

**National Stock Exchange Ltd.**

**GSTIN Registration Module- User Manual**

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## **1. About This Guide**

### **1.1 PURPOSE OF THIS GUIDE**

This guide will enable you to use ‘GSTIN Registration’ module & provides the procedure to submit the same.

### **1.2 WHO SHOULD READ THIS GUIDE**

This guide is useful for anyone who is a user of Electronic Member Interface User module. The main function is:

- To submit the GSTIN Registration request to the exchange.

### **1.3 HOW TO GET IN TOUCH**

The following sections provide information on how to obtain support for the documentation & the software.

#### **1.3.1 Documentation Support**

NSE welcomes your comments & suggestions on the quality & usefulness of this document. For any questions, comments, or suggestions on the documentation, you can contact us at:

National Stock Exchange of India Limited.

Exchange Plaza, Block G,

Bandra-Kurla Complex, Bandra (East),

Mumbai – 400051

Tel – 022-26598100

#### **1.3.2 Customer Support**

If you have any problems, questions, comments or suggestions regarding Electronic Member Interface User module, contact us at the address mentioned above. While contacting customer support, have the following information ready:

- Your NAME, Email address, phone number & FAX number
- The type of hardware including the server configuration & network hardware, if available
- The version of Electronic Member Interface User Module
- The name & version of the operating system

## 2. Getting Started

In this chapter, you will learn about “**GSTIN Registration**” module.

### 2.1 STARTING

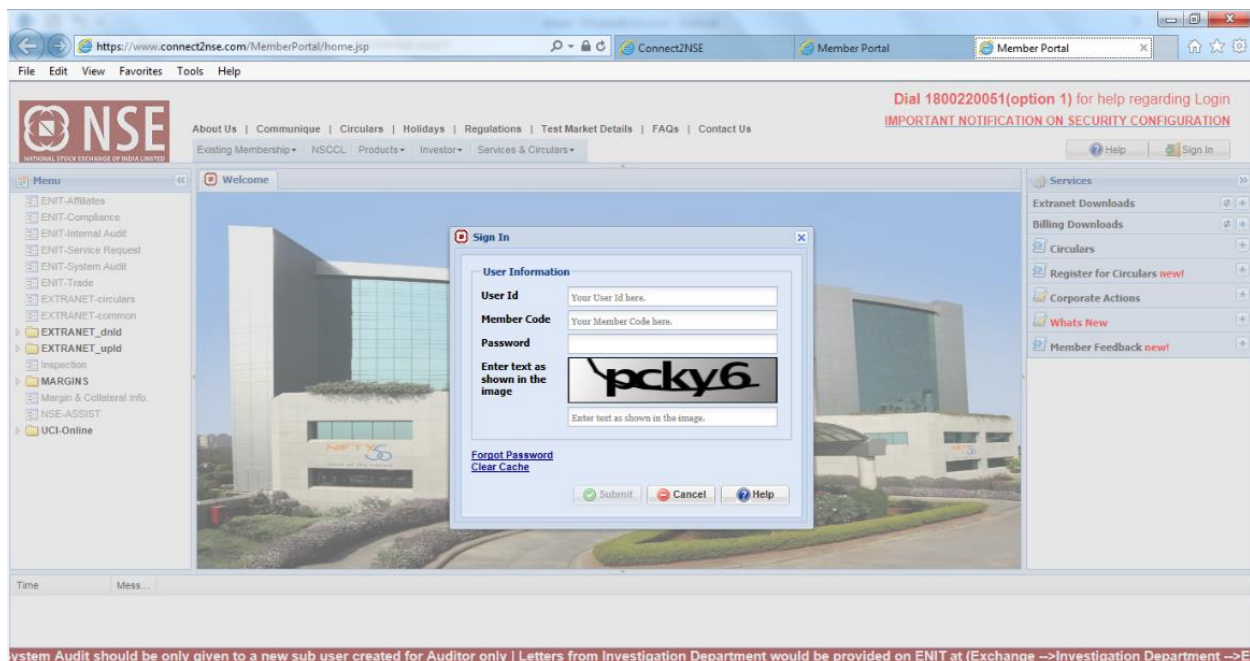
To start the ‘Electronic Member Interface’ portal, Trading Member first needs to login to the Member Portal using the ‘UserId, Member Code and Password’.

Then he needs to go to ‘ENIT NEW COMPLIANCE’ tab to get the access. It is advisable to use IE11 or higher versions of IE.

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#### To start the electronic member interface user module

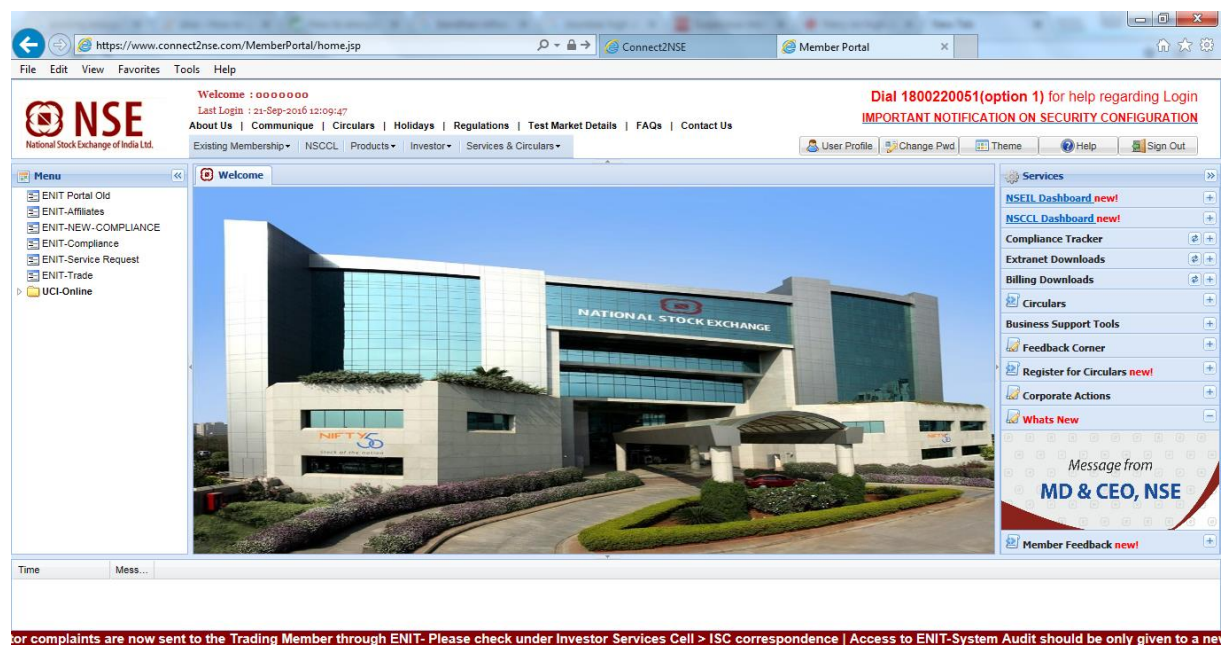
1. Open Internet Explorer browser from the desktop.
2. Type <https://www.connect2nse.com/MemberPortal/home.jsp> in the address bar & then click the **Go** button from the browser.
3. NSE Member Portal **Login** screen gets launched as below:



After entering the credentials, user needs to clicks on 'Submit' button to login.

|             |                                                                                                                                                                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UserId      | <ul style="list-style-type: none"> <li>✓ Type the appropriate Userid in this field.</li> <li>✓ This field is alphanumeric.</li> <li>✓ This field is mandatory.</li> </ul>                                                                                   |
| Member Code | <ul style="list-style-type: none"> <li>✓ Type the appropriate member code of the user in this field.</li> <li>✓ This field is numeric only.</li> <li>✓ This field should accept 5 digit correct member code.</li> <li>✓ This field is mandatory.</li> </ul> |
| Password    | <ul style="list-style-type: none"> <li>✓ Type correct password in this field.</li> <li>✓ This field accepts alphanumeric &amp; special characters.</li> <li>✓ This field is mandatory.</li> </ul>                                                           |

When user logs in, then following screen will be displayed:



When Trading Member opens 'ENIT NEW COMPLIANES' tab, the main screen 'Dashboard' gets open:

The screenshot displays the NSEIL ENIT New Compliances Dashboard. The header includes the NSE logo, a 'Compliance' dropdown, and a 'Welcome' message. The dashboard is divided into four sections: Alerts, Reminders, Submission Alerts, and Submission Reminders. Each section contains a table with columns for Request ID, Module Name, Submission Date, and Status. The Alerts and Reminders tables show five records each, all with a status of 'APPROVAL PENDING'. The Submission Alerts and Submission Reminders tables show six records each, all with a status of 'Submission Pending'. Each table has a search bar and a pagination control at the bottom.

**Alerts**

| Request ID          | Module Name   | Submission Date | Status           |
|---------------------|---------------|-----------------|------------------|
| 10851/ADVERTISEMENT | ADVERTISEMENT | 07-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 10-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 10-Jun-2016     | APPROVAL PENDING |
| 222/ADV/0616/61     | ADVERTISEMENT | 15-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 08-Jun-2016     | APPROVAL PENDING |

**Reminders**

| Request ID          | Module Name   | Submission Date | Status           |
|---------------------|---------------|-----------------|------------------|
| 10851/ADVERTISEMENT | ADVERTISEMENT | 07-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 10-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 10-Jun-2016     | APPROVAL PENDING |
| 222/ADV/0616/61     | ADVERTISEMENT | 15-Jun-2016     | APPROVAL PENDING |
| 10851/ADVERTISEMENT | ADVERTISEMENT | 08-Jun-2016     | APPROVAL PENDING |

**Submission Alerts**

| Module Name   | Submission Date | Status             |
|---------------|-----------------|--------------------|
| ADVERTISEMENT | 20-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 28-Jul-2016     | Submission Pending |
| ADVERTISEMENT | 13-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 10-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 21-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 17-Sep-2016     | Submission Pending |

**Submission Reminders**

| Module Name   | Submission Date | Status             |
|---------------|-----------------|--------------------|
| ADVERTISEMENT | 20-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 28-Jul-2016     | Submission Pending |
| ADVERTISEMENT | 13-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 10-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 21-Sep-2016     | Submission Pending |
| ADVERTISEMENT | 17-Sep-2016     | Submission Pending |

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When no records are available, then it will show 'No Records Found'.

## 2.2 ELECTRONIC MEMBER INTERFACE

To navigate your way in the Electronic Member Interface (User), a proper understanding of the interface is essential. This section illustrates the various parts of the Electronic Member Interface (User) & their uses.

The screenshot displays the NSEIL Electronic Member Interface (User) with the following components:

- Navigation Bar:** Located at the top, it includes the NSEIL logo, a home icon, a 'Master' dropdown, a 'Compliance' dropdown, and a 'Welcome shachi' message.
- Alerts:** A table with columns 'Request ID', 'Module Name', 'Submission Date', and 'Status'. A dropdown menu is open under 'Compliance', listing options: Advertisement, Client Funding, Politically Exposed Person, Insurance, Quarterly Compliance, Key Management Personnel, ISC TM Supervision, Director Details, Status Report, Half Yearly Networth Submission, GSTIN Registration, and Annual Submission.
- Reminders:** A table with columns 'Request ID', 'Module Name', 'Submission Date', and 'Status'. It displays 'No records found'.
- Submission Alerts:** A table with columns 'Module Name', 'Submission Date', and 'Status'. It displays 'No records found'.
- Submission Reminders:** A table with columns 'Module Name', 'Submission Date', and 'Status'. It displays 'No records found'.

### 2.2.1 Navigation Bar

The navigation bar displays the various options available in the Electronic Member Interface (User).

Under 'Compliance' module, trading member can find 'GSTIN Registration' module.

### 3. Compliances

#### 3.1 GSTIN Registration

Trading member i.e. user needs to follow below steps to access this module and update the GSTIN details for the purpose of billing by the Exchange:

1. Login with correct member credentials.
2. Click on 'Compliances'.
3. Go to 'GSTIN Registration'
4. Select & click on it.

On clicking it, below 'GSTIN Registration Request' screen will get open:

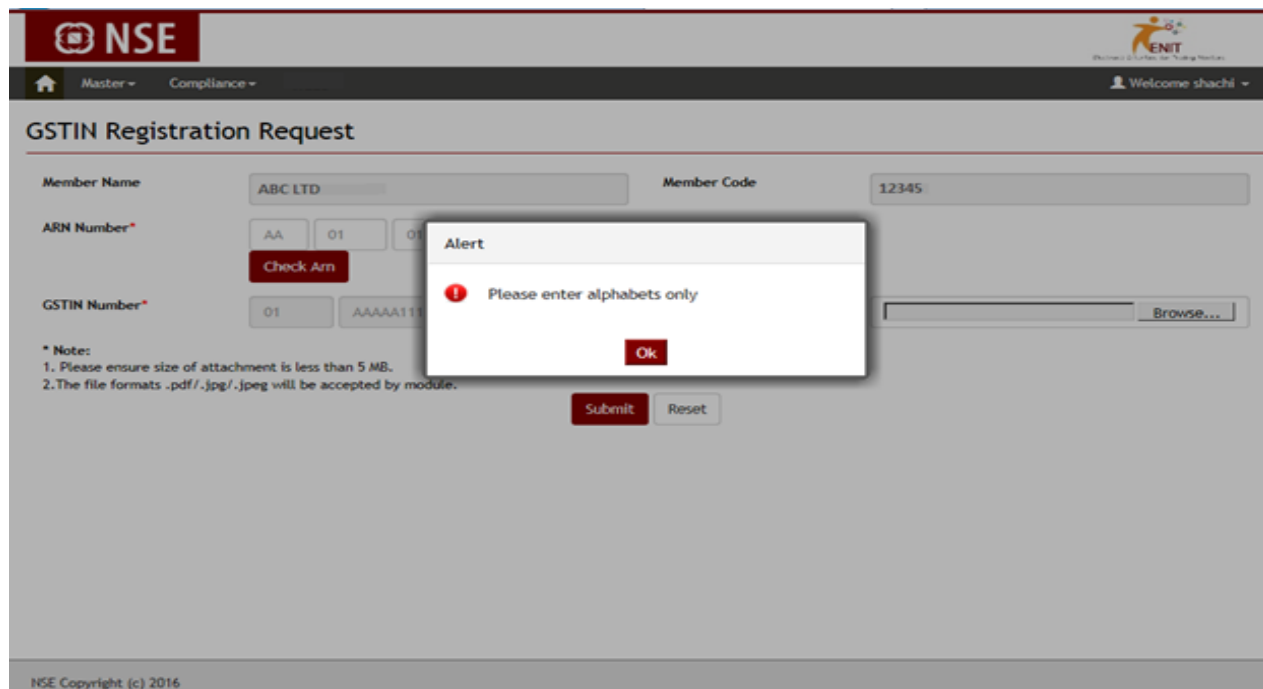
The screenshot displays the 'GSTIN Registration Request' interface. At the top, there's a header with the NSE logo and a navigation bar with 'Master' and 'Compliance' tabs. The main title 'GSTIN Registration Request' is centered. Below it, the form is organized into several sections: 'Member Name' (ABC LTD) and 'Member Code' (12345) are at the top. The 'ARN Number\*' section contains six input fields with values AA, 01, 01, 17, 111111, and 1, followed by a 'Check Arn' button. The 'GSTIN Number\*' section has three input fields with values 01, AAAA1111A, and 0Z0, AZ. To the right is an 'Upload Document\*' section with a file input field and a 'Browse...' button. A note at the bottom left provides instructions on file size and format. At the bottom center, there are 'Submit' and 'Reset' buttons. The footer indicates 'NSE Copyright (c) 2016'.

Here, '**Member Name**' & '**Member Code**' fields will be auto populated but non editable.

'**ARN Number**' i.e. '**Application Registration Number**' field will have below **6** sub fields with the respective watermarks:

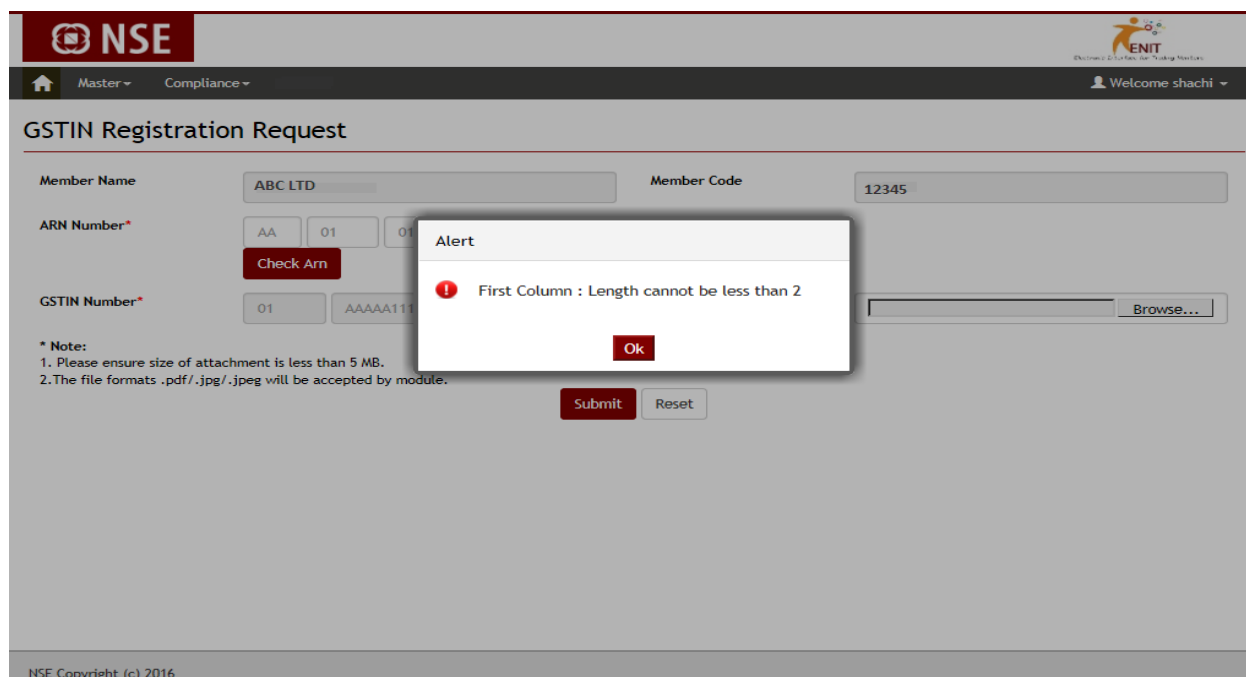
1. **First Field**: First field will accept maximum 2 characters & only alphabets are allowed. It will auto populated the lower case alphabet to the uppercase. When member enters the

invalid characters say numbers, special characters, it will display the error alert as 'Please enter alphabets only' as below:



The screenshot shows the NSE GSTIN Registration Request form. The form fields are: Member Name (ABC LTD), Member Code (12345), ARN Number (AA 01 01), and GSTIN Number (01 AAAAA111). A red 'Check Arn' button is visible. An alert dialog box is displayed in the center with the message 'Please enter alphabets only' and an 'Ok' button. The footer of the page reads 'NSE Copyright (c) 2016'.

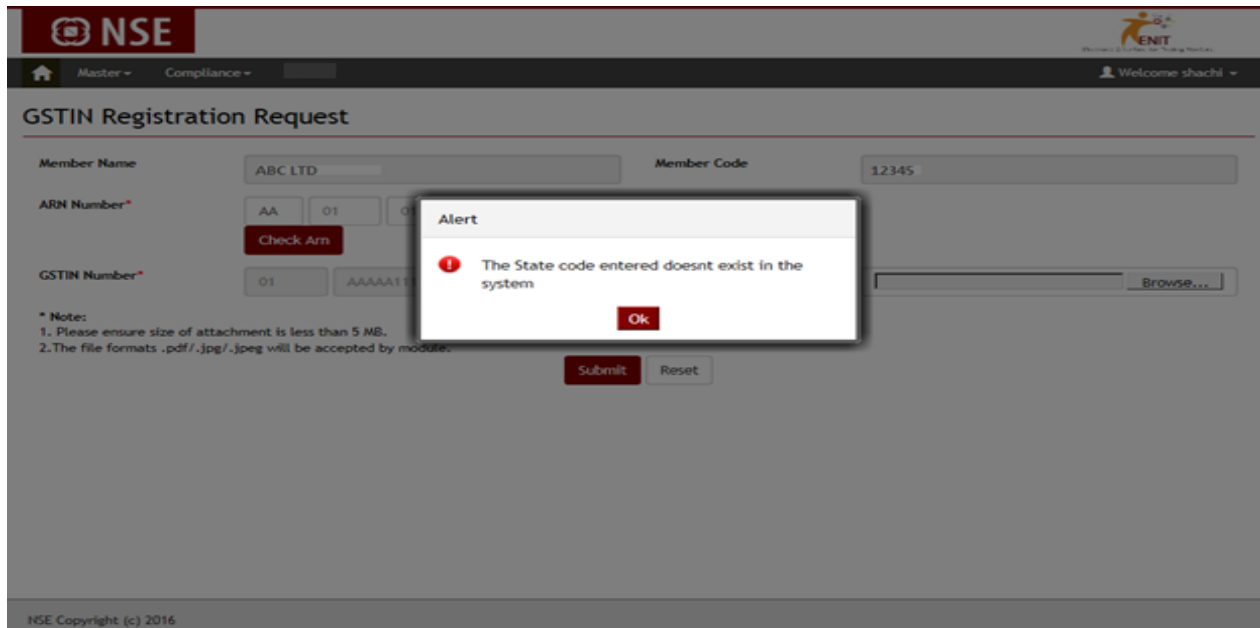
When user enters the alphabet less than 2 characters say A & clicks on 'Check ARN' button, then error alert 'First Column : Length cannot be less than 2' will be displayed as below:



The screenshot shows the NSE GSTIN Registration Request form. The form fields are: Member Name (ABC LTD), Member Code (12345), ARN Number (AA 01 01), and GSTIN Number (01 AAAAA111). A red 'Check Arn' button is visible. An alert dialog box is displayed in the center with the message 'First Column : Length cannot be less than 2' and an 'Ok' button. The footer of the page reads 'NSE Copyright (c) 2016'.

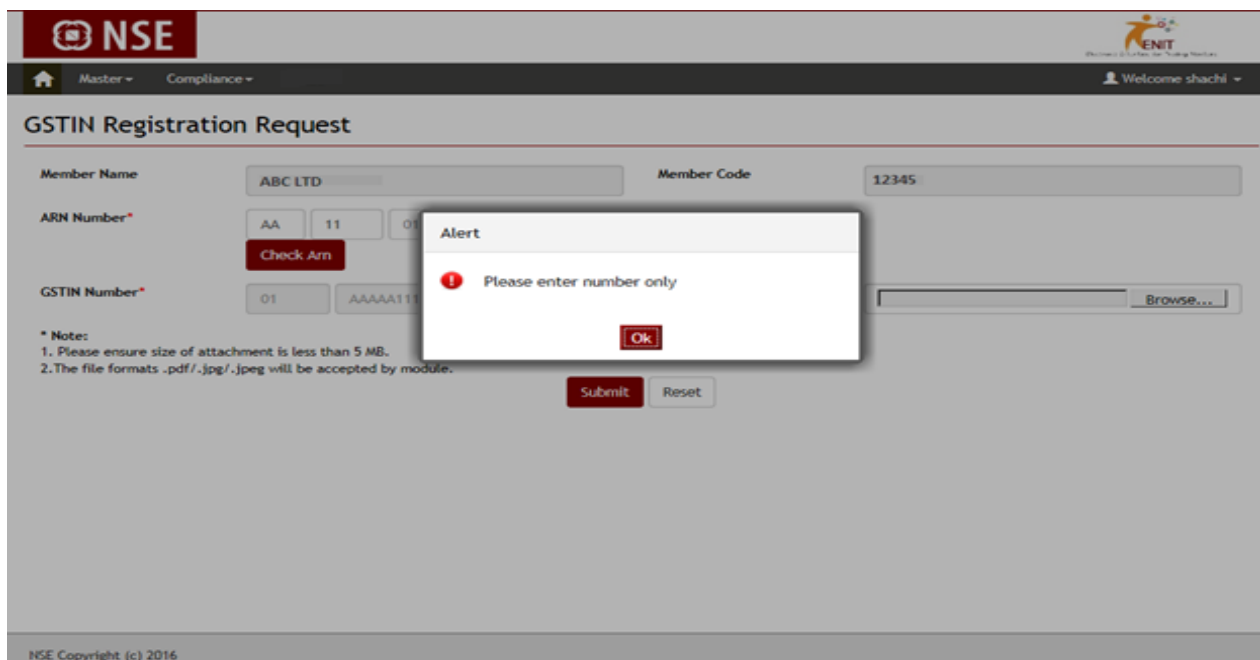
2. **Second Field:** Second field represents the state code. It will accept maximum 2 characters & only numbers are allowed. When user enters invalid state code say 00, alphabets or

special characters, it will display an error as 'The State code entered doesn't exist in the system' alert as below:



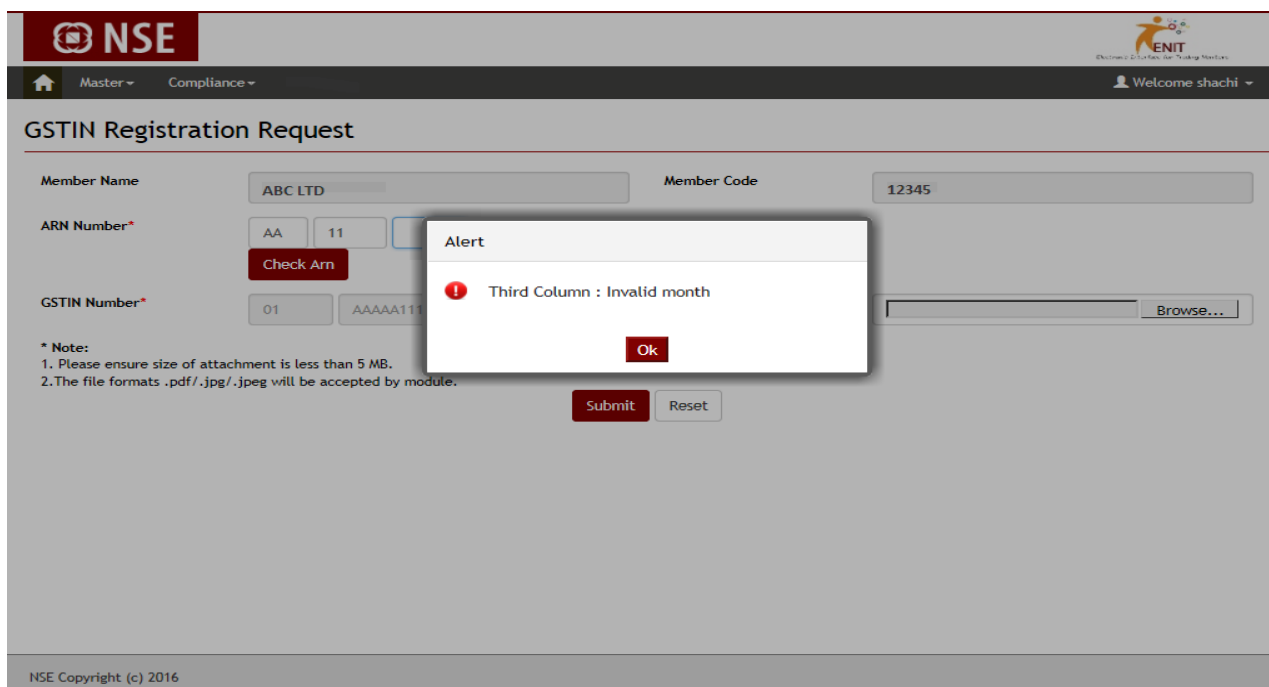
The screenshot shows the 'GSTIN Registration Request' form. The 'Member Name' field contains 'ABC LTD' and the 'Member Code' field contains '12345'. The 'ARN Number' field is split into three parts: 'AA', '01', and '01'. An alert dialog box is displayed in the center with the message: 'Alert: The State code entered doesnt exist in the system'. The alert has an 'Ok' button. Below the form, there are 'Submit' and 'Reset' buttons. At the bottom left, it says 'NSE Copyright (c) 2016'.

3. **Third Field:** Third field is of Month. It will accept 2 characters & only numbers are allowed. It will accept the month from 01 to 12. When user enters invalid characters say alphabets or special characters, then below error alert will be displayed as 'Please enter numbers only':



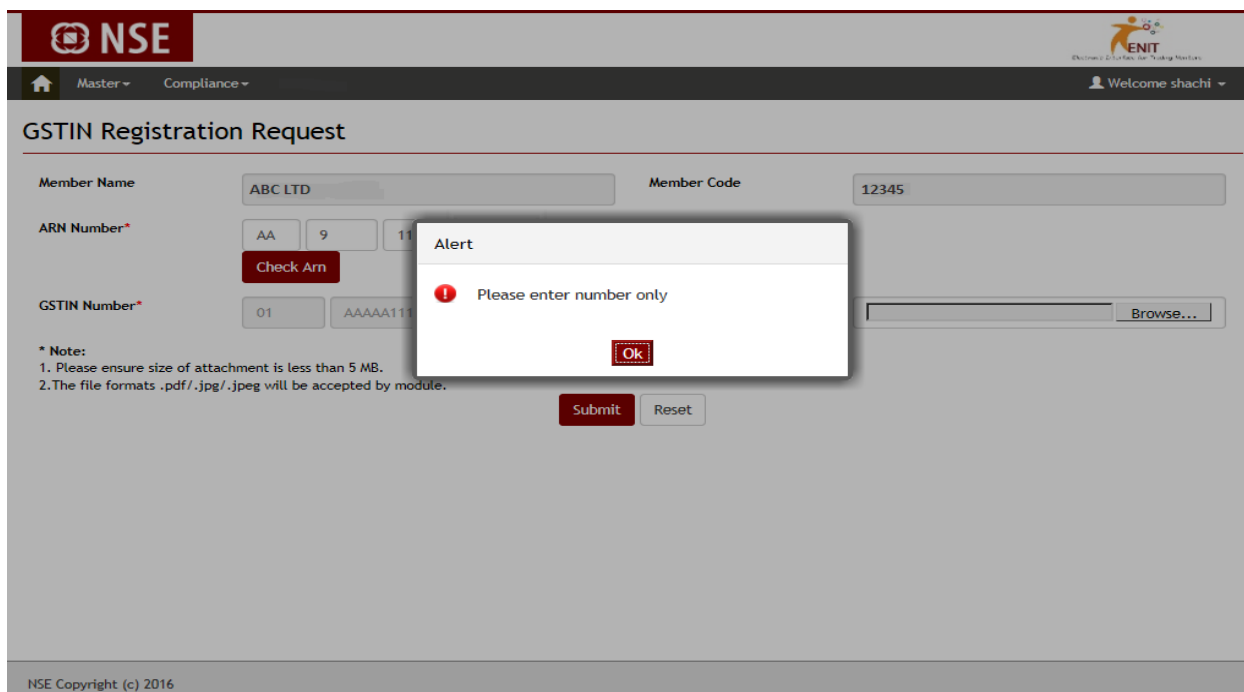
The screenshot shows the 'GSTIN Registration Request' form. The 'Member Name' field contains 'ABC LTD' and the 'Member Code' field contains '12345'. The 'ARN Number' field is split into three parts: 'AA', '11', and '01'. An alert dialog box is displayed in the center with the message: 'Alert: Please enter number only'. The alert has an 'Ok' button. Below the form, there are 'Submit' and 'Reset' buttons. At the bottom left, it says 'NSE Copyright (c) 2016'.

When user enters incorrect month say 00 or more than 12 & clicks on 'Check ARN' button, then an error alert 'Third column: Invalid month' will be displayed as below:



The screenshot shows the NSE GSTIN Registration Request form. The Member Name is 'ABC LTD' and the Member Code is '12345'. The ARN Number is split into two columns: 'AA' and '11'. The GSTIN Number is split into two columns: '01' and 'AAAAA11'. An alert box is displayed in the center with the message 'Third Column : Invalid month' and an 'Ok' button. The form also includes a 'Check Arn' button, a 'Browse...' button, and 'Submit' and 'Reset' buttons at the bottom. A note at the bottom left states: '\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by module.' The footer of the page reads 'NSE Copyright (c) 2016'.

4. **Fourth Field:** Fourth field is of Year. It will accept 2 characters & only numbers are allowed. It will accept the year only 16 & above. No earlier period will be accepted. When user enters invalid details say alphabets or special character, then below error alert 'Please enter number only' will be displayed:



The screenshot shows the NSE GSTIN Registration Request form. The Member Name is 'ABC LTD' and the Member Code is '12345'. The ARN Number is split into two columns: 'AA' and '9'. The GSTIN Number is split into two columns: '01' and 'AAAAA11'. An alert box is displayed in the center with the message 'Please enter number only' and an 'Ok' button. The form also includes a 'Check Arn' button, a 'Browse...' button, and 'Submit' and 'Reset' buttons at the bottom. A note at the bottom left states: '\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by module.' The footer of the page reads 'NSE Copyright (c) 2016'.

When user enters less than 2 digits & clicks on 'Check ARN' button, then error alert 'Fourth Column: Year should be 16 or greater' will be displayed as below:

The screenshot displays the 'GSTIN Registration Request' form on the NSEIL portal. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 9 11), and GSTIN Number (01 AAAAA111). A 'Check Arn' button is visible. An alert dialog box is overlaid on the form, displaying the message: 'Fourth Column : Year should be 16 or greater'. The alert has an 'Ok' button. Below the form, there is a 'Submit' button and a 'Reset' button. A note at the bottom left states: '\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by module.' The footer of the page reads 'NSE Copyright (c) 2016'.

5. **Fifth Field:** Fifth field will accept 6 characters & only numbers are allowed. When member enters invalid details say alphabets or special characters, then error alert 'Please enter number only' will be displayed as below:

The screenshot displays the 'GSTIN Registration Request' form on the NSEIL portal. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 9 11), and GSTIN Number (01 AAAAA111). A 'Check Arn' button is visible. An alert dialog box is overlaid on the form, displaying the message: 'Please enter number only'. The alert has an 'Ok' button. Below the form, there is a 'Submit' button and a 'Reset' button. A note at the bottom left states: '\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by module.' The footer of the page reads 'NSE Copyright (c) 2016'.

When user enters less than 5 digits & clicks on 'Check ARN' button, then error alert 'Fifth Column: Should be 6 digit number' will be displayed as below:

The screenshot displays the 'GSTIN Registration Request' form on the NSEIL portal. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 9 11), and GSTIN Number (01 AAAAA11). A 'Check Arn' button is visible. An error alert dialog box is shown in the center, stating 'Alert' and 'Fifth Column : Should be 6 digit number' with an 'Ok' button. Below the form, there is a note about attachment size and file formats, and 'Submit' and 'Reset' buttons. The footer indicates 'NSE Copyright (c) 2016'.

6. **Sixth Field:** Sixth field will accept only 1 character & it should accept either alphabet or number. When member enters any special character, error alert 'Please enter alpha numeric only' will be displayed as below:

The screenshot displays the 'GSTIN Registration Request' form on the NSEIL portal. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 9 11), and GSTIN Number (01 AAAAA11). A 'Check Arn' button is visible. An error alert dialog box is shown in the center, stating 'Alert' and 'Please enter alpha numerics only' with an 'Ok' button. Below the form, there is a note about attachment size and file formats, and 'Submit' and 'Reset' buttons. The footer indicates 'NSE Copyright (c) 2016'.

‘**Check ARN**’ is a button given to check if member has entered a correct ARN no. If member has not entered correct ARN no. then it will show the respective error alerts as described above.

Once the ARN no. is correctly entered & checked by clicking ‘Check ARN’ button, then only ‘GSTIN Number’ field will get enabled to the member as follow:

**NSE**  Electronic Gateway for Trading Members

Master Compliance Welcome shachi

### GSTIN Registration Request

Member Name  Member Code

ARN Number\*

GSTIN Number\*    Upload Document\*

\* Note:  
1. Please ensure size of attachment is less than 5 MB.  
2. The file formats .pdf/.jpg/.jpeg will be accepted by module.

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‘**GSTIN Number**’ field will have below 3 sub fields with the respective watermarks:

1. **First Field**: First field represents the state code. It will accept maximum 2 characters & only numbers are allowed.

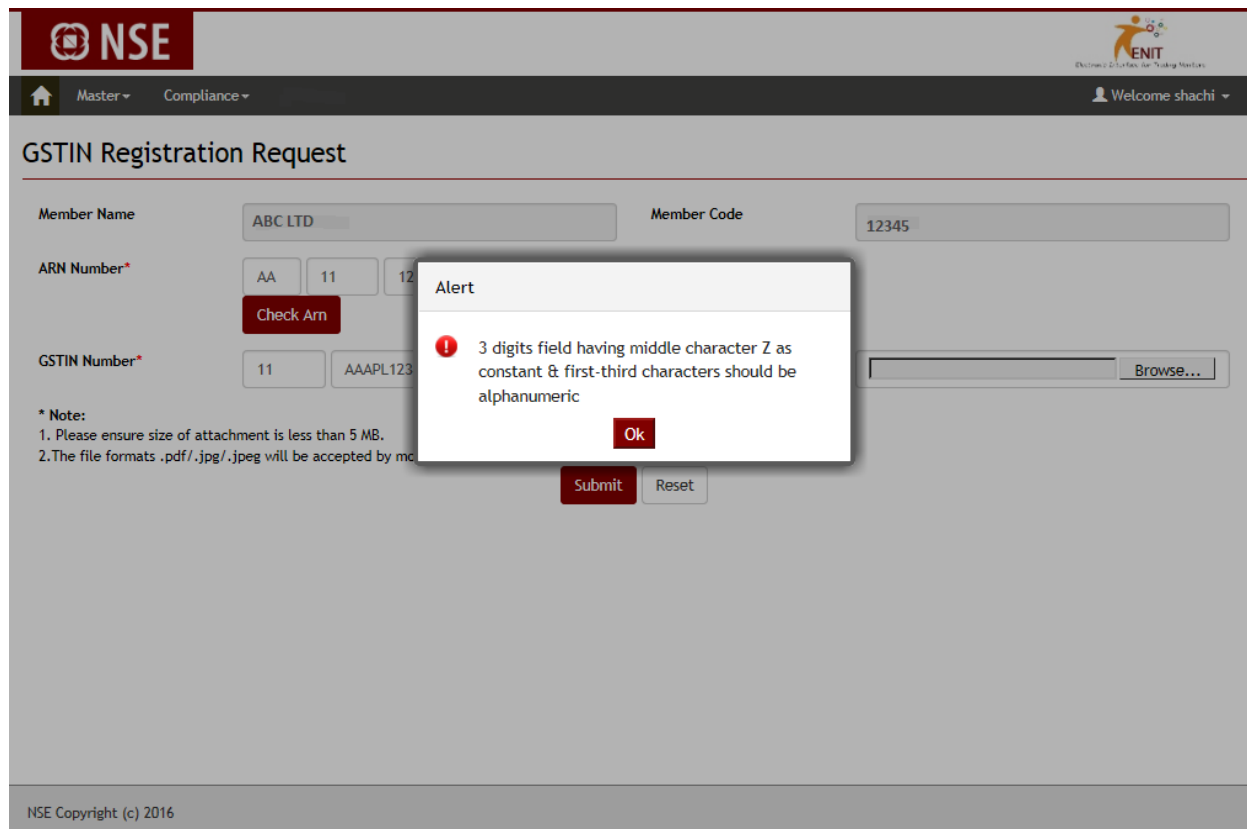
2. **Second Field:** Second field is of member's correct & registered PAN no. When user enters invalid PAN card no. in incorrect format, then it will display the error alert 'invalid PAN' as below:

The screenshot displays the NSE GSTIN Registration Request form. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 11 12), and GSTIN Number (11 AAAAA11). A modal alert box is overlaid on the form, displaying the message "Invalid PAN" with a red exclamation mark icon and an "Ok" button. The form also features a "Check Arn" button and a "Browse..." button. A note at the bottom of the form states: "\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by module." The footer of the page reads "NSE Copyright (c) 2016".

*The format of PAN Card is: AAAPL1234C [example]*

First five characters are alphabets, next four numbers & last character is an alphabet.

3. **Third Field:** Third field is of 3 characters. Here the 1<sup>st</sup> & 3<sup>rd</sup> places will accept the alphanumeric combination but the middle character should be Z as a constant. When user enters invalid characters say 111,AAA,1A1 etc, then error alert '3 digits field having middle character Z as constant & first-third characters should be alphanumeric' will be displayed as below:



The screenshot displays the NSE GSTIN Registration Request form. The form includes fields for Member Name (ABC LTD), Member Code (12345), ARN Number (AA 11 12), and GSTIN Number (11 AAAPL123). A red 'Check Arn' button is visible. An error alert dialog box is overlaid on the form, displaying the message: '3 digits field having middle character Z as constant & first-third characters should be alphanumeric'. The alert has an 'Ok' button. Below the form, there is a 'Submit' button and a 'Reset' button. A note at the bottom left states: '\* Note: 1. Please ensure size of attachment is less than 5 MB. 2. The file formats .pdf/.jpg/.jpeg will be accepted by me'. The footer of the page reads 'NSE Copyright (c) 2016'.

‘**Upload Document**’ field allows user to upload the respective correct document.

It will allow user to upload the file in the following format only:

- .pdf
- .jpg
- .jpeg

The file should be of less than 5MB in the size.

‘**Reset**’ button will erase the entered details from all editable fields.

‘**Submit**’ button allows member to submit his GSTIN Registration request to the exchange.

On submitting, he will get the reference no. as below:

**NSE** **ENIT**  
 (Economic & Financial Training Institute)

Master Compliance Trade Welcome TRADE GLOBE

### GSTIN Registration Request

• Data submitted for this Member with ref Id: **2936/GST/0617/444** Generated Ref No

Member Name  Member Code

ARN Number\*

GSTIN Number\*    Upload Document\*

Status  Ref. No.

Remarks

\* Note:  
 1. Please ensure size of attachment is less than 5 MB.  
 2. The file formats .pdf/.jpg/.jpeg will be accepted by module.

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The Reference No. format is “**MemberId/GST/MMYY/ Unique ref.no.**”

After generating the Reference Id No., submitted details will be read only & user will not be able to re-enter or re-submit the details. The status will be marked as ‘**SUBMITTED**’

Also, all mandatory fields are marked with \* mark.

### Note:

When submitted request is not approved, then the status will be displayed as ‘**Data Mismatched Observed**’ & again all mandatory fields will get enabled for the user to re-enter the details & hence re-submit the request.