

## **Step by Step Guide for GST Enrolment for existing Central Excise / Service Tax Assesseees**

All existing Central Excise and Service Tax assesseees will be migrated to GST starting 7<sup>th</sup> January 2017. To migrate to GST, assesseees would be provided a Provisional ID and Password by CBEC.

Provisional IDs would be issued to only those assesseees who have a valid PAN associated with their registration. An assessee may not be provided a Provisional ID in the following cases:

- a. The PAN associated with the registration is not valid*
- b. The PAN is registered with State a Tax authority and Provisional ID has been supplied by the said State Tax authority.*
- c. There are multiple CE/ST registrations on the same PAN in a State. In this case only 1 Provisional ID would be issued for the 1<sup>st</sup> registration in the alphatebical order provided any of the above 2 conditions are not met.*

The assesseees need to use this Provisional ID and Password to logon to the GST Common Portal (<https://www.gst.gov.in>) where they would be required to fill and submit the Form 20 along with necessary supporting documents.

Subsequent pages provide the Steps to be followed by each assessee to migrate to GST.

**Step 1:** Logon to ACES portal using the existing ACES User ID and Password

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User Name :	<input type="text"/>
Password :	<input type="password"/>
<input type="button" value="Logon"/> <input type="button" value="Clear"/>	

New Users to [Click here](#) to Register with ACES  
[Forgot your password](#)  
[Know your location](#)  
[Unblock your Account](#)

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**Step 2:** Either follow the link to obtain the Provisional ID and Password OR navigate using the Menu

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SDR PRA REF REG HELP RET REP  
ACES - Home Logged in arp\_st\_105 Sign Out

Follow this Link

To update email id and Mobile No. - [Click Here](#)

Please [Click Here](#) to view your Provisional ID and Password to access GSTN common portal.

"As per the draft provisions of Goods and Services Tax (GST) law to be implemented by 1st April 2017, every person registered under Central Excise/ Service Tax is provisionally provided GSTIN (Goods and Services Tax Identification Number) called as Provisional ID. Using this Provisional ID (User Login) and the provisional password, they are required further to login to the Common Portal of GST namely [www.gst.gov.in](http://www.gst.gov.in) maintained by GSTN and enroll themselves for regularizing their registration under GST."

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cbecmitra.helpdesk@icegate.gov.in'."/>

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SDR PRA REF REG HELP RET REP  
Service Tax GSTN Provisional Credentials Logged in arp\_st\_105 Sign Out

Service Tax Registration Number	Provisional ID for GST	Provisional Password
GOVTS1	awaited	awaited

Next step

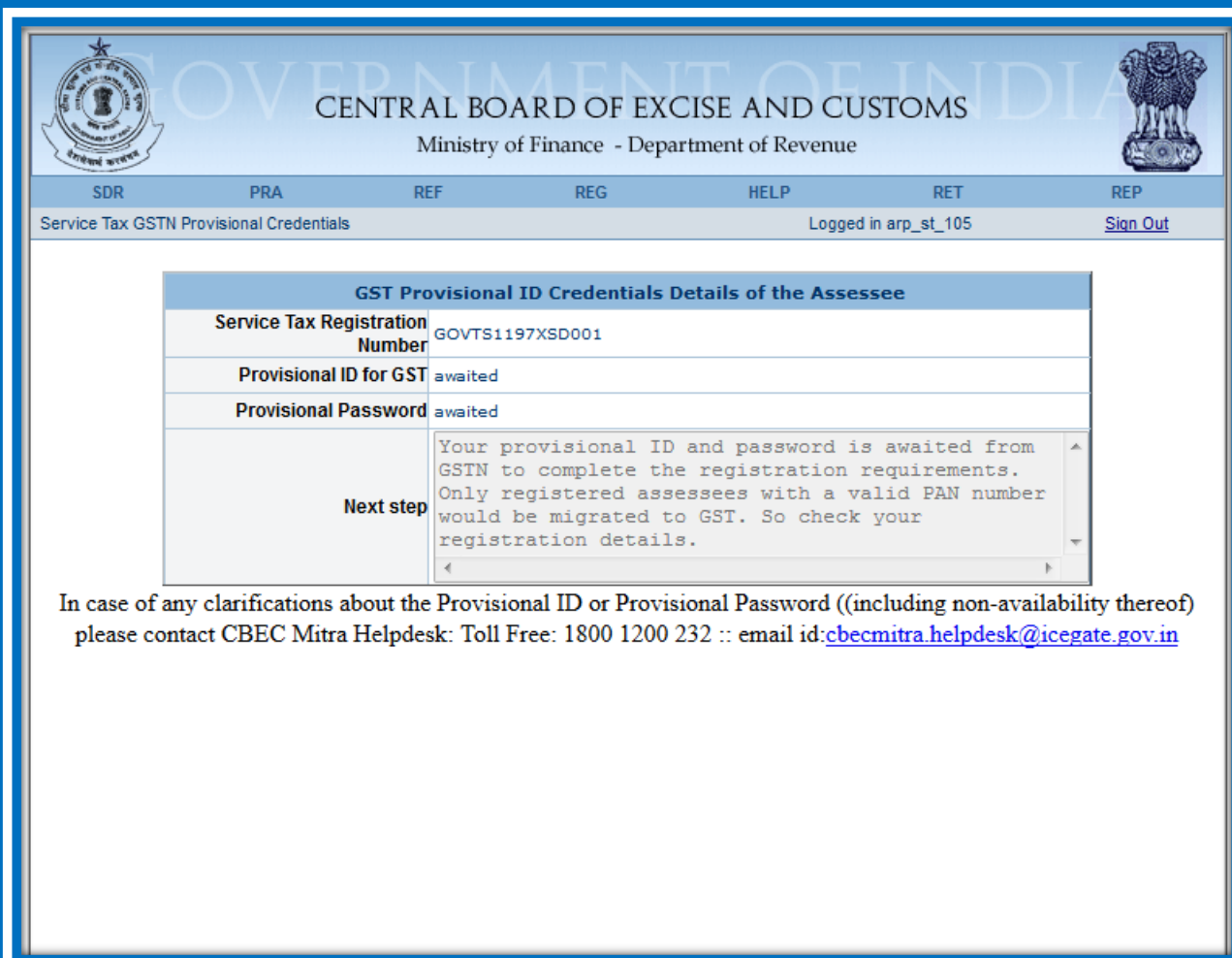
- Your GSTIN
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Complete Amend Registration  
View Non Assessee  
Amend Registration  
View Last Amended ST1 Application Under Approval  
View Registration History  
View  
Surrender  
Withdraw ST1 Application  
Sentback ST1 Application  
Home  
Change Password  
Update Mobile No and Email id  
GST login credential  
CFC  
Print Acknowledgement  
Receipt

In case of any clarifications about the Provisional ID and Password ((including non-availability thereof) please contact CBEC Mitra Helpdesk: Toll free number: 1800-120-0100. Email id: [cbecmitra.helpdesk@icegate.gov.in](mailto:cbecmitra.helpdesk@icegate.gov.in)

Use this Menu to obtain Provisional ID

**Step 3:** Make a note of the Provisional ID and password that is provided. In case a Provisional ID is not provided, please refer the Next Step section. In case of further doubt please contact the CBEC Helpdesk at either 1800-1200-232 or email at [cbecmitra.helpdesk@icegate.gov.in](mailto:cbecmitra.helpdesk@icegate.gov.in)



The screenshot displays the CBEC website interface. At the top, it features the Government of India emblem and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. A navigation bar includes links for SDR, PRA, REF, REG, HELP, RET, and REP. Below this, the page title is 'Service Tax GSTN Provisional Credentials' and the user is logged in as 'arp\_st\_105'. A 'Sign Out' link is visible in the top right corner.

GST Provisional ID Credentials Details of the Assessee	
Service Tax Registration Number	GOVTS1197XSD001
Provisional ID for GST	awaited
Provisional Password	awaited
Next step	Your provisional ID and password is awaited from GSTN to complete the registration requirements. Only registered assesseees with a valid PAN number would be migrated to GST. So check your registration details.

In case of any clarifications about the Provisional ID or Provisional Password ((including non-availability thereof) please contact CBEC Mitra Helpdesk: Toll Free: 1800 1200 232 :: email id:[cbecmitra.helpdesk@icegate.gov.in](mailto:cbecmitra.helpdesk@icegate.gov.in)

Once you have obtained the Provisional ID and Password, logon to the GST Common Portal (<https://www.gst.gov.in>) using this ID and Password.

The GST Common Portal has made available a manual on how to fill the Form-20. It is available on [www.gst.gov.in](http://www.gst.gov.in).