

Directorate of Systems, Chennai



Updating Mobile Number & Email Authorised Signatory



Process flow-Updating Mobile Number & Email Authorised Signatory



Tax payers submits the change request manually to the Proper Officer Proper Officer makes the required changes Changes communicated to Common portal (GSTN) Required changes takes effect.

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



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Current Authorized Signatory



Central Board of Excise and Customs Ministry of Finance - Department of Revenue			0 0 1 1
Name : ACES Test449 Designation : Superintendent SSO ID :	2700 Update Authorised Signatory		
Me No Active Registration List Registration Master	Currently listed as the Primary Authorised MAHESH PRATAP 9916300400 jeev12	Signatory: @hl2.ln	
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5. Option for Composition Stres No			

Update Email/ Mobile No.



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Upload request letter received



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