

### **UPDATION OF E-MAIL ID AND MOBILE NO OF AUTHORISED SIGNATORY**

- Tax Payers in need of change in their e-mail id and mobile number, are required to submit their request to the concerned Jurisdictional officer through mail, enclosing the request in .pdf or .jpg or .jpeg format. If no attachment is received, the officer can convert the mail request into a .pdf file. Document attachment, by the Officer, in the above formats is **mandatory** for updation.
- Departmental officer after logging into GST application can go to Menu>Registration>Active Registration. Will view the active registration lists and select the taxpayer for whom updation is required.
- Click on hyperlink on GSTIN, the registration details with ACTION > Update AS (Authorized Signatory) appears. Clicking on this, a pop up with details of the primary authorized signatory appears with a button "Update E-mail/Mobile", which will open the details in editable mode.
- The officer can modify the values and attach the required document and submit. After updation, the modified email/mobile can be seen in the registration details of the GSTIN in the Active List.
- The above modified details will be sent to GSTN portal, for updation at the Portal. After successful updation at their end only, the Taxpayer will be able to use the said changed email and mobile.
- Functionalities to re-designate the other available authorized signatory as primary authorized signatory and to add a new primary authorized signatory will be provided in subsequent phases.