

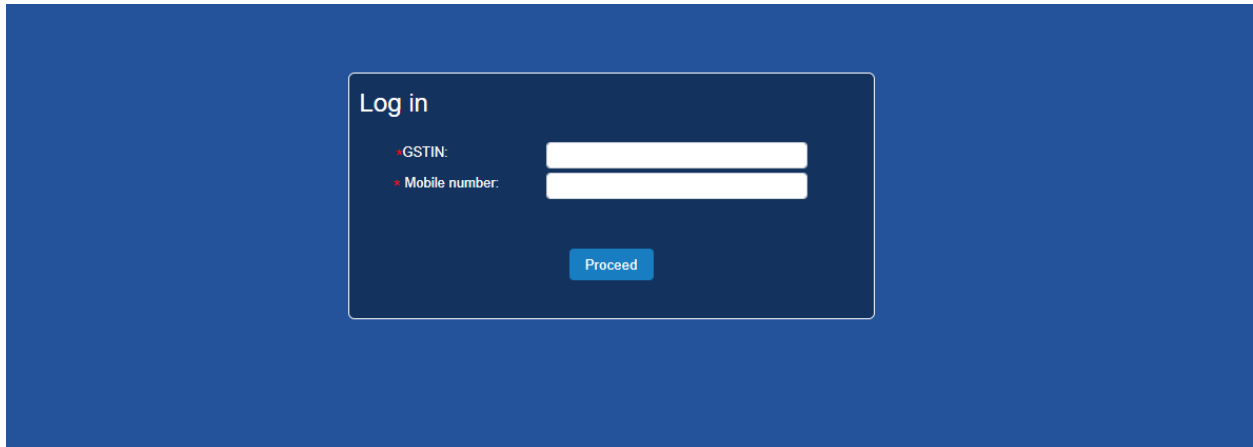
Updating Mobile Number and Email Id of Primary Authorized signatory

Step:1

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

Step:2

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

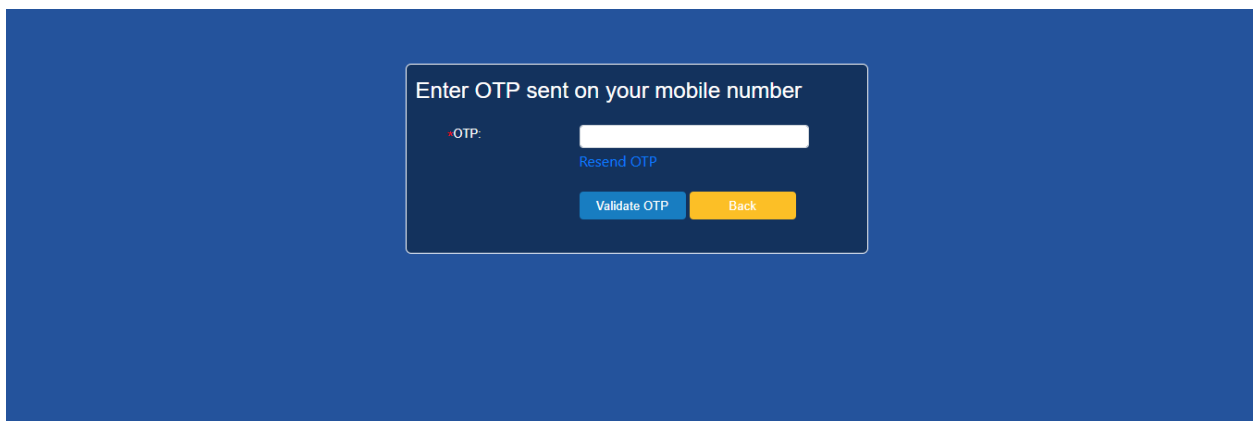


The screenshot shows a dark blue background with a white-bordered box containing the 'Log in' form. The form has the title 'Log in' at the top left. Below the title, there are two input fields: the first is labeled 'GSTIN:' and the second is labeled 'Mobile number:'. Both labels have a red asterisk to 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 the taxpayer has not received 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 the authorized signatories are listed.

Authorized Signatory

[Log Out](#)

*Primary Authorized Signatory

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 the edit button to change the mobile number and email id of Primary the authorized signatory.

Step:5

Primary Authorized Signatory

Personal Information

Name of Person

First Name :* RAJAN

Middle Name : KASHINATH

Last Name : SATARDEKAR

Name of Father/Husband

First Name :* KASHINATH

Middle Name :

Last Name : SATARDEKAR

Date of Birth* 12-07-1969	Mobile Number* +91 xxxxxxxxxx	Email Address* xxx@xxx.xxx
	<input type="button" value="Send OTP"/>	Enter OTP* <input type="text" value="Enter OTP sent on above mobi"/>

Gender*

Male Female Others

Telephone Number (with STD Code) :

2417890

Identity Information

Designation/Status* : Technical Director

Director Identification Number : 12354567

Are you a citizen of India? : Yes

Permanent Account Number (PAN)* :
AGVPS5034R

Passport Number (In case of foreigner) :

Adhaar Number : 237753843958

Residential Address

Building No./ Flat No. * : 123

Floor No. :

Name of Premises / Building : test

Road/street* : test

City/Town/Locality/village* : test

Country* :

State* Goa	District* North Goa	PIN code* 403521
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Document Upload

Upload document*

--SELECT--

i File with PDF or JPEG format is only allowed

i Maximum file size for upload is 100KB

No file chosen

Remarks*

- Existing mobile number and email id will be shown in the textboxes.
- Reenter the new mobile number and new email id and click on send OTP button.
- OTP will be generated and sent to new mobile number.
- Enter the valid OTP into OTP textbox.
- Select the document type and upload the document in **JPEG or PDF format only**.
- **Maximum file size for upload is 100KB.**

Step:6

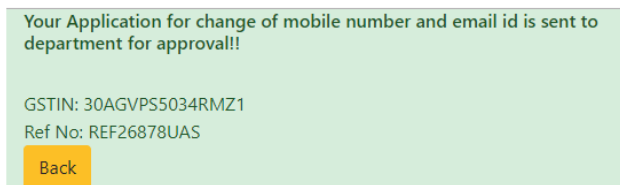
Click on save button.

Once you click on the save, you will receive a message on the mobile number , saying-

Your Application for change of mobile number and email id of Primary Authorized signatory is sent to the department for approval!!

*And you will receive a **reference number**.*

Click on proceed button to view following acknowledgment



Step 7

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**