

## Annexure - I

### **User manual for members to upload GST Identification Number (GSTIN) details through BEFS to the Exchange.**

Logon to BEFS portal and proceed to 'GSTIN Registration'

Click on 'GSTIN Entry Form' to enter GSTIN details in the system.

Upon clicking 'GSTIN Entry Form' the following page will open.



Provide all the details sought on the page

Goods And Services Tax (GST) Identification Number - Entry Form		
Member Code :	Member Name : SECURITIES LTD.	Firm's PAN :
<b>Registered Address :-</b>		
Address 1 : 1 CHAMBERS		City : NEW DELHI
Address 2 : MAIN ROAD		State : DELHI
Address 3 :		PIN Code : 110005
<b>Preferred Address :-</b>		
<i>Note :- Preferred Address will be considered for GST calculations. If member wants to change Preferred Address, kindly approach Membership Operations Department.</i>		
Address 1 : 11/6B,SHANTI CHAMBERS		City : NEW DELHI
Address 2 : MAIN PUSA ROAD		State : DELHI
Address 3 :		PIN Code : 110005
GSTIN Registration Number * :	<input type="text"/>	
GSTIN Certificate Number :	<input type="text"/>	
<b>Documents Upload</b>		
1. Copy of ARN Acknowledgement / GSTIN Registration Certificate * :	C:\USERS\PUBLIC\PI   Browse...	
2. Any Other Supporting Document :	<input type="text"/> Browse...	
<input type="button" value="SAVE"/>		

Preferred address available with the Exchange will be considered for GST calculations. If the address provided while opting GSTIN from the Relevant

authority is different from preferred address, please approach the Membership Operations Department and intimate the preferred address. .

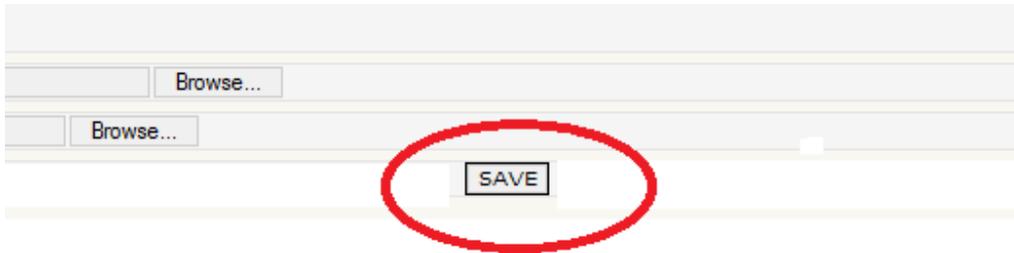
<b>Preferred Address :-</b> <small>Note :- Preferred Address will be considered for GST calculations. If member wants to change Preferred Address, kindly approach Membership Operations Department.</small>	
Address 1 : SHANTI CHAMBERS	City : NEW DELHI
Address 2 : MAIN ROAD	State : DELHI
Address 3 :	PIN Code : 110005
GSTIN Registration Number * 07AAAAA0000A1Z5	
GSTIN Certificate Number :	
<b>Documents Upload</b>	
1. Copy of ARN Acknowledgement / GSTIN Registration Certificate * : C:\USERS\PUBLIC\PI	Browse...
2. Any Other Supporting Document :	Browse...
<input type="button" value="SAVE"/>	

Provide GSTIN number in the highlighted space.

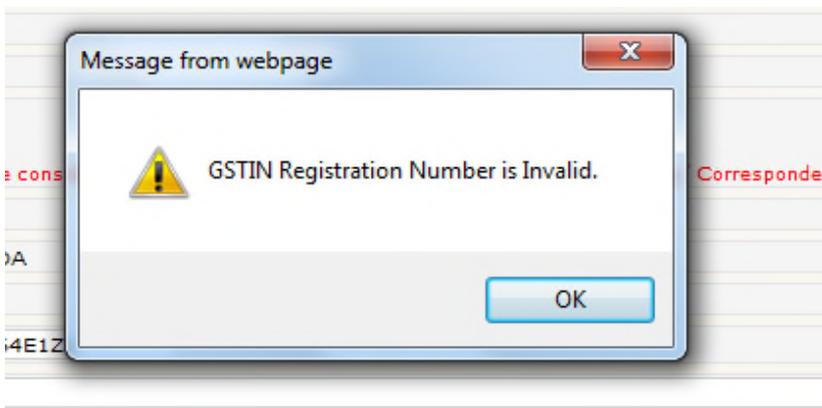
Member is required to upload the scanned copy of the following documents:

1. ARN Acknowledgment / GSTIN Certificate (Mandatory)
2. Any other supporting document (Non mandatory)

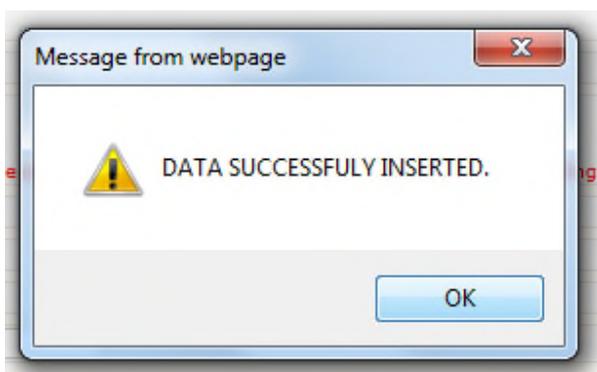
Once all the aforesaid details/documents are furnished click on SAVE button provided at the bottom of the page.



In case the system flashes the following message upon clicking the SAVE button, please check whether GSTIN is correctly entered. (Flash message as “GSTIN is invalid”)



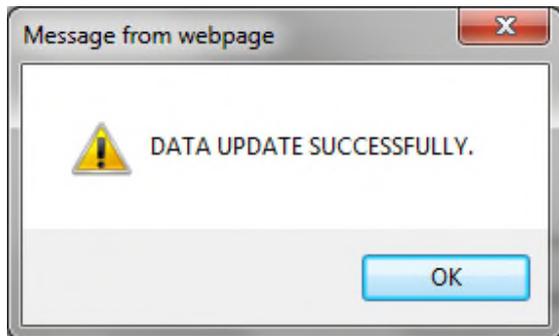
Once GSTIN details are entered properly, click on SAVE button. The following message will appear on the screen.



Click on Update and submit button.



Following message will be displayed.



Acknowledgement email for intimation of GSTIN details to the Exchange will be sent on the registered email ID of the Member.

**In case the Exchange rejects/ raise certain query/s on GSTIN details.**

Intimation email for rejection by the Exchange will be sent on the registered email ID of the Member.

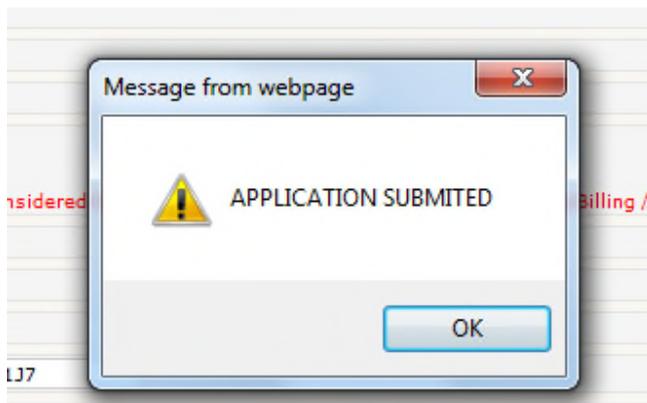
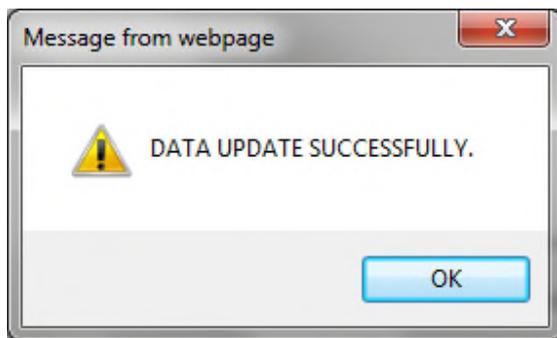
Member has to logon to GSTIN page to check the status of details sent to the Exchnage. In case the application is rejected by the Exchange, reason for the rejection will be displayed at the bottom of the page.



Member will be required to make the necessary corrections/ modifications in the GSTIN details form as suggested by the Exchange. Thereafter, first click on “Update” button and then click on the “SUBMIT” button, provided at the bottom of the page.



Upon clicking the respective buttons, the following messages will be displayed on the screen



Once GST Identification number is taken on record by the Exchange, the following message will be displayed on GSTIN page.

<input type="button" value="Browse..."/>
<b>You Cannot Edit The Information As Your Request Is Approved.</b>

Acknowledgement email for intimation of GSTIN details successfully to the Exchange will be sent on the registered email ID of the Member.

**MEMBER IS REQUIRED TO INTIMATE THE CHANGE IN GSTIN IN CASE THERE IS A CHANGE IN STATE DUE TO CHANGE IN PREFERRED ADDRESS**

**INTIMATION OF NEW GST IDENTIFICATION NUMBER.**

Logon to the GSTIN page, existing GSTIN details will be displayed.

An option is provided - **“Intimation for change in GSTIN”**

Upon clicking the option, system will prompt “Do you wish to replace the existing GSTIN details with new GSTIN “

Select Yes/ No.

In case the member selects the option “No”, then the system will not allow any changes to be carried out.

In case the member selects option “Yes”, a new registration page will be displayed. The entire process flow of new GSTIN registration will have to be carried out. The new approved GSTIN record will appear above the old record. Details of the new GSTIN will be considered for further use/ communication (monthly billing etc.)

Member can view the past GSTIN details.

Please note system will not allow to report new GSTIN unless the member has officially intimated change in preferred address (change in State) to **Membership Operations department** before making such changes in the BEFS system. (Once preferred address change request is received by Membership Operations Department, the database for preferred address of the particular member will be taken on record by Membership Operations Department and same will be auto

populated in the BEFS system for providing information pertaining to change in GSTIN)