# Manual > Filing an application (FORM GST ARA-01) for seeking Advance Ruling by Registered Taxpayers and Tracking or Taking Action in the Subsequent Proceedings

# How can I file and act on applications related to Advance Ruling on the GST Portal?

A taxpayer can file following types of Applications related to Advance Ruling on the GST Portal:

- 1. Application for seeking Advance Ruling from Authority for Advance Ruling (AAR)
- 2. Application for Reply to the issued Notice
- 3. Application of Appeal before the Appellate Authority for Advance Ruling (AAAR), with Application for Condonation of Delay in Filing Appeal if applicable
- 4. Application of Rectification before the AAR or AAAR as per the case

Based on the Applications that are filed, Advance Ruling Proceedings can be of following types:

- Advance Ruling: For Processing Application for seeking Advance Ruling from Authority for Advance Ruling (AAR)
- Advance Ruling Appeals: For Processing Application of Appeal before the Appellate Authority for Advance Ruling
   (AAAR)
- Advance Ruling Reference: For Processing Applications referred by AAR
- Rectification Proceedings: For Processing Applications for Rectifications of Orders issued by AAR or AAAR
- Void Proceedings: For Processing Disposed Applications, where it was found that the Applicant has obtained an Advance Ruling by fraud, or suppression of material facts or misrepresentation of facts.

Applicant, after filing an application, needs to participate in the related proceedings and take necessary actions as intimated by AAR or AAAR.

On the GST Portal, for ease of all Applicants, details of each Application filed by the taxpayer is organized into the following six tabs in the Case Details Screen: APPLICATIONS, NOTICES, REPLIES, ORDERS, RECTIFICATION and ADDITIONAL DOCUMENT. Applicant can easily access these tabs of an Application to track all proceedings related to that particular application and take necessary actions.

To file an application or take necessary actions related to the Proceedings of all Advance Ruling-related Applications, perform following steps:

- A. <u>Create an Application for seeking Advance Ruling from AAR if you are an Unregistered User</u> or <u>Create an Application</u> for seeking Advance Ruling from AAR if you are a Registered User
- B. Search for Applications related to Advance Ruling and open the Case Details Screen
- C. Search and View Cause List of all Advance Ruling-related Applications
- D. Take Action using APPLICATIONS tab: View Application Details based on which the Case was created
- E. Take Action using NOTICES tab: View Issued Notices and File Reply.
- F. Take Action using REPLIES tab: <u>View Replies/Counter-replies Filed by Self or Concerned Officer (CO)/Jurisdiction</u> Officer (JO)
- G. Take Action using ORDERS tab: View ORDERS and File Appeal/File Rectifications
- H. Take Action using RECTIFICATION tab: View Rectifications filed for Orders of an ARN
- I. Take Action using ADDITIONAL DOCUMENT tab: View Additional Documents

# A. Advance Ruling by Registered Taxpayers (FORM GST ARA-01)

To apply for advance ruling, perform the following steps:

- 1. Access the www.gst.gov.in URL. The GST Home page is displayed.
- 2. Login to the GST Portal with valid credentials i.e. your User Id and Password
- 3. Click the Services > User Services > My Applications command.

Goods and Services Tax		≜ ANGAD JASBIRSINGH A ~		
Dashboard Services - GST Law Search	Taxpayer - Help - e-Way Bill System			
Registration Ledgers Returns Payments	User Services Refunds			
My Saved Applications	My Applications			
View/Download Certificates	View Notices and Orders			
View My Submissions	Contacts			
Search HSN / SAC	Holiday List			
Search Taxpayer Opted In / Out of Composition	Feedback			
Grievance / Complaints	Locate GST Practitioner (GSTP)			
Engage / Disengage GST Practitioner (GSTP)	Furnish Letter of Undertaking (LUT)			
View My Submitted LUTs	View Additional Notices/Orders			

#### 4. My Applications page is displayed.

Dashboard	Services 🗸	GST Law	Search Taxpayer 🗸	Help 🗸	e-Way Bill System		
Dashboard > Se	rvices > User Se	ervices > My	Applications				
My Applicati	ons	Fi	rom Date		To Date		• indicates mandatory fields
Advance Ru	ıling	•	DD/MM/YYYY	<b>#</b>	DD/MM/YYYY	<b>#</b>	
						SEARCH	NEW APPLICATION

5. Select the Application Type as Advance Ruling from the drop-down list.

Dashboard	Services 🗸	GST Law	Search Taxpayer 👻	Help 🗸	e-Way Bill System				
Dashboard > Se	Dashboard > Services > User Services > My Applications								
My Applicat	ions	Fro	m Data		To Date		• indicates mandatory fields		
Advance Ri Select Advance R	uling		D/MM/YYYY		DD/MM/YYYY	SEARCH	NEW APPLICATION		

# 6. Click the **NEW APPLICATION** button.

Dashboard	Services 🗸	GST Law	Search Taxpayer 👻	Help 🗕	e-Way Bill System		
Dashboard > Se	rvices > User Se	ervices > My A	pplications				
My Applicati	ions	Fro	m Date		To Date		• indicates mandatory fields
Advance Ru	ıling	• D	D/MM/YYYY	<b>#</b>	DD/MM/YYYY	<b>#</b>	
						SEARCH	NEW APPLICATION

7. If there is no sufficient balance in Cash Ledger under Fee head and "Amount to be paid" is not nil, then click **Deposit in Cash Ledger** button to deposit the required amount in Cash Ledger.

Note: If taxpayer has sufficient balance in Cash Ledger under Fee head, click **CREATE APPLICATION FOR ADVANCE RULING**.

Dashboard	Services - G	ST Law Se	arch Taxpayer 👻	Help 🕇	e-Way Bill System		
Dashboard > Serv	vices > User Service	s> My Applica	tions > New Applica	ation			
Select Act(s) fo	or which Advance R	uling Applicatio GST	n has to be filed.			Γ	Instructions
Acts	Fee Applicable (in ₹)	Amount av	vailable in Cash L (in ₹)	edger A	mount to be paid (in ₹)		1. If there is not sufficient balance in Cash Ledger (under Fee head), i.e.
SGST	5000.00		1230.00		3770.00		"Amount to be paid " is not nil, then click on
CGST	-		-		-		Deposit in Cash Ledger button to deposit the
IGST	-		-		-		required amount, in Cash
Total (in ₹)	5000.00		1230.00		3770.00		2. If sufficient balance is
DEPOSIT IN CASH LEDGER			CREATE APPLICA	TION FOR F	ADVANCE RULING		available in Cash Ledger (under Fee head), i.e "Amount to be paid" is nil for all the selected acts,

8. The **Create Challan** page is displayed.

shboard > Payment >	Create Challan					Q Er
Toy Liebility						
	Tax (₹)	Interest (₹)	Penalty (₹)	Fees ( ₹)	Other (₹)	Total (₹)
CGST(0005)						0
IGST(0008)						0
CESS(0009)						0
Uttarakhand SGST(0006)				3770		3,770
Total Challan Amo	ount:	₹ 3,770 /-				
Total Challan Amo	ount (In Words):	Rupees Three Thou	isand Seven hundre	d Seventy Only		

Note: In the Tax Liability Details grid, the **Total Challan Amount** field and **Total Challan Amount** (In Words) fields are auto-populated with total amount of payment to be made. You cannot edit the amount.

- 10. Select the **Payment Modes** as E-Payment/ Over the Counter/ NEFT/RTGS.
- 11. Click the **GENERATE CHALLAN** button.

12. The Challan is generated.

# Note:

**In case of Net Banking:** You will be directed to the Net Banking page of the selected Bank. The payment amount is shown at the Bank's website. If you want to change the amount, abort the transaction and create a **new challan**. In case of successful payment, you will be re-directed to the GST Portal where the transaction status will be displayed.

# In case of Over the Counter:

Take a print out of the **Challan** and visit the selected Bank. Pay using **Cash/ Cheque/ Demand Draft** within the Challan's validity period. Status of the payment will be updated on the GST Portal after confirmation from the Bank.

# In case of NEFT/ RTGS:

Take a print out of the mandate form and visit the selected Bank. Mandate form will be generated simultaneously with generation of challan. Pay using Cheque through your account with the selected Bank/ Branch. You can also pay using the account debit facility. The transaction will be processed by the Bank and RBI shall confirm the same within <2 hours>. Status of the payment will be updated on the GST Portal after confirmation from the RBI I.e. based on CIN received from RBI.

Click here to refer the FAQs and User Manual on Making Payment.

9. After a successful payment, user will be redirected to Advance Ruling Application page.
 10. Click 'CREATE APPLICATION FOR ADVANCE RULING' to create application for Advance Ruling.

Dashboard	Services	- GST	Law Search Taxpayer -	Help 🗕	e-Way Bill System	
Dashboard >	Services > Use	r Services >	My Applications > New Applic	ation		
Select Act(	(s) for which Ac	vance Rulin	ng Application has to be filed. T IGST			Instructions 1. If there is not sufficient
Act	s (in	plicable ₹)	Amount available in Cash L (in ₹)	eager A	mount to be paid (in ₹)	balance in Cash Ledger (under Fee head), i.e.
SGS	GT 500	0.00	1230.00		Nil	"Amount to be paid " is not nil, then click on
CGS	т	-	-		-	Deposit in Cash Ledger
IGS	т	-	-		-	required amount, in Cash
Total (i	in ₹) 500	0.00	1230.00		Nil	<ol> <li>If sufficient balance is</li> </ol>
DEPO	DSIT IN CASH L	EDGER	CREATE APPLICA	TION FOR A	ADVANCE RULING	available in Cash Ledger (under Fee head), i.e "Amount to be paid" is nil for all the selected acts, then click on <b>Create</b> <b>Application for Advance</b> <b>Ruling</b> button to fill and submit the application.

# 11. Application page opens.

Dashboard Services - GST	Law Search Taxpayer - Help -	e-Way Bill System	
Dashboard > Services > User Services >	My Applications > New Application > Adva	ance Ruling Application	
Application Type Advance Ruling Application	GSTIN/UIN/Temporary ID 05ALYPD6528P1ZB	Legal Name Gyanendra Prakash Dwivedi	Status of the Applicant Registered
Details of Jurisdictional Officer			• indicates mandatory fields
Application Filed For• SGST •			
Name	Designation	Email ID	
Address	Jurisdiction Details		
Correspondence Address (	Same as Registered Address )		
Building No./ Flat No. •	Name of the Premises/Bu	uilding Floor No.	
Road/Street •	City/Town/Locality/Village	₽•	
State• Select •	District • Select	PIN Code● ▼ Enter PIN	I Code

Nature of the activity(s)(proposed/present)in respect of which Advance Ruling sought\*

<ul> <li>Factory/Manufacturing</li> <li>Wholesale Business</li> <li>Retail Business</li> <li>Warehouse/Deport</li> <li>Works Contract</li> </ul>	<ul> <li>Bonded Warehouse</li> <li>Service Provision</li> <li>Office/Sale Office</li> <li>Leasing Business</li> </ul>		Service Recipient EOU/STP/EHTP Sez Input Service Distributor(ISD)
Issue/s on which advance ruling required (Tic	ck whichever is applicable)	•	
Classification of goods and/or services or	both		
Applicability of a notification issued unde	r the provisions of the Act		
Determination of time and value of supp	ly of goods or services or both		
Admissibility of input tax credit of tax pa	id or deemed to have been pai	id	
Determination of the liability to pay tax of	on any goods or services or bo	th	
Whether applicant is required to be regis	tered under the Act		
Whether any particular thing done by the goods and/or services or both, within the mea	e applicant with respect to any aning of that term	goods and/or services	or both amounts to or results in a supply of
Details of Advance Ruling Application			
Upload the Filled Template •			Download Template
Choose File No file chosen			Maximum file size for upload is 5MB.
			• Click here to view the steps for converting the filled application Word template to PDF file format.
Upload Supporting Documents			
Enter Document Description			Only PDF file format is allowed.
			Maximum file size for upload is 5MB.
Choose File No file chosen			Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy during personal hearing.
Declaration •			
I hereby declare that the question(s) raised in the	application is/are not:		
Already pending in any proceedings in the	applicant's case under any of t	he provisions of the Act	
Varification	applicant's case under any of t	The provisions of the ACC	
I Gyanendra Prakash Dwivedi son/daughter belief what is stated above and in the annexure (designation) and the	/wife of (s), including the documents a at I am competent to make thi	do hereby solemning re correct. I am making s application and verify	y declare that to the best of my knowledge and I this application in my capacity as it.
Name of Authorized Signatory •	F	Place•	
Select T		Enter Place	

12. Under **Details of Jurisdictional Officer** section, SGST will be selected by default from the dropdown menu of 'Application filed for' and below details will be displayed (Name, Designation, Email ID, Address, Jurisdiction Details).

			<ul> <li>indicates mandatory fields</li> </ul>
Details of Jurisdictional Officer			
Application Filed For			
	-		
SGST	<b>v</b>		
Select			
SGST			
Name	Designation	Email ID	
Address	Jurisdiction Details		
Address	Julisuiction Details		

13. Under **Correspondence Address** section, enter Building no./Flat no., Name of the primases/Building, Floor no., Road/Street, City/Town/Locality/Village.

14. Select State, District from drop down menu and enter the PIN Code.

Correspondence Address ( 🗌 Same	as Registered Address)	
Building No./ Flat No. •	Name of the Premises/Building	Floor No.
Road/Street •	City/Town/Locality/Village •	
State• Select •	District • Select •	PIN Code • Enter PIN Code

15. If correspondence address is Same as Registered Address, select the checkbox. Address details will be autopopulated and the fields will be non-editable in this section.

Correspondence Address (	as Registered Address )	
Building No./ Flat No. •	Name of the Premises/Building	Floor No.
Road/Street • MG	City/Town/Locality/Village• ECITY	
State • Uttarakhand •	District • Almora v	PIN Code • 263601

16. Select the applicable checkbox for Nature of the activity(s)(proposed/present) in respect of which Advance Ruling sought.

Factory/Manufacturing	Bonded Warehouse	Service Recipient
Whaterala Business		our recenteer receiptente
wholesale Business	Service Provision	EOU/STP/EHTP
Retail Business	Office/Sale Office	Sez
Warehouse/Deport	Leasing Business	Input Service Distributor(ISD)
Works Contract		

17. Select the checkbox for Issue/s on which advance ruling required (Tick whichever is applicable).

Issue/s on which advance ruling required (Tick whichever is applicable).
Classification of goods and/or services or both
Applicability of a notification issued under the provisions of the Act
Determination of time and value of supply of goods or services or both
Admissibility of input tax credit of tax paid or deemed to have been paid
Determination of the liability to pay tax on any goods or services or both
Whether applicant is required to be registered under the Act
Whether any particular thing done by the applicant with respect to any goods and/or services or both amounts to or results in a supply of goods and/or services or both, within the meaning of that term

# 18. To download the template for Advance Ruling Application, Click **Download Template**.

Details of Advance Ruling Application	
Upload the Filled Template	Download Template Only PDF file format is allowed.
Choose File No file chosen	• Maximum file size for upload is 5MB.
	Click here to view the steps for converting the filled application Word template to PDF file format.

19. AdvanceRulingTemplate.docx will be downloaded in Downloads folder.

20. Click Enable Editing.

PROTECTEE	D VIEW Be careful—files from the	e Internet can contain viruses. Unless you need to edit, it's safer to stay in P	rotected View. Enable Editing			×
		Goods and Services Tax	Road / Street Locality / Village Sate City / District Pricede	Click or tap here to enter text. Click or tap here to enter text. Select 3 State Click or tap here to enter text. Click or tap here to enter text.		
		[See Pule 08]	*7. Mobile Number (with STD/ISD Code)	Click of tap here to enter text.		
		[See Rule 90]	*9 Email Address	Click of tap here to enter text.		
1	Applicati	ion Form for Advance Ruling	10. Jurisdiction Authority	Name designation address		
*2.L 3.1 *4.5 *1	.egal Name of applicant Trade Name of applicant Status of the applicant(registered/un-registere 5 Registered Address	Click or tap here to enter text. Click or tap here to enter text. to Click or tap here to enter text.				
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Nam	ne of the Premises/Building	Click of tap here to enter text				
Floo	or No.	Click or tap here to enter text.				
Road	d / Street	Click or tap here to enter text.				
Loca	ality / Village	Click or tap here to enter text.				
State	ie in the second se	Select a State	*11. Details of Authorize	ed Representative		
City	/ District	Click or tap here to enter text.		eu nopresentative		
Pinc	ode	Click or tap here to enter text.	First Name	Click or tap here to enter text.		
			Middle Name	Click or tap here to enter text.		
			Last Name	Click or tap here to enter text.		
			Email Address	Click or tap here to enter text.		
*(	<ol><li>Correspondence Ado</li></ol>	dress ( 🗀 Check if same as Registered	Telephone Number (with STD/ISD Code)	Click or tap here to enter text.		
Ad	ldress)		respirate Namber (Weit 170) 10 code)	ender rup hare to enter text.		
Buil	iding No./Flat No.	Click or tap here to enter text.				
Nam	ne of the Premises/Building	Click or tap here to enter text.				
Floo	or No.	Click or tap here to enter text.				
Screens 1.2 of 7						± 14094

21. Update the template with required information.

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Cippoard 191 Pont	isi Paragraph isi	Styles		12	
	Goods an Form (% Application Fo	d Services Tax GST ARA -01 ee Rule 981 prm for Advance Ruling:			
	*1.GSTIN Number if any/User-id	Click or tap here to enter text.			
	*2.Legal Name of applicant	Click or tap here to enter text.			
	3. Trade Name of applicant	Click or tap here to enter text.			
	*4.Status of the applicant[registered/un-register	ed] Click or tap here to enter text.			
	*5. Registered Address				
	Building No./Flat No.	Click or tap here to enter text.			
	Name of the Premises/Building	Click or tap here to enter text.			
	Floor No.	Click or tap here to enter text.			
	Road / Street	Click or tap here to enter text.			
	Locality / Village	Click or tap here to enter text.			
	State	Select a State			
	City / District	Click or tap here to enter text.			
	Pincode	Click or tap here to enter text.			
Page 1 of 5 879 words					+ 100%

22. Under **Details of Advance Ruling Application**, upload, click the Choose file button. Navigate and select the Filled template.



23. Click Save As and Choose the folder to save the AdvanceRulingTemplate.

		AdvanceRulingTemplate.docx - Word
$(\epsilon)$		
Info	Save As	
New		
Open	Sites - Infosys Limited Pallavi_Paithankar@ad.Infosys.com	
Save	SharePoint	
Save As		
Print	FL This PC	
Share	Add a Place	
Export	Browse	
Close		
Account		
Options		

24. Select **Save As Type** to PDF(\*.pdf).

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💶 This PC				
📜 Desktop	Word Document (*.docx) Word Macro-Enabled Document (*.docm)			
Documents	Word 97-2003 Document (*.doc)			
鷆 Downloads	Word Template (*.dotx) Word Macro-Enabled Template (*.dotm)			
🜗 Music	Word 97-2003 Template (*.dot)			
📔 Pictures	PDF (*.pdf)			
📑 Videos	Single File Web Page (*.mht:*.mhtml)			
🖗 OSDisk (C:)	Web Page (*.htm;*.html)			
🗊 DATA (D:)	Web Page, Filtered (*.htm;*.html) Rich Text Format (*.rtf)			
📬 Network	Plain Lext (".txt) Word XML Document (*.xml)			
-	Word 2003 XML Document (*.xml) Strict Open XML Document (*.docx)			
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Authors:	Sajeev Sahajanandan Tags: Add a tag	Title: Add a title		
	Save Thumbnail			
Aide Folders		Too <u>l</u> s ▼ <u>S</u> ave	Cancel	

#### 25. Click SAVE.

	Save As		×
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Microsoft Word	^ Name	Date modified	Type Size
	🗾 Advance Ruling.pdf	3/29/2018 12:44 PM	Adobe Acrobat D 245 KB
쑦 Favorites	Correct Jurisdiction.pdf	8/28/2017 11:47 AM	Adobe Acrobat D 440 KB
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File name:	AdvanceRulingTemplate.pdf		v
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Authors:	Sajeev Sahajanandan Tags: Add a tag	Title: Add a title	
Optimize	for:      Standard (publishing     Ontions		
	online and printing)	thing	
	O Minimum size (publishing online)	anng	
) Hide Folders		Tools	Save Cancel

26. Steps to convert Word File to PDF are also at in the Application.

pload the Filled Template •	Download Template
Choose File No file chosen	Only PDF file format is allowed.
	• Maximum file size for upload is 5MB.
	Click here to view the steps for converting the filled application Word template to PDF fil format.

Note:

You can upload only PDF file with maximum file size for upload of as 5 MB.

27. Under **Upload Supporting Documents**, Enter Document Description and click the **Choose File** button. Navigate and select the Supporting Documents.

• Only PDF file format is allowed.
Maximum file size for upload is 5MB.
• Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy during personal hearing.

28. After the document is uploaded, Click ADD DOCUMENT button.

Upload Supporting Documents	
Enter Document Description	Only PDF file format is allowed.
New Document	Maximum file size for upload is 5MB.
ADD DOCUMENT	Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy during personal hearing.

Note:

• You can upload only PDF file with maximum file size for upload of as 5 MB.

• Maximum 4 supporting documents can be attached in the application. The remaining documents can be handed over in hard copy during personal hearing.

29. Under **Declaration**, select both the checkboxes.

Declaration •
I hereby declare that the question(s) raised in the application is/are not:
Already pending in any proceedings in the applicant's case under any of the provisions of the Act
Already decided in any proceedings in the applicant's case under any of the provisions of the Act

30. Under Verification Tab, Enter Name of in box against 'Son/Daughter/Wife of', Designation.

Verification • I Gyanendra Prakash Dwivedi son/daughter/wife of do hereby solemnly declare that to the best of my knowledge and belief what is stated above and in the annexure(s), including the documents are correct. I am making this application in my capacity as (designation) and that I am competent to make this application and verify it.								
Name of Authorized Signatory • Select •	Place • Enter Place							
Designation / Status	Date							
	BACK PREVIEW PROCEED TO FILE							

- 31. In the Name of Authorized Signatory drop-down list, select the name of authorized signatory.
- 32. In the **Place** field, enter the place where the form is filed.
- 33. Once Name of Authorized Signatory and Place is updated, **Designation/Status** and **Date** is auto-populated.

✓ I Gyanendra Prakash Dwivedi son/daughter/w belief what is stated above and in the annexure(s Manager (designation) and that	ife of Shrimat Dwivedi do hereby solemnly declare that to the best of my knowledge and , including the documents are correct. I am making this application in my capacity as I am competent to make this application and verify it.
Name of Authorized Signatory •	Place •
Gya nendra Dwivedi[ALYPD6528P] •	Delhi
Designation / Status	Date
Director	29/03/2018
	BACK PREVIEW PROCEED TO FILE

34. To preview the Application before filing, Click **PREVIEW**. The Preview functionality is used to check the values we entered in screen are same as in downloaded PDF file.

I Gyanendra Prakash Dwivedi son/daughter/wife of Shrimat	do hereby solemnly declare that to the best of my knowledge and
belief what is stated above and in the annexure(s), including the	e documents are correct. I am making this application in my capacity as
Manager (designation) and that I am compete	nt to make this application and verify it.
Name of Authorized Signatory•	Place •
Gya nendra Dwivedi[ALYPD6528P] •	Delhi
Designation / Status	Date
Director	29/03/2018
	BACK PREVIEW PROCEED TO FILE

35. AdvanceRuling.pdf file will be downloaded. Open the pdf file and check if all the details are correctly updated.

← → C ① file:///C:/Users/pallavi_p	① file:///C:/Users/pallavi_paithankar/Downloads/Advance%20Ruling.pdf					☆	V 🖬 :
Advance Ruling.pdf		1 / 2			¢	Ŧ	ē
	Advance Ruling Application						
	Application Type Advance Ruling Application	GSTIN/User 05ALYPD652	<b>ID</b> 28P1ZB				
	<b>Legal Name</b> Gyanendra Prakash Dwivedi	Status of the Registered	e Applicant				
	Details of Jurisdiction Office						
	Application filed for: SGST						
	Name -	Designation	Email ID				
	Address -	Jurisdiction Details -					
	Correspondence Address: ✓ Same as Registered Addres	s					÷
	Building No. / Flat No. 1	Name of Premises/Building -	Floor No.				
	Road / Street MG	City/Town/Locality/Village ECITY					

#### 36. Click Proceed to File.

Plief what is stated above and in the annexure(s), including Manager (designation) and that I am com	g the documents are correct. I am making this application in my capacity as petent to make this application and verify it.
Name of Authorized Signatory•	Place •
Gya nendra Dwivedi[ALYPD6528P]	Delhi
Designation / Status	Date
Director	29/03/2018

37. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC)/ E-Signature or EVC.

Digitally signing using DSC is mandatory in case of LLP and Companies.

Iome > Services > User Services > Submit Application							
APPLICATION TYPE	LEGAL NAME		GSTIN/UIN/Temp	orary Id			
Advance Ruling Application		05ALYPD6528P1Z	В				
Warning         Ensure that the reason, statement or any other information given in reply to the Show Cause Notice, Order, Reminder or in any other matter, is in accordance with the provisions of applicable Goods and Services Tax Act/ Rules or any other notifications / circulars/orders issued thereunder. Proceedings can be initiated for providing wrong, misleading or incorrect information whether with or without evidence.							
• Facing problem using DSC? Click here for help							
		BACK	SUBMIT WITH DSC	SUBMIT WITH EVC			

38. Once the Verification is completed, fee amount will be auto debited from the cash ledger and ARN will be generated and status is changed to Filed.

Dashboard > Services > User Services > My Applications > Advance Ruling Ackno           OApplication for Advance Ruling is submitted successfully!	wledgement	
	Go	To My Application
Acknowledg	gement	
Application Reference No. (ARN)	AD050418000007N	
You have filed the application successfully and the p	particulars of the application are given as under:	
Date of filing	10/04/2018	
Goods and Services Tax Identification Number(GSTIN)	05ALYPD6528P1ZB	
Legal Name	Gyanendra Prakash Dwivedi	
Trade Name(If available)	AutomationsTest	
Advance Ruling Authority	-	
Filed By	Gya nendra Dwivedi	
Form No.	GST ARA-01	
Form Description	Application for Advance Ruling	
Payment Reference Number	IP0504180000007	
It is a system generated acknowledgement and does	s not require any signature.	
	DOWNLOAD	

# B. Search for Applications related to Advance Ruling and open the Case Details Screen

To search for Applications related to Advance Ruling and open the Case Details Screen, perform following steps:

- 1. Access the <u>www.gst.gov.in</u> URL. The GST Home page is displayed.
- 2. Login to the portal with valid credentials.
- 3. Dashboard page is displayed. Click Dashboard > Services > User Services > My Applications

Goods and Services Tax		Skip to Main Content ❶ A⁺ A΄ ▲ PRAVINBHAI KALIDAS ~	
Dashboard Services - GST Law Search	Taxpayer - Help - e-Way Bill System		
Registration Ledgers Returns Payments	User Services Refunds		
My Saved Applications	My Applications		
View/Download Certificates	View Notices and Orders		
View My Submissions	Contacts		
Search HSN / Service Classification Code	Holiday List		
Feedback	Grievance / Complaints		
Generate User Id for Advance Ruling	Furnish Letter of Undertaking (LUT)		
View My Submitted LUTs	Locate GST Practitioner (GSTP)		
Engage / Disengage GST Practitioner (GSTP)	ITC02-Pending for action		
View Additional Notices/Orders			

4. **My Applications** page is displayed. Select "Advance Ruling" in the Application Type, select submission period in the **From Date** field and **To Date** field and click **SEARCH**.

Dashboard > Services > User Services > My Applications		
My Applications		
		<ul> <li>indicates mandatory fields</li> </ul>
Application Type •	From Date	To Date
Select 🔻	DD/MM/YYYY 🛗	DD/MM/YYYY 🗎
Select		
Intimation of Voluntary Payment - DRC-03 Letter Of Undertaking		SEARCH NEW APPLICATION
Appeal to Appellate Authority Application for rectification of order		
Application for Deferred Payment/Payment in Instalments		
Recovery Cases REFUNDS		

<u>Note:</u> Maximum of 3 months submission period can be entered at a time and minimum one day period. Using the submission period, Taxpayer can search maximum of last 7 Years data.

5. Based on your Search criteria, all types of Advance Ruling related Applications are displayed. Click the ARN hyperlink you want to open.



ARN/RFN ‡	Form No. ¢	Form Description $\Rightarrow$	Date of Filing \$	Status 🗧			
AD240718000029B	GST ARA-01	ADVANCE RULING APPEALS	12/07/2018	Rejected			
AD240718000031Q	GST ARA-01	ADVANCE RULING APPEALS	12/07/2018	Pending for Order			
AD240718000030S	GST ARA-01	ADVANCE RULING APPEALS	12/07/2018	Pending for Order			
AD240818000010S	GST ARA-01	Advance Ruling Reference	10/08/2018	Referred by Authority			
AD240818000006H	GST ARA-01	Advance Ruling Reference	09/08/2018	Disposed by Appellate Authority			
AD240818000005J	GST ARA-01	Advance Ruling Reference	07/08/2018	Referred by Authority			
AD240718000108D	GST ARA-01	Advance Ruling Reference	30/07/2018	Referred by Authority			
AD2407180000986	GST ARA-01	Advance Ruling Reference	20/07/2018	Referred by Authority			
AD2407180000697	GST ARA-01	Advance Ruling Reference	18/07/2018	Rectification Submitted			
AD240718000092I GST ARA-01 Advance Ruling Reference 19/07/2018 Refer				Referred by Authority			

6. Case Details page is displayed. On this page, yellow header provides details of this Application. There are six tabs in the left side of the page: APPLICATIONS, NOTICES, REPLIES, ORDERS, RECTIFICATION and ADDITIONAL DOCUMENT. You can click each tab to view Application details related to the tab. APPLICATIONS tab is by default selected. You can click "View" in the Action column and download the details of the filed application.

Dashboard > Services > 1	User Services > My App	plications > Case Details		
ARN AD2407180001	120	GSTIN/UIN/Temporary ID 24ABCPM8147P1Z6	Date Of Application/Case Creation 31/07/2018	Status Pending For Order
APPLICATIONS	<b>PRN</b> : IP240718000	00063		Date Of Debit: 31/07/2018
NOTICES		Type of D	Action	
REPLIES		Advance Rulin	View	
ORDERS				
RECTIFICATION				
ADDITIONAL DOCUMENT				

## Go back to the Main Menu

# C. Search and View Cause List of all Advance Ruling-related Applications

To search and view Cause List of all Advance Ruling-related Applications, perform following steps:

- 1. Access the <u>www.gst.gov.in</u> URL. The GST Home page is displayed.
- 2. Navigate to Services > User Services > Cause List

Note: You can access Cause List without logging to the GST Portal with your credentials.

							Skip to Main Content 🏾 🛈	A+ A-
G	oods an	d Servic	es Tax					+) Login
Home	Services 🗸	GST Law	Downloads 🗕	Search Taxpayer 👻	Help 🗸	e-Way Bill System		
Registration	Payments	User Services	Refunds					
Contacts				Search	HSN / SAC			
Holiday List				Cause	List			5
Search Office	Addresses			Feedba	ack			
Grievance / C	omplaints			Locate	GST Practiti	oner (GSTP)		
Generate Use	r Id for Advance	Ruling						

## 3. Cause List Screen is displayed.

Cause List				
			•	indicates mandatory fields
Type of Authority •		State •		
Select	*	Select	•	
Jurisdiction		Date		
Select	*	DD/MM/YYYY	<b>m</b>	