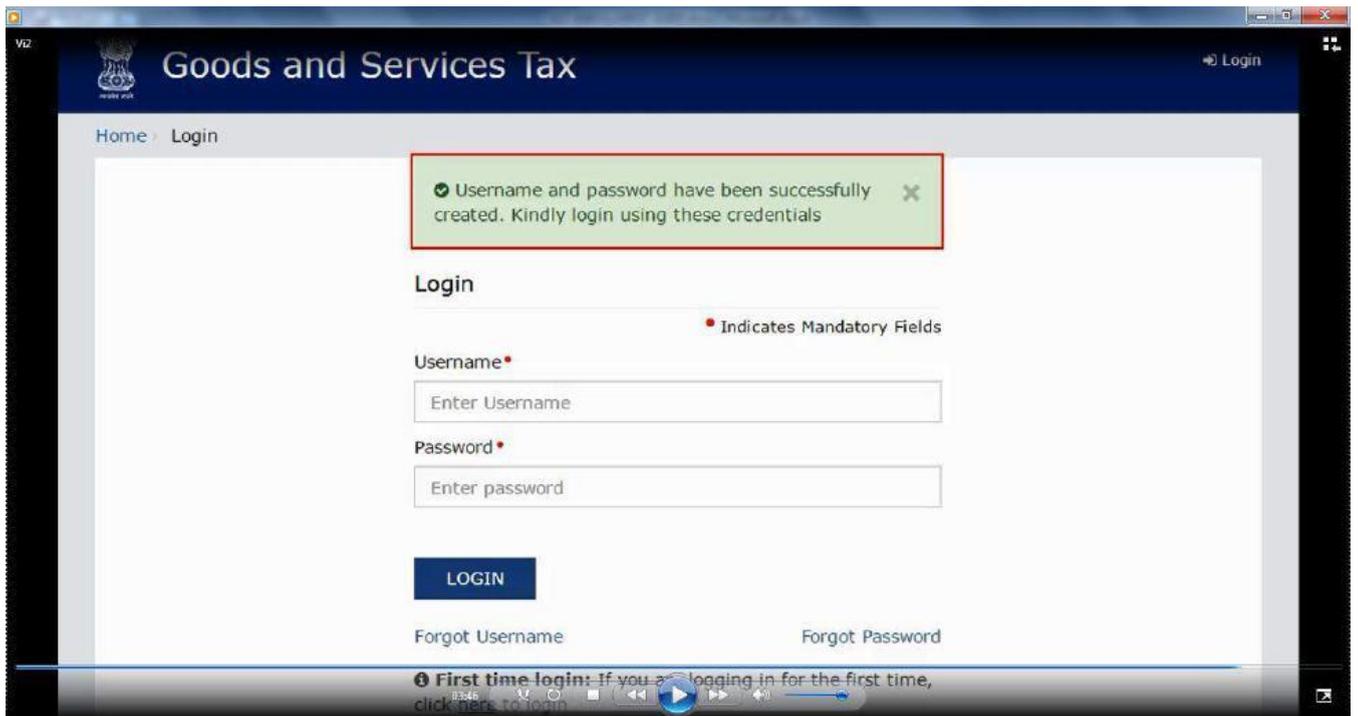
5. Personal Mobile Number of Proprietor / Authorized Signatory *

9986863270

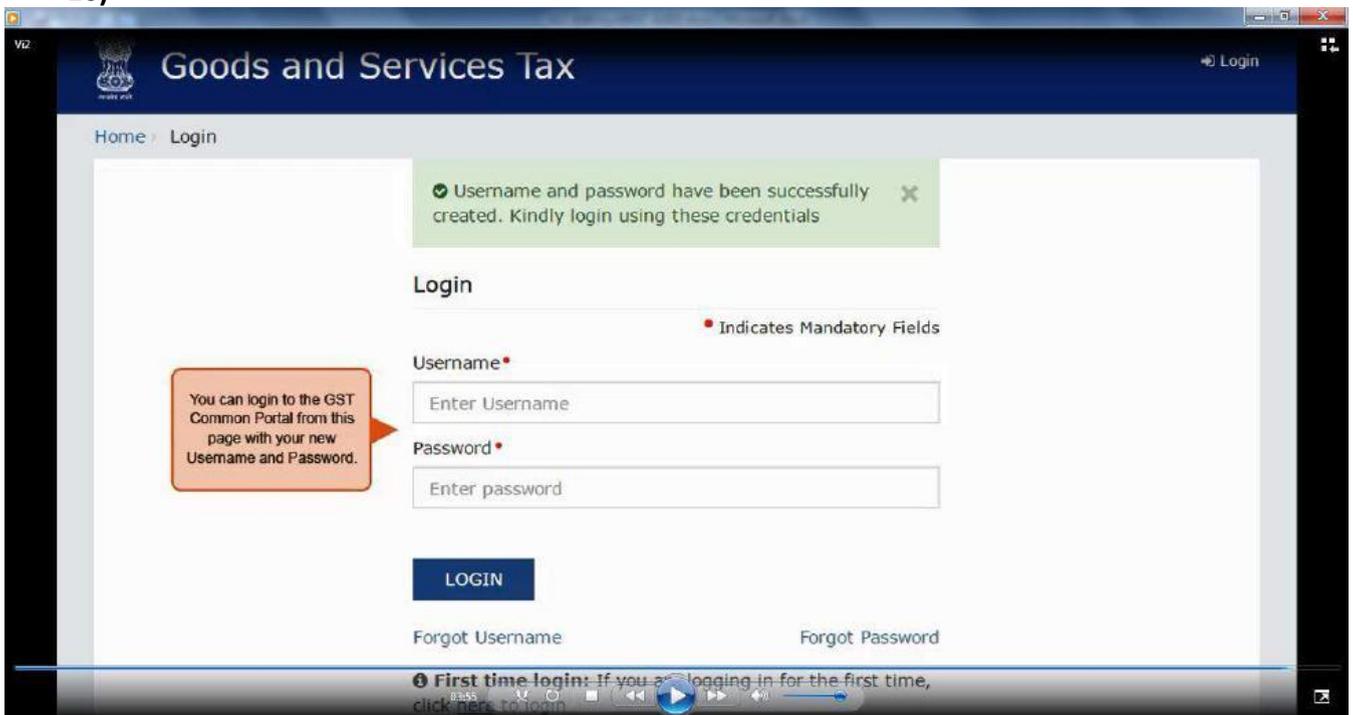
SUBMIT

For each security question, enter the answer.

15) Now log in with new user name and password.



16)



17) Fillup details of business.

Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Details of your Business

Notice the five fields are auto-populated: Legal Name of Business (as per PAN), Legal Name of Business (as per current tax Act), PAN of the Business, State and Zone/ District/ Ward/ Zone. • indicates mandatory field

Legal Name of Business (as per PAN) Prakash Agarwala	Legal Name of Business (as per current tax Act) OM PRAKASH AGARWALA	PAN of the Business AABFO0597R
Trade Name Enter Trade Name	Constitution of Business • Select One Business Area	
State Meghalaya	Zone/ District/ Ward/ Zone circle	Zone/ District/ Ward/ Zone No • Select

Please Indicate All Existing Registrations

Registration Type • Select	Registration No. • 	Date of Registration • DD/MM/YYYY	ADD
Enter the details of your existing registration details like State VAT Registration, Central Excise, Service Tax Registration.			CANCEL

Document Upload

Proof of Constitution of Business •
Select

📎 File with PDF or JPEG format is only allowed.
📎 Maximum file size for upload is 1 MB

Choose File No file chosen

BACK **SAVE & CONTINUE**

18) Enter details of promoter/partner details.

Business Details ✓

Promoter / Partners

Authorized Signatory

Principal Place of Business

Add place of business

Goods & Services

Bank Accounts

Verification

In the Promoter / Partners tab page, enter the details of your stakeholders including PAN details. • indicates mandatory field

Details of Managing / Authorized Partners

Personal Information

First Name *	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Name of Father/Husband

First Name *	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Date of Birth *	Mobile Number *	Email Address
<input type="text" value="DD/MM/YYYY"/>	+91 <input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Email Address"/>

State *	District *	PIN Code *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Enter PIN Code"/>

Document Upload

Upload photograph (of person whose information has been given above) *

- File with JPEG format is only allowed.
- Maximum file size for upload is 100 KB

No file chosen

OR

You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory

No

Select the Also authorized Signatory option in case details entered here are of primary authorized signatory.

19) Enter details of authorized signatory.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	27%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Remember to select the **Primary Authorized Signatory** option when you are entering the details of the primary authorized signatory. * indicates mandatory field

Authorized Signatory

Primary Authorized Signatory

Personal Information

First Name *	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Name of Father/Husband

First Name *	Middle Name	Last Name
<input type="text" value="Enter the First Name"/>	<input type="text" value="Enter the Middle Name"/>	<input type="text" value="Enter the Last Name"/>

Date of Birth *	Mobile Number *	Email Address
<input type="text" value="DD/MM/YYYY"/>	+91 <input type="text" value="Enter Mobile Number"/>	<input type="text" value="Enter Email Address"/>

Gender *	Telephone Number
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	<input type="text" value="Enter Telephone Number"/>

Residential Address in India

Building No. / Flat No. *	Floor No.	Name of the Premise / Building
<input type="text" value="Enter Building No. / Flat No."/>	<input type="text" value="Enter Floor No."/>	<input type="text" value="Enter Premise / Building"/>

Road / Street *	Locality / Village *
<input type="text" value="Enter Road / Street"/>	<input type="text" value="Enter Locality / Village"/>

State *	District *	PIN Code *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Enter PIN Code"/>

Document Upload

Proof of appointment of Authorized Signatory *

File with PDF or JPEG format is only allowed.
 Maximum file size for upload is 1 MB

No file chosen

Upload photograph (of person whose information has been given above) *

File with JPEG format is only allowed.
 Maximum file size for upload is 100 KB

No file chosen

OR

You can upload your photograph by taking a selfie with your device camera

BACK	SHOW LIST	ADD NEW	SAVE & CONTINUE
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20) Enter details of principal place of business.

Business Details Promoter / Partners Authorized Signatory **Principal Place of Business** Addl place of business Goods & Services Bank Accounts Verification

Details of Principal Place of Business Indicates mandatory field

Address In the Principal Place of Business tab page, enter the details of the principal place of business.

Building No. / Flat No. * Floor No. Name of the Premise / Building

Road / Street * Locality / Village *

State * District * PIN Code *

Contact Information

Office Email Address * Mobile Number * Office Telephone Number

Office FAX Number Navigate and upload the relevant Proof of Principal Place of Business.

Nature of possession of premises *

Document Upload

Proof of Principal Place of Business *

Nature of Business Activity being carried out (You may select more than one) *

Bonded Warehouse EOU / STP / EHTP

Factory / Manufacturing Input Service Distributor (ISD)

Leasing Business Office / Sale Office

Retail Business SEZ

Service Provision Service Recipient

Wholesale Business Works Contract

Warehouse / Depot

21) Enter details of additional place of business.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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• indicates mandatory field

Details of Additional Places of your Business

Address

Building No. / Flat No. *	Floor No.	Name of the Premise / Building
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Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Goods Services

In the Goods and Services tab page, enter the HSN Code of the goods and commodities your business deals with.

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

Search HSN Chapter by Name or Code

Search HSN Code

BACK SAVE & CONTINUE

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details ✓	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
--------------------	---------------------	----------------------	-----------------------------	-----------------------	------------------	---------------	--------------

Goods Services

In case you are dealing with services, enter the SAC Code of the services offered by your business.

Details of Services offered by the business

Please specify top 5 services offered by your business

Search by Name or Code

BACK SAVE & CONTINUE

22) Enter details of bank accounts.

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number* Type of Account* Others*

Enter Bank IFSC Code* Don't know your IFSC Code?
Click here to find your bank

Bank Name Bank To search for IFSC Code of your bank, click the here link.

Document Upload

Supporting Document*

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB

No file chosen

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

* indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory* Place*

Designation Date*

23) submit details with DSC/E Signature.

Business

• indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory*

Place*

Designation

Date*

Connect with us on

Business

• indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory*

Designation

Date*

Warning

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

Connect with us on

24) Select DSC from pop up window and sign.

Business

Verification

I/We hereby solemnly declare that the information furnished above is true and correct to the best of my/our knowledge and belief.

Authorized Signatory *

Ravi [AALFP2500M]

Designation

Manager

Content To Sign

2fed99ae41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

The GST Digital Signature Signer window opens

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

Cancel View Certificate Sign

Copyright © 2016, eMudhra Limited. All Rights Reserved

Retrieving installed digital signatures..

CONNECT WITH US ON

Goods and Services Tax

OM PRAKASH AGARWALA

Dashboard Help

Success

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes.

Once your application is successfully submitted, a unique Application Reference Number (ARN) is generated.

Note this ARN for future correspondence.

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.

