Open the Commercial Taxes Departments’ official web-site http://gst.puducherry.gov.in, and click on “e-registration” link button. In the main page, select “New Registration” option. The following window appears.

Enter the required details of the person who is feeding the data and details of business like Business Name, Place of business, Nature of business, PAN details etc. In the last row, just look at the jumbled Alphanumeric Code and type the same in the box given and click on “Continue” button.
The system will generate a “Request ID”. Now, note this ID and in case you want to save the data and continue at a later stage, you have to quote this Request ID Number to retrieve the partially saved data and continue the process.

In this page you are requested for the details of the Branches, Godowns and Factories situated in the Union Territory of Puducherry. Enter the Number of Branches and fill in the Address boxes and Click “ADD” after entering each Branch/Godown/Factory and click on “Continue” button.
Here you are requested for the details of the Branches, Godowns and Factories *situated outside the Union Territory of Puducherry*. Enter the Number of Branches and fill in the Address boxes and Click “ADD” after entering each Branch/Godown/Factory and click on “Continue” button.

Enter the Current Account Number and name of the bank and click on “Continue” button.
Enter the details of the Proprietor/Partners/Directors/Karta as the case may be, the Address details, PAN No., Ration Card No., Voter Id No. etc and Click the “ADD” button after entering the details of each Partner/Director etc. and then after finishing click on the “Continue” button to go to the next page.
In this page, enter the List of Commodities for Sale and click “ADD” after entering each commodity. ‘Tick’ source of purchase in the relevant box. Then enter the List of Raw Materials, Packing materials, Machineries, etc. for commodity for purchase (C Form) and click “ADD” after entering each commodity and click on the “Continue” button to go to the next page.
Enter the details of immovable property of Proprietor/Partners/Directors and click "ADD" for saving the data and then click "Continue" button to go to the next page.

**Online Registration Module**

Request ID: 10001569  
(In case you want to save and continue the process at a later stage, kindly enter this Request ID: 10001569)

Name of the Business: ABC CORPORATION  
Business Type: Sole Proprietor

**Details of immovable property, if any**

| S.No | | Purpose | | Location | | Survey No. | | Extent of land/area | | Registration Date | | Doc. Year | | Registration Jurisdiction |
|------|------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|      |      |        |                 |                 |                 |                 |                 |                 |                 |                 |                 |

**Reference of Trade Association / two respectable persons / business in the applicant’s area**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Business</th>
<th>Address</th>
<th>Person recommended</th>
<th>Status</th>
<th>TIN</th>
</tr>
</thead>
</table>
| 1    | SREE NOWI ENTERPRISES | 865 STREET NO.11  
POOIL, CULLAET, POGUCHARY - 605110.  
CLINTON | PROPRIETOR | 348001110111 6 |
| 2    | ANAY AGENCIES         | NO.32, II CROSS, EDIN | SREE | PROPRIETOR | 34800109726 6 |

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In this page, enter the Tin Nos. of two registered dealers in the applicants area/respectable persons/Trade Associations/ who are signing as witness for the Applicant and click on the “Continue” button to go to the next page.

In this Page, enter the details like whether the business is wholly Manufacturing, Trading, Wholesale and partly activities. Enter the Manufacturing details in the last box and then click on the “Continue” button.
Here enter the details of DD for Registration like Bank Name, DD No., Date and Amount and click “Finish”.

Now, if you ensure that all the details you have entered are correct click “Yes” button and the following page will be displayed.

Now your Application is saved. The system will generate an Acknowledgement for your application.
Take a print out of the following by clicking the relevant link and submit the same along with the Enclosures.

a. Form A – VAT Application Print out.
b. CST Application print out.
c. Form-B print in the case of a Partnership Firm.
d. Form-E – Manager Form print out which has to be filled in manually.
e. Estimated Annual Return in Form – I/J/K/L. (to be filled in manually)

**NOTE**: MERE ENTRY OF THE APPLICATION DOES NOT AMOUNT TO SUBMISSION OF YOUR APPLICATION FOR REGISTRATION. APPLICATION SHOULD BE SUBMITTED TO THE REGISTERING AUTHORITY WITHIN 15 WORKING DAYS FROM THE DATE OF ENTRY OF THE APPLICATION, OTHERWISE YOU HAVE TO RE-ENTER AND RE-SUBMIT YOUR APPLICATION.