

**Form GST REG-09**

[See Rule ----- ]

**Application for Registration of Non Resident Taxable Person****Part –A**

State /UT –

District -

(i)	Legal Name of the Non-Resident Taxable Person	
(ii)	Permanent Account Number (PAN) of the Non-Resident Taxable person, if any	
(iii)	Passport number, if PAN is not available	
(iv)	Tax identification number or unique number on the basis of which the entity is identified by the Government of that country	
(v)	Name of the Authorized Signatory (as per PAN)	
(vi)	PAN of the Authorized Signatory	
(vii)	Email Address of the Authorized Signatory	
(viii)	Mobile Number of the Authorized Signatory (+91)	
<b>Note</b> - Relevant information submitted above is subject to online verification, where practicable, before proceeding to fill up Part-B.		

**Part -B**

1.	Details of Authorized Signatory (should be a resident of India)		
	First Name	Middle Name	Last Name
	Photo		
	Gender	Male / Female / Others	
	Designation		
	Date of Birth	DD/MM/YYYY	
	Father's Name		
	Nationality		
	Aadhaar		
	Address of the Authorised signatory.		Address line 1
		Address Line 2	
		Address line 3	
2.	Period for which registration is required	From	To
		DD/MM/YYYY	DD/MM/YYYY
3			

	Turnover Details		Estimated Turnover (Rs.)		Estimated Tax Liability (Net) (Rs.)				
			Intra- State	Inter –State	Central Tax	State Tax	UT Tax	Integrated Tax	Cess
4	Address of Non-Resident taxable person in the Country of Origin (In case of business entity - Address of the Office)								
	Address Line 1								
	Address Line 2								
	Address Line 3								
	Country (Drop Down)								
	Zip Code								
	E mail Address								
	Telephone Number								
	5	Address of Principal Place of Business in India							
Building No./Flat No.				Floor No.					
Name of the Premises/Building				Road/Street					
City/Town/Village/Locality				District					
Block/Taluka									
Latitude				Longitude					
State				PIN Code					
Mobile Number				Telephone Number					
E mail Address				Fax Number with STD					
6	Details of Bank Account in India								
	Account Number					Type of account			
	Bank Name		Branch Address				IFSC		
7	Documents Uploaded <i>A customized list of documents required to be uploaded (refer Instruction) as per the field values in the form</i>								
8	Declaration <i>I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.</i>								
				Signature					
Place:				Name of Authorized Signatory					
Date:				Designation:					

**Note:** Non-Resident taxable person is required to upload declaration (as per under mentioned format) along with scanned copy of the passport and photograph.

**List of documents to be uploaded as evidence are as follows:-**

1.	<p>Proof of Principal Place of Business:</p> <p>(a) For own premises – Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.</p> <p>(b) For Rented or Leased premises – A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.</p> <p>(c) For premises not covered in (a) &amp; (b) above – A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.</p>
2.	<p>Proof of Non-resident taxable person: Scanned copy of the passport of the Non -resident taxable person with VISA details. In case of a business entity incorporated or established outside India, the application for registration shall be submitted along with its tax identification number or unique number on the basis of which the entity is identified by the Government of that country or it's PAN, if available.</p>
3	<p>Bank Account related proof: Scanned copy of the first page of Bank passbook or the relevant page of Bank Statement or Scanned copy of a cancelled cheque containing name of the Proprietor or Business entity, Bank Account No., MICR, IFSC and Branch details including code.</p>
4	<p>Authorization Form:- For each Authorised Signatory mentioned in the application form, Authorization or copy of Resolution of the Managing Committee or Board of Directors to be filed in the following format:</p> <p>Declaration for Authorised Signatory (Separate for each signatory) (Details of Proprietor/all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc.)</p> <p>I/We --- (name) being (Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc.) of ..... (name of registered person)</p> <p>hereby solemnly affirm and declare that &lt;&lt;name of the authorized signatory, (status/designation)&gt;&gt; is hereby authorized, vide resolution no... dated..... (Copy submitted herewith), to act as an authorized signatory for the business &lt;&lt; GSTIN - Name of the Business&gt;&gt; for which application for registration is being filed under the Act. All his actions in relation to this business will be binding on me/ us.</p> <p style="text-align: right;">Signature of the person competent to sign Name: Designation/Status: (Name of the proprietor/Business Entity)</p> <p style="text-align: center;">Acceptance as an authorized signatory    Acceptance as an authorized signatory</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I &lt;&lt;(Name of the authorized signatory)&gt;&gt; hereby solemnly accord my acceptance to act as authorized signatory for the above referred business and all my acts shall be binding on the business.</p> <p style="text-align: right;">Signature of Authorised Signatory</p> <p>Place: Date: Designation/Status:</p> </div>

**Instructions for submission of application for registration as Non-Resident Taxable Person.**

1. Enter Name of the applicant Non-Resident taxable person as recorded on Passport.
2. The applicant shall apply at least **Five** days prior to commencement of the business at the Common Portal.
3. The applicant needs to provide Email Id and Mobile Number for verification and future communication which will be verified through One Time Passwords to be sent separately, before filling up Part-B of the application.
4. The applicant needs to upload the scanned copy of the declaration signed by the Proprietor/all Partners /Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees etc. in case the business declares a person as Authorized Signatory.
5. The application filed by the under-mentioned persons shall be signed digitally:-

Sr. No	Type of Applicant	Digital Signature required
1.	Private Limited Company Public Limited Company Public Sector Undertaking Unlimited Company Limited Liability Partnership Foreign Company Foreign Limited Liability Partnership	Digital Signature Certificate(DSC) class 2 and above
2.	Other than above	Digital Signature Certificate class 2 and above e-Signature or as may be notified

6. All information related to PAN, Aadhaar, shall be online validated by the system and Acknowledgment Receipt Number will be generated after successful validation of all filled up information.
7. Status of the application filed online can be tracked on the Common Portal.
8. No fee is payable for filing application for registration
9. Authorized signatory shall be an Indian national and shall not be a minor.