

**Form GST REG-14**

[See Rule -----]

**Application for Amendment in Registration Particulars**

(For all types of registered persons)

1. GSTIN/UIN				
2. Name of Business				
3. Type of registration				
4. Amendment summary				
Sr. No	Field Name	Effective Date (DD/MM/YYYY)	Reasons(s)	
5. List of documents uploaded				
(a)				
(b)				
(c)				
...				
6. 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>				
Place:		Signature		
Date:		Name of Authorized Signatory		
		Designation / Status:		

### **Instructions for submission of application for amendment**

1. Application for amendment shall be submitted online.
2. Changes relating to - Name of Business, Principal Place of Business, additional place(s) of business and details of partners or directors, karta, Managing Committee, Board of Trustees, Chief Executive Officer or equivalent, responsible for day to day affairs of the business which does not warrant cancellation of registration, are core fields which shall be approved by the Proper Officer after due verification.
3. For amendment in Non-Core fields, approval of the Proper Officer is not required.
4. Where a change in the constitution of any business results in change of the Permanent Account Number (PAN) of a registered person, the said person shall be required to apply for fresh registration.
5. Any change in the mobile number or the e-mail address of authorized signatory as amended from time to time, shall be carried out only after online verification through the Common Portal.
6. All information related to PAN, Aadhaar, DIN, CIN shall be validated online by the system and Application Receipt Number (ARN) will be generated after successful validation of necessary field.
7. Status of the application can be tracked on the Common Portal.
8. No fee is payable for submitting application for amendment.
9. Authorized signatory shall not be a minor.