



# Guidelines for GST Registration verification process

1. During the Ongoing Special Drive , it was observed that thousands of fake registration were obtained for utilizing input tax credit.
2. In some cases, identities of other persons like PAN, Aadhaar, etc. have been misused without their knowledge to obtain GST registration.
3. Forged documents, such as forged electricity bills, property tax receipts, rent agreements, etc. are also being used as proof of principal place of business to obtain GST registration.
4. To curb all these ongoing practices, CBIC has issued guidelines featuring tighter scrutiny and verification of registration applications

# New verification process

- 1. Scrutiny and Verification process:** The Officer will examine the authenticity of the details provided and documents uploaded by the applicant.
- 2. Cross verification of the details:** The Officer shall scrutinize and cross verify the uploaded documents with publicly available sources, such as websites of the concerned authorities such as land registry, electricity distribution companies, municipalities, and local bodies, etc.
- 3. High, Medium and Low risk rating for ARN:** The Directorate General of Analytics and Risk Management (DGARM), in coordination with GSTN, is conducting risk rating for each of the applications for Registration.

# New verification process

- 4. Previous Registration:** The officer may verify whether the registration has been obtained on the same PAN earlier, either within the same State or other State(s). If obtained then, the status of the said PAN as well as the compliance record of the said GSTINs may also be checked from the portal.
- 5. Issuance of notice for deficiencies:** If the application is found to be deficient, or requires any clarification from the Applicant shall be issued notice electronically in FORM GST REG-03 within the prescribed time limit.
- 6. Requirement of additional documents and further clarification:** The proper officer may seek clarification or information or document for the cases mentioned.

# New verification process

## **7. Examination of the documents and clarification submitted:**

The officer is satisfied with the reply furnished by the applicant in FORM GST REG-04, he may approve the registration within the prescribed time period. In case the proper officer is not satisfied with the clarification, information or documents furnished or reply has not been furnished to the notice issued, he may, for reasons to be recorded in writing, reject such application and inform the applicant electronically in FORM GST REG05.

**8. Time Limit for notice :** The officer must ensure that notice in FORM GST REG-03 to be issued electronically within a period of seven working days from the date of submission of the application for the applicant has undergone authentication of Aadhaar number and in case of sub-rule (I) of rule 9 of CGST Rules, 2017 within a period of thirty days.

# New verification process

**9. Process of Physical Verification:** In case of failure to undergo Aadhar authentication or not opting for authentication, the officer shall initiate the process for physical verification of the place of business. The physical verification report along with the other documents, including photographs, to be uploaded FORM GST REG-30 in advance of the prescribed time limit.

**10. Physical Verification in other cases :** For the applicant who has undergone Aadhar authentication, based on the scrutiny of application and documents, is of the opinion that physical verification of the place of business is essential he may conduct such physical verification in a time bound manner.

# New verification process

**11. Processing of Application:** The proper officer has to ensure that the application is either rejected or accepted or relevant query is raised within the prescribed time limit. No application to be approved on deemed basis for want of timely action on the part of tax officers.

**12. Registration on deemed approval:** In case of the registration granted on deemed approval basis or cases covered under the parameters referred in para 5.4 of the instruction and also in cases where “High” risk rating has been assigned to an application, and where physical verification was not conducted before grant of such registration, the officer shall communicate the details to the jurisdictional Commissionerate after registration and physical verification to be conducted within 15 days of such registration.

In case the registered person is found to be non-existent or fictitious, remedial action may be taken without any delay.

## Special Attention to the cases

The officer may also give due consideration and special attention to the cases as mentioned in 5.4 of the Instruction;

1. Registration obtained on PAN has been cancelled previously

2. Registration obtained is suspended at the time of verification of new application.

3. Registration on PAN has been rejected previously.

4. The place of business appears to be risky based on parameters

5. On the basis of Scrutiny, the proof of address of place of business appear to be suspicious



# Clarification or Additional Documents

The officer may seek clarification or information or documents to the cases as mentioned in 5.6 of the Instruction;

1. Any document to be incomplete or not legible , then complete and legible copy of the same.

2. Requirement of additional document if the address of place of business does not match with the document uploaded or such uploaded document does not appear to be a valid proof.

3. Complete and unambiguous details of the address along with the corresponding documentary proof if the address proof is incomplete.

4. The officer may seek clarification from the applicant incase any GSTIN linked to the PAN of the applicant is found cancelled or suspended.

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 [www.dardaadvisors.com](http://www.dardaadvisors.com)

 [da@dardaadvisors.com](mailto:da@dardaadvisors.com)

 +91 99529 26239

**Hyderabad:** 4<sup>th</sup> Floor, Plot No. 73, SMR House, Nagarjuna Hills, Punjagutta, Hyderabad, 500082, Telangana, India

**Bangalore:** 250, First Floor, Narasipura Layout, Vidyaranyapura Main Road, Bangalore – 560097, Karnataka

**Chennai:** 13, T.K. Mudali Street, Choolai, Chennai - 600112, Tamil Nadu

**NCR:** N93, Ground floor, Mayfield garden, Sector 51, Gurugram - 122018, Haryana

**Bhilwara:** Moti Chambers, 62&63, Sancheti Colony, Lane besides KK Tower, Pur Road. Bhilwara - 311001, Rajasthan

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