Step by Step Guide for migration of Registered Dealers/Traders of Delhi VAT to GST

All existing Delhi VAT Dealer/Trader who have not migrated in first schedule which started from 16-12-2016 to 30-04-2017, can migrate to GST as per fresh schedule given which has already started from 1st June, 2017 and will be upto 15th June, 2017. Remaining dealers may Enroll themselves for smooth transition to GST. This opportunity need to be availed by concerned dealer/trader to get the benefit of carrying forward of existing ITC in GST regime and continuity of dealer/trader legacy etc. To migrate to GST, Registered Dealer/Trader would be provided a Provisional ID and Password by Dept. of Trade and Taxes, Delhi after obtaining the same from GSTN. This has already been communicated to the registered dealers.

Provisional IDs would be issued to only those Dealer/Trader who have a valid PAN associated with their registration. A Dealer/Trader may not be provided a Provisional ID in the following cases:

i. The PAN associated with the registration is not valid

ii. The PAN is registered with other Tax authority and Provisional ID has been supplied by the said Tax authority.

iii. There are multiple VAT registrations or any other Act which will be subsumed in GST on the same PAN in a State. In this case only one Provisional ID would be issued for the 1st registration in the alphabetical order provided any of the above two conditions are not met.

iv. The Dealer/Trader is newly registered or has changed the composition(PAN) , they need to inform the jurisdictional ward VATO or GST Cell in the Dept for providing the provisional ID and Password. As provisional ID and Password are supplied by GSTN, the concerned Dealers/Traders credentials are forwarded to GSTN and hence the dealer/trader need to report this issue to his/her concerned ward VATO so that data can be sent to GSTN timely for obtaining the Provisional ID and Passwords.

All provisional ID and passwords are informed by Delhi VAT Dept through dealer login. For this dealer need to visit www.dvat.gov.in
Dealer need to login
Following Screen will appear which contains the GST credential

The Dealer/Trader need to use this Provisional ID and Password to login to the GST Common Portal (https://www.gst.gov.in) or may follow the link provided in above screen Gst.gov.in where they would be required to fill and submit the Form 20 along with necessary supporting documents.

The link will take to GST website and Subsequent pages provide the Steps to be followed by each Dealer/Trader to migrate to GST.
1) Dealer will now open GSTN Portal (www.gst.gov.in) for Further Enrolment Process
2) For first time log in, click the NEW USER LOGIN.

3) Tick on Declaration submit through continue button.
4) Enter provisional id provided by state authority.

5) Enter password provided by State authority.
6) Enter Captcha value shown in image.

7) Enter valid email and mobile no.
8)

9) Enter separate OTP received on email and mobile.

10. Click on Resend OTP button in case if OTP is expired.
11) Enter the New user name and new password for the next time log in and fill up other details.

12) Enter security answers. This is required to reset password in case user forgets.
Security Questions (To enable you to retrieve your password in case you forget it)

1. What is the data of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business? (Others) *
   
   Enter Security Answer

2. What is the name of your mother (in case of Proprietorship) / Mother name of Primary Authorized Signatory? *
   
   Enter Security Answer

3. Name your main commodity / service *
   
   Enter Security Answer

4. Name of the first employee *
   
   Enter Security Answer

5. Personal Mobile Number of Proprietor / Authorized Signatory *
   
   9868632701

For each security question, enter the answer.
15) Now log in with new user name and password.

16) You can login to the GST Common Portal from this page with your new Username and Password.
17) Fill up details of business.
18) Enter details of promoter/partner details.
19) Enter details of authorized signatory.
20) Enter details of principal place of business.
21) Enter details of additional place of business.
22) Enter details of bank accounts.
23) submit details with DSC/E Signature.
24) Select DSC from pop up window and sign.
25) On successful submission it will show message on screen and you will receive notification with unique application reference number (ARN) on your registered email address and mobile phone number.