

**Government of Goa**  
**Department of Commercial Taxes**  
**Panaji-Goa**

**Procedure for enrollment of existing VAT Dealers on the GST System Portal**

1. All registered Dealers under VAT or their Authorized Representatives should visit their respective Ward offices between **09/11/2016** to **11/11/2016** and collect sealed envelope containing their provisional ID and Password for use in completing online pre-registration under GST.
2. After Collecting provisional ID and Password , the Dealer should keep ready a) Valid email address ; b) Valid mobile number ; c) Bank Account Number ; d) Bank IFSC ; e) Scanned business Constitution documents E.g. Partnership deed, Registration Certificate of Company, etc. in PDF or JPEG format, max. size 1 MB ; f) Photographs of Proprietor/Partners/Directors/Authorized Signatory in JPEG format, max. size 100 KB ; g) Authority letter for Authorized Signatory in PDF or JPEG format, max. size 1 MB ; f) Scanned copy of Bank Pass Book first page and another page showing few banking transactions in PDF or JPEG format, max. size 1 MB before proceeding for online pre-registration.
3. Dealer has to visit [www.goacomtax.gov.in](http://www.goacomtax.gov.in) Portal and click on the Link “**Provisional Registration for GSTIN**” and follow instructions by using provisional ID and Password Collected from Ward Office.
4. The online provisional registration on GST System Portal should be completed by all existing Dealers between **14/11/2016** to **29/11/2016**.
5. For completing provisional registration, the Dealer needs to save every page after filling all the details by clicking on “**Save and Continue**” button at the bottom of each Page.
6. Please refer to **Frequently Asked Questions (FAQ)** available on Department website [www.goacomtax.gov.in](http://www.goacomtax.gov.in) before proceeding for online pre-registration and in case of any difficulties faced in completing online provisional registration, please contact Helpdesk at respective Ward Offices.
7. Please complete your Online Provisional Registration on or before **29/11/2016** and ensure your smooth migration to GST regime and secure all benefits under transitional provisions under the new GST regime.

Place: Panaji Goa  
Date: 02/11/2016.

**Dipak M. Bandekar**  
**Commissioner of Commercial Taxes**  
**Government of Goa.**