

Government of India / State Government
Department of -----

Form GST REG-07

[See Rule ----]

Application for Registration as Tax Deductor or Tax Collector at Source under Section --- of the Goods and Service Tax Act, 20--

Part -A

1	Legal Name of the Tax Deductor/ Tax Collector(As mentioned in PAN/ TAN)	
2A	PAN (Enter PAN of the Business; PAN of Individual in case of Proprietorship concern)	
2B	TAN (Enter TAN taken for place of business)	
2C	Email Address	
2D	Mobile Number	

Note - Information submitted at Sr. No. 1 to 2D above is subject to online verification before proceeding to fill up Part-B.

Part -B

3	Trade Name (optional)			
4	Constitution of Business (Please Select the Appropriate)			
5	Name of the State	▲	District	▲
6	Sector, Circle, Ward, etc. as applicable	▲		
7	Center Jurisdiction	▲		
8	Type of registration	Tax Deductor <input type="radio"/>		Tax Collector <input type="radio"/>
9	Type of Government (For Government departments only)	State <input type="radio"/> Center <input type="radio"/>		
10	Address of Principal place of business			
Building No./Flat No.		Floor No.		
Name of the Premises/Building		Road/Street		
Locality/Village		City/District		
State		PIN Code		
Contact Information				
Office Email Address		Office Telephone number	STD	

Mobile Number		Office Fax Number	STD	
11	Nature of possession of premises			
	Own	Leased	Rented	Consent
12	Have you obtained any other registrations under GST in the same State?			<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, mention GSTIN			
13	IEC (Importer Exporter Code), if applicable			
14	Details of DDO (Drawing and Disbursing Officer) / Person responsible for deducting tax/collecting tax			
Particulars		First Name	Middle Name	Surname
Name				
Name of Father				
Date of Birth		DD/MM/YYYY	Gender	<Male, Female, Other>
Mobile Number			Email address	
Telephone No. with STD				
Designation /Status			Director Identification Number (if any)	
PAN			Aadhaar Number	
Are you a citizen of India?		Yes / No	Passport No. (in case of foreigners)	
Residential Address				
Building No/Flat No			Floor No	
Name of the Premises/Building			Road/Street	
Locality/Village			City/District	
State			PIN Code	
15.	Consent <i>I on behalf of the holder of Aadhar number <pre-filled based on Aadhar number provided in the form> give consent to "Goods and Services Tax Network" to obtain my details from UIDAI for the purpose of authentication. "Goods and Services Tax Network" has informed me that identity information would only</i>			

	<i>be used for validating identity of the Aadhar holder and will be shared with Central Identities Data Repository only for the purpose of authentication.</i>				
16.	<p>Verification</p> <p><i>I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from</i></p> <p style="text-align: right;">(Digital Signature/E-Sign)</p> <table> <tr> <td>Place</td> <td>Name of DDO/ Person responsible for deducting tax/collecting tax</td> </tr> <tr> <td>Date</td> <td>Designation</td> </tr> </table>	Place	Name of DDO/ Person responsible for deducting tax/collecting tax	Date	Designation
Place	Name of DDO/ Person responsible for deducting tax/collecting tax				
Date	Designation				

List of documents to be uploaded as evidence are as follows:-

1.	<p>Proof of Principal Place of Business:</p> <p>(a) For Own premises –</p> <p>Any document in support of the ownership of the premises like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.</p> <p>(b) For Rented or Leased premises –</p> <p>A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Property Tax Receipt or Municipal Khata copy or copy of Electricity Bill.</p> <p>(c) For premises not covered in (a) & (b) above –</p> <p>A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy. For shared properties also, the same documents may be uploaded.</p>
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Instruction for filling Application for Registration as Tax Deductor/Tax Collector.

1. Enter Name of Tax Deductor/Tax Collector as recorded on TAN/ PAN of the Business. TAN/PAN shall be verified with Income Tax database.
2. Provide Email Id and Mobile Number of DDO (Drawing and Disbursing Officer) / Person responsible for deducting tax/collecting tax for verification and future communication which will be verified through One Time Passwords to be sent separately, before filling up of the application.
3. Person who is acting as DDO/ Person deducting/collecting tax can sign the application.
4. Application filed by undermentioned persons shall be signed digitally:-

Sr. No	Type of Applicant	Digital Signature required
1.	Private Limited Company Public Limited Company Public Sector Undertaking Unlimited Company Limited Liability Partnership Foreign Company Foreign Limited Liability Partnership	Digital Signature Certificate(DSC)
2.	Other than above	Digital Signature Certificate e-Signature or as may be notified

5. All information related to PAN, Aadhaar, DIN, CIN shall be online validated by the system and Acknowledgment Receipt Number will be generated after successful validation of all the filled information.
6. Status of the online filed Application can be tracked on the Common Portal.
7. No fee is payable for filing application for registration.