



वित्त मंत्रालय  
MINISTRY OF  
**FINANCE**

Directorate of Systems, Chennai



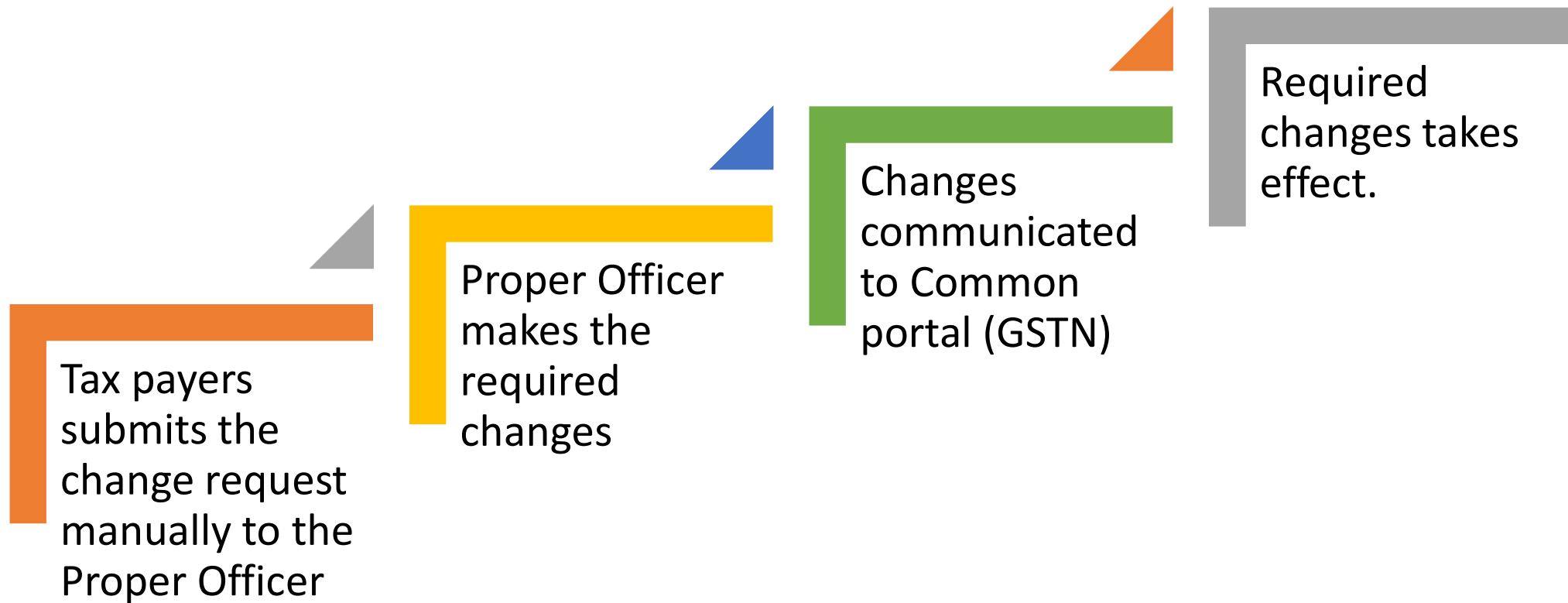
# Updating Mobile Number & Email Authorised Signatory

Government of India

Department of Revenue

Ministry of  
**FINANCE**

## 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-ui/

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

Name : ACES Test449 Designation : Superintendent SSO ID : 27001052 EXECUTIVE SET-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: 24GSWPS0850QEZA Commencement Date: 10-08-2017 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: 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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Type here to search

17:01 13-12-2017

# Current Authorized Signatory



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

Home

User

Help

Logout

EnglishHindi

Name : ACES Test449Designation : SuperintendentSSO ID : 2700

Task ListRegistration Master

Active Registration ListRegistration Master

Registration DetailsExisting RegistrationsPrincipal Place of Business

Registration Details

(i) Legal Name of the Business

MAHESH PRATAP SINGH

(ii) PAN

GSWPS0850Q

(iii) Email Address

jeev12@hi2.in

(iv) Mobile Number

9916300400

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 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

DetailsSignatoryOthers

Update AS

CLOSE

# Update Email/ Mobile No.



Registration Page - Mozilla Firefox

Registration Page x

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 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

Part - B

1. Trade Name, if any  
District  
Ahmedabad

2. Constitution of Business  
Proprietorship

Others(Please Specify)

3. Name of the State  
Gujarat

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

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# Upload request letter received



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

Name : ACES Test449 Designation : Superintendant

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(Please Specify)

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 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/

Search

☆

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🏠

☰

Central Board of Excise and Customs

Ministry of Finance - Department of Revenue

Task List

Registration Master

Active Registration List

Registration Master

Navigation

Back

Support

Share

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

Name : ACES Test449

Designation : Superintendent

GSTIN

24GSWPS0850QEZA

Update

File Upload

Recently Used

Places

Search

Recently Used

27001052

Desktop

File System

Name	Size	Modified
printervlet	45.5 kB	10/31/2017
AUTO.pdf	122.2 kB	10/25/2017

All Files

Cancel

Open

Others

Close

Update AS

CLOSE

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# Document attached



Registration Page

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

Search

Home

Logout

Help

Language: English Hindi

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

(ii) PAN

GSWPS0850Q

(iii) Email Address

jeev12@hi2.in

(iv) Mobile Number

9916300400

Part - B

1. Trade Name, if any

2. Constitution of Business

Others(Please Specify)

3. Name of the State

District

Proprietorship

Gujarat

4. Jurisdiction

State

Centre

Sector, Circle, Ward, Unit, etc.

Others(Please Specify)

Ahmedabad

RANGE I

Ghatak 1 (Ahmedabad)

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 \*: 

Browse Documents

 Formats allowed: .jpg, .jpeg, .pdf only.

AUTO.pdf ( 119.37 kB )

Showing: 1 - 1 of 1 Records

Page: 1 of 1

Submit Close

Update AS

CLOSE

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# Confirmation Message for updating the changes

Registration Page

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

Name : ACES Test449 Designation : Superinter

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

Confirmation

Are you sure you want to submit the changes?

YES NO

Supporting Document

AUTO.pdf ( 119.37 kB )

Showing: 1 - 1 of 1 Records

Page: 1 of 1

Submit Close

Update AS

CLOSE

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# Successful modification



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 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: PAYAL SONI (ii) PAN: BGCP50940N (iii) Email Address: jeev3@hi2.in (iv) Mobile Number: 8618520271

Part - B

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

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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