

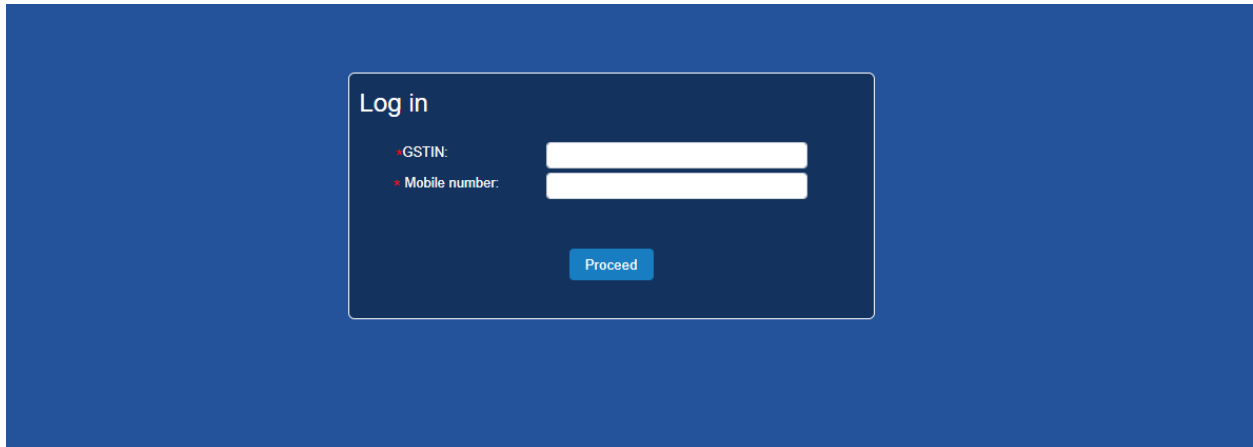
Add new Authorized signatory

Step:1

Go to <https://egov.goa.nic.in/goagstauthsign>.

Step:2

Enter GSTIN and mobile number in the textbox and click on proceed button.

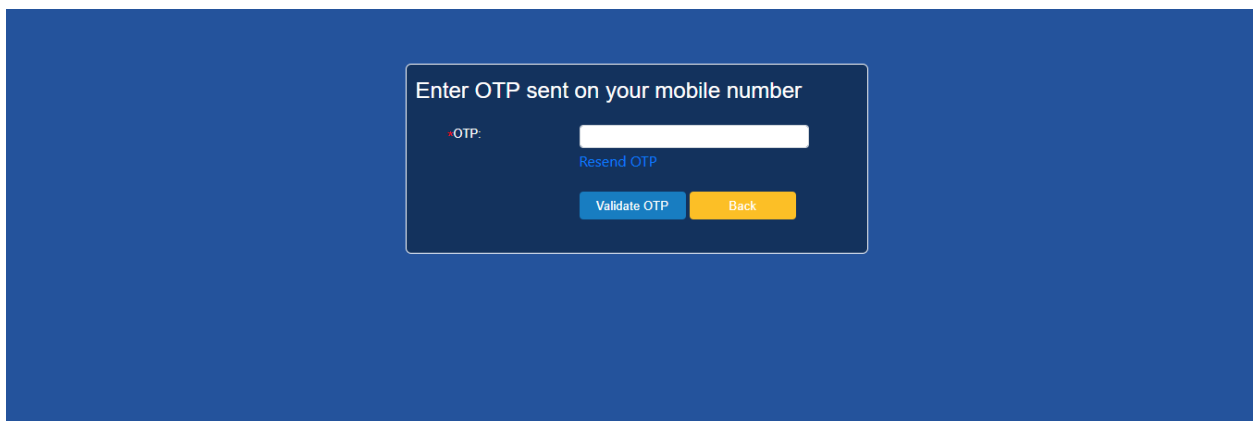


The screenshot shows a dark blue background with a white-bordered box containing the 'Log in' form. The form has the title 'Log in' at the top left. Below the title, there are two input fields: the first is labeled 'GSTIN:' and the second is labeled 'Mobile number:'. Both labels have a red asterisk to their left. Below the input fields is a blue button labeled 'Proceed'.

Step:3

OTP will be sent to the mobile number once taxpayer clicks on proceed button. Enter the valid OTP and click on validate OTP button.

If a taxpayer doesn't receive OTP on his number, click on resend OTP link.



The screenshot shows a dark blue background with a white-bordered box containing the 'Enter OTP sent on your mobile number' form. The form has the title 'Enter OTP sent on your mobile number' at the top. Below the title, there is an input field labeled 'OTP:' with a red asterisk to its left. Below the input field is a blue link labeled 'Resend OTP'. At the bottom of the form are two buttons: a blue button labeled 'Validate OTP' and a yellow button labeled 'Back'.

Step:4

Once the taxpayer has entered the valid OTP, he will be redirected to the page where all authorized signatory are listed.

Authorized Signatory Log Out

*Primary Authorized Sinary

Sr.No	Name	Designation	Actions
1	RAJAN KASHINATH SATARDEKAR	Technical Director	
2	SHASHI VIR SINGH	DIRECTOR	
3	JAGDISH KUMAR	Authorized Signatory	
4	RAJAN KASHINATH SATARDEKAR *	Technical Director	Edit
5	DIPESH RAMDAS SAWANT	Authorized Signatory	

[Add New Authorized signatory](#)

Click on Add New Authorized Signatory button to add new authorized signatory.

Step:5 fill all the mandatory fields and upload documents.

Primary Authorized Signatory

Personal Information

Name of Person

First Name*

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Name of Father/Husband

First Name*

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Date of Birth*

DD/MM/YYYY

Mobile Number*

+91 Enter Mobile Number

Email Address*

Enter Email Address

Gender*

Male Female Others

Telephone Number (with STD Code)

STD Enter Telephone Number

Identity Information

Designation/Status*

Enter Designation

Director Identification Number

Enter DIN Number

Are you a citizen of India?

Permanent Account Number (PAN)*

Enter Permanent Account Number (PAN)

Passport Number (In case of foreigner)

Enter Passport Number

Adhaar Number

Enter Adhaar Number

Residential Address

Building No.*

Enter Building No./ Flat No./ Door No

Flat No.*

Enter Flat No.

Name of Premises / Building

Enter Name of Premises / Building

Road/street*

Enter Road/street/Lane

City/Town/Locality/village*

Enter Locality /Area/ village

Country*

--SELECT--

State*

--SELECT--

District*

--SELECT--

PIN code*

Document Upload

Proof of details of authorized signatory*

--SELECT--

i File with PDF or JPEG format is only allowed

i Maximum file size for upload is 100KB

Choose File No file chosen

Upload Photograph(of person whose information has been given above)*

--SELECT--

i Only JPEG format is allowed

i Maximum file size for upload is 100KB

Choose File No file chosen

Back

Save

- The document should be in **JPEG or PDF format only.**
- **Maximum file size for upload is 100KB.**

Step:6

Click on save button.

Once you click on save, you will receive an OTP message on mobile number, saying-
Your OTP to add new Authorized signatory is XXXXX.

Enter the OTP number in the OTP popup box . Click on verify and continue button

Primary Authorized Signatory

Personal Information

Name of Person

First Name*
test1

Name of Father/Husband

First Name*
test3

Middle Name
Enter Middle Name

Last Name
test2

Date of Birth*
26/02/2018

Mobile Number*
+91 xxxxxxxxx

Email Address*
xxxxxxxxxx

Gender*
 Male Female Others

Telephone Number (with STD Code)
STD Enter Telephone Number

OTP Verification x

Enter OTP*

Enter OTP sent on above mobile number

Close Verify and Continue

Step:7

Once you click on verify and continue button, you will receive a message on mobile number, saying-
Your Application to add new Authorized signatory is sent to the department for approval!!
*And you will receive a **reference number**.*

Step 8

The Taxpayer needs to note down this **reference number** generated on successful filing of online application and is required to personally remain present with this **ref. number** and originals of all **uploaded documents** before the Deputy Commissioner of State Tax at his office located at **jurisdictional**

Ward Office for verification. Taxpayer needs to carry **newly registered mobile number** and will also be required to access the **newly registered e mail ID** in presence of Dy. commissioner for verification.

Upon verification of all original documents and after being satisfied about the genuineness of the request for changing the primary authorized signatory or for updating mobile number & e mail ID as the case may be, the Deputy Commissioner may allow the change and forward the newly entered credentials to GST front end portal.

In case the Deputy Commissioner finds that request is not genuine or that it is not properly authorized on behalf of the Taxpayer than the request may be rejected by Deputy Commissioner. The details of address/contact numbers of jurisdictional ward offices in Goa is available on website **goagst.gov.in**