



कार्यालय मुख्य आयुक्त
OFFICE OF THE CHIEF COMMISSIONER
 सी.जी.एस.टी, केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क, भोपाल ज़ोन
C.G.S.T., CENTRAL EXCISE & CUSTOMS, BHOPAL ZONE
 35-C, जी.एस.टी. भवन, प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल (म.प्र.)-462011
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Bhopal, 23-03-2023

TRADE NOTICE NO. 01/2023 (GST)

Subject: Standard Operating Procedure for Reducing the Queries and other GST Registration Hurdles-reg.

The trade and industry has represented that in many cases, their applications for GST Registration are being rejected or queries are being raised causing unnecessary delay.

2. The issue has been examined. It is found that in most of such cases, query/rejections arise due to submission of illegible documents by the applicants or where address on the documents uploaded is different from the address mentioned on the application for registration. Further, in some cases, the business person and the owner of property are different or the rent agreement/NOC for carrying out business at rented premises were being submitted on plain papers.

3. In light of the fact that a large number of bogus firms have come to light, it is important that the registration application is checked properly and necessary due diligence is exercised by officers. At the same time, it is also important that a genuine taxpayer is not inundated with frivolous queries. In view of the above, it is desired that:

- (a) All documents which are uploaded with the application of the registration should be legible.
- (b) The address on the property document/property tax receipt/municipal khata copy/copy of electricity bill should be same as that mentioned in the application of registration.
- (c) The rent/lease agreement/NOC/Consent Letter should be registered or notarized.
- (d) In case, the trade name is different from the legal name, any valid document like Gumasta, etc. should be submitted.

4. The photograph which is uploaded in the REG-01 should be a recent photograph.

I/1087064/2023

5. Difficulties, if any, in implementation of this SOP may be brought to the notice of this Office.
6. This issues with the approval of the Chief Commissioner, Bhopal Zone.

(Mahesh Kumar Yadav)
Deputy Commissioner (CCO)

Copy to:

1. The Commissioner, Commercial Tax (SGST), Madhya Pradesh.
2. All the Pr. Commissioner/ Commissioner, CGST & Central Excise, Bhopal/ Jabalpur/ Indore/ Raipur/ Ujjain.
3. All the Pr. Commissioner/ Commissioner, Audit Commissionerate, Bhopal/ Indore/ Raipur.
4. CPC Cells working under Bhopal Zone.
5. All the Members of Trade & Industries/Association of Bhopal Zone.
6. Webmaster, CGST & Central Excise, Bhopal Zone.