



वित्त मंत्रालय
MINISTRY OF
FINANCE

सत्यमेव जयते

Directorate of Systems, Chennai



Updating Mobile Number & Email Authorised Signatory

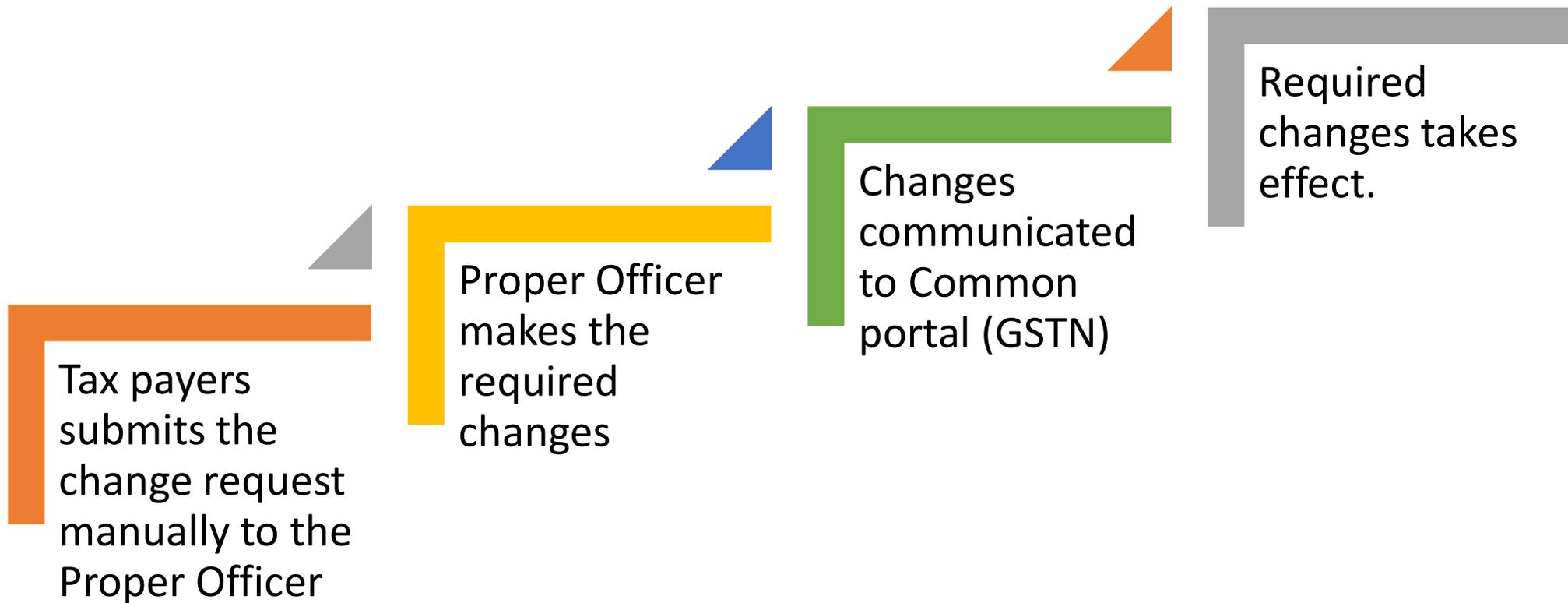
Government of India

Ministry of
FINANCE

Department of Revenue



Process flow- Updating Mobile Number & Email Authorised Signatory



Steps involved



- Login using the provided credentials
- Select GST Application
- Activate Registration Menu
- Select “Active Registration”
- View the list of Tax payers active for the given formation
- Search for the “Tax payer” who requested the modification
- Activate “ACTION” button. It changes to Update AS (Authorized Signatory)
- View the current email id and mobile no.
- Change the required information
- Attach the request letter received from the Tax payer
- Submit, Confirm to view success message.
- Modification will be communicated to Tax payer through Common portal

View the Registration details



Registration Page - Mozilla Firefox

Registration Page x +

appgstprep.cbec.gov.in/cbec-aces-gst-uj/

Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superintendent SSO ID : 27001052 EXECUTIVESET-UP ZONE: AHMEDABAD2

English Hindi

Task List Registration Master x

Active Registration List Registration Master

GST REG-01

Application for Registration under Section 19(1) of Goods and Services Tax Act Dec 2017

GSTIN	Commencement Date	Registration Type	Registration Status
24GSWPS0850QEZA	10-08-2017	Application for New Registration	Approved

Registration Details Existing Registrations Principal Place of Business Bank Accounts Goods & Services Additional Place of Business Partners Details Signatory Others

Registration Details

Part - A			
(i) Legal Name of the Business MAHESH PRATAP SINGH	(ii) PAN GSWPS0850Q	(iii) Email Address jeev12@hi2.in	(iv) Mobile Number 9916300400

Part - B			
1. Trade Name, if any	2. Constitution of Business Proprietorship	Others(Please Specify)	3. Name of the State Gujarat
District Ahmedabad			
4. Jurisdiction State Gujarat	Centre RANGE I	Sector,Circle,Ward,Unit,etc. Ghatak 1 (Ahmedabad)	Others(Please Specify)
5. Option for Composition <input type="radio"/> Yes <input checked="" type="radio"/> No			

Update AS

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Type here to search

17:01 13-12-2017

Current Authorized Signatory



Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superintendent SSO ID : 2700

English Hindi

Task List Registration Master

Active Registration List Registration Master

Update Authorised Signatory

Currently listed as the Primary Authorised Signatory:
MAHESH PRATAP | 9916300400 | Jeev12@hi2.in

You may update the mobile number and email address, or re-designate a different authorised signatory as the "primary" authorised signatory. A scanned copy of a supporting document is required to be uploaded.

[Update Email/Mobile](#)

[Close](#)

Registration Details Existing Registrations Principal Place of BU

Registration Details

(i) Legal Name of the Business: MAHESH PRATAP SINGH

(ii) PAN: GSWPS0850Q

(iii) Email Address: jeev12@hi2.in

(iv) Mobile Number: 9916300400

Part - A

1. Trade Name, if any:

2. Constitution of Business: Proprietorship

Others(Please Specify):

3. Name of the State: Gujarat

District: Ahmedabad

4. Jurisdiction:

State: Gujarat

Centre: RANGE I

Sector, Circle, Ward, Unit, etc.: Ghatak 1 (Ahmedabad)

Others(Please Specify):

5. Option for Composition: Yes No

[Update AS](#) [CLOSE](#)

Update Email/ Mobile No.



Registration Page - Mozilla FireFox

Registration Page x +

appgstprep.cbec.gov.in/cbec-aces-gst-uj

Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superint

Task List Registration Master x

Active Registration List Registration Master

English Hindi

Update Email Address & Mobile Number

Sl.	Firstname	Middlename	Surname	Gender	E-mail Address	Mobile Number	Primary Authorized Signatory	Documents	View Contact
1	MAHESH		PRATAP	Male	jeev12@hi2.in	9916300400	<input checked="" type="checkbox"/>		

Supporting Document *: Formats allowed: .jpg, .jpeg, .pdf only.

Showing: 1 - 1 of 1 Records Page: 1 of 1

Registration Details Existing Registrations

Registration Details

(i) Legal Name of the Business: MAHESH PRATAP SINGH

(ii) PAN: GSWPS0850Q

(iii) Email Address: jeev12@hi2.in

(iv) Mobile Number: 9916300400

Part - A

1. Trade Name, if any:

2. Constitution of Business: Proprietorship

Others(Please Specify):

3. Name of the State: Gujarat

Part - B

4. Jurisdiction: Ahmedabad

State: Gujarat

Centre: RANGE I

Sector, Circle, Ward, Unit, etc.: Ghatak 1 (Ahmedabad)

Others(Please Specify):

5. Option for Composition: Yes No

Update AS

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Upload request letter received



Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superinte

Task List Registration Master

Active Registration List Registration Master

GSTIN
24GSWPS0850QEZA

Registration Details Existing Registrations

Registration Details

(i) Legal Name of the Business
MAHESH PRATAP SINGH

(ii) PAN
GSWPS0850Q

(iii) Email Address
jeev12@hi2

(iv) Mobile Number

Part - A

Part - B

1. Trade Name, if any

2. Constitution of Business
Proprietorship

Others(Plea

District
Ahmedabad

State
Gujarat

Centre
RANGE I

Sector,Circle,Ward,Unit,etc.
Ghatak 1 (Ahmedabad)

Others(Please Specify)

5. Option for Composition Yes No

Update AS

CLOSE

Update Email Address & Mobile Number

Sl.	Firstname	Middlename	Surname	Gender	E-mail Address	Mobile Number	Primary Authorized Signatory	Documents	View Contact
1	MAHESH		PRATAP	Male	beevee@gmail.com	9500112345	<input checked="" type="checkbox"/>		

Supporting Document * : Formats allowed: .jpg, .jpeg, .pdf only.

Showing: 1 - 1 of 1 Records

Page: 1 of 1

Submit button will be activated only after attaching the request letter

Document stored in AIO/Server



Registration Page

appgstprep.cbec.gov.in/cbec-aces-gst-ui/

Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superintendent

Task List Registration Master

Active Registration List Registration Master

GSTIN
24GSWPS0850QEZA

Registration Details Existing Registrations

Registration Details

(i) Legal Name of the Business
MAHESH PRATAP SINGH

1. Trade Name, if any

District
Ahmedabad

4. Jurisdiction

State
Gujarat

5. Option for Composition Yes No

File Upload

Recently Used

Places	Name	Size	Modified
Search	printservlet	45.5 kB	10/31/2017
Recently Used	AUTO.pdf	122.2 kB	10/25/2017

27001052
Desktop
File System

All Files

Cancel Open

Update AS

CLOSE

Others

Others(Please Specify)

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Document attached



Registration Page

appgstprep.cbec.gov.in/cbec-aces-gst-ui/

Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superinte

Task List Registration Master

Active Registration List Registration Master

GSTIN
24GSWPS0850QEZA

Registration Details Existing Registrations

Registration Details

(i) Legal Name of the Business
MAHESH PRATAP SINGH

(ii) PAN
GSWPS0850Q

(iii) Email Address
jeev12@hi2.in

(iv) Mobile Number
9916300400

Part - B

1. Trade Name, if any

2. Constitution of Business
Proprietorship

Others(Please Specify)

3. Name of the State
Gujarat

District
Ahmedabad

4. Jurisdiction

State
Gujarat

Centre
RANGE I

Sector,Circle,Ward,Unit,etc.
Ghatak 1 (Ahmedabad)

Others(Please Specify)

5. Option for Composition Yes No

Update Email Address & Mobile Number

Sl.	Firstname	Middlename	Surname	Gender	E-mail Address	Mobile Number	Primary Authorized Signatory	Documents	View Contact
1	MAHESH		PRATAP	Male	beevee@gmail.com	9500112345	<input checked="" type="checkbox"/>		

Supporting Document * : Formats allowed: .jpg, .jpeg, .pdf only.

AUTO.pdf (119.37 kB)

Showing: 1 - 1 of 1 Records Page: 1 of 1

Update AS

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Confirmation Message for updating the changes



Registration Page

appgstprep.cbec.gov.in/cbec-aces-gst-ui/

Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superinter

Update Email Address

Confirmation

Are you sure you want to submit the changes?

YES NO

Supporting Documents

AUTO.pdf (119.37 kB)

Showing: 1 - 1 of 1 Records

Page: 1 of 1

Submit Close

Registration Details Existing Registrations

Registration Details

(i) Legal Name of the Business: MAHESH PRATAP SINGH

(ii) PAN: GSWPS0850Q

(iii) Email Address: jeev12@hi2.in

(iv) Mobile Number: 9916300400

Part - B

1. Trade Name, if any

2. Constitution of Business: Proprietorship

Others(Please Specify)

3. Name of the State: Gujarat

District: Ahmedabad

4. Jurisdiction

State: Gujarat

Centre: RANGE I

Sector,Circle,Ward,Unit,etc.: Ghatak 1 (Ahmedabad)

Others(Please Specify)

5. Option for Composition: Yes No

Update AS

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Successful modification



Registration Page

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Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

Name : ACES Test449 Designation : Superintendent SSO ID : 2700

Task List Registration Master Registration Master

Active Registration List Registration Master

Success Message
Your Request for update of signatory is submitted to GST portal

Close

GSTIN: 24BGCP50940N2Z7
Commencement Date: 10-11-2017
Registration Type: Application for New Registration
Registration Status: Approved

Registration Details Existing Registrations Principal Place of Business Bank Accounts Goods & Services Additional Place of Business Partners Details Signatory Others

Registration Details

Part - A

(i) Legal Name of the Business: PAVAL SONI
(ii) PAN: BGCP50940N
(iii) Email Address: jeev3@hi2.in
(iv) Mobile Number: 8618520271

Part - B

1. Trade Name, if any
2. Constitution of Business: Proprietorship
Others(Please Specify)
3. Name of the State: Gujarat

District: Ahmedabad

4. Jurisdiction

State: Gujarat
Centre: RANGE I
Sector, Circle, Ward, Unit, etc.: Ghatak 1 (Ahmedabad)
Others(Please Specify)

5. Option for Composition: Yes No

Update AS

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