

HOW TO GIVE REPLY TO NOTICE RECEIVED FROM TAX OFFICIAL FOR DEFICIENCIES ONLINE?

Step. 1. In the case of new registrations, click on '**Register Now**' and select the '**Temporary Reference Number (TRN)**' option. Proceed by entering the TRN. The mobile/email OTP may be required at the next stage. In the case of existing registrations, log in to the GST portal by entering the relevant credentials.

Step. 2. Go to **Services** > Registration and click on '**Application for Filing Clarifications**'

Step. 3. To file a reply, look-up the notice by using the reference no. of the notice or by using the Application Reference No. (ARN).

Step. 4. In order to respond to specific queries raised by the department, the following steps may be followed in case of a new registration application:

- If 'Yes' is selected under the '**Modification in the Registration Application filed**', the original registration application will appear with the option to edit all those fields for which notice had been issued. The necessary changes can be made and requisite documents can be uploaded.
- If 'No' is selected, an application will be made available along with various '**Queries**' to which our '**Query Response**' will have to be submitted.

Step. 5. Additional information along with supporting documents should be submitted.

Step. 6. Carry out the verification process by selecting the name of the authorised signatory from the drop-down list and the place. Depending on the authentication method available, either '**Submit with DSC**' or '**Submit with EVC**' can be chosen to submit the application.