Tally Academy

Tally Academy's own SIMULATION TAXATION PORTAL e-filing Hands-on Experience



GST Registration



Tally Academy is another website for simulation applications <u>www.student.tallysoftwareacademy.com</u>

1. How to register tally academy portal?

Step 1 : open website www.student.tallysoftwareacademy.com/

Step 2 : Goto **Register** > then put name, choose your center name, your valid email address and mobile no > then Signup



2. How to login tally academy portal?



**1 user have 30 hr validity for used this portal

3. How to do GST registration ?

Step 1 : Goto Project menu > then Click on GST



Step 3 : Create company >

+ CREATE COMPANY

Then Put any title > Module type GST registration > Then Submit

	Title	
\rightarrow	Enter Title	
	Module Type	
	Gst Registration	~
\rightarrow	SUBMIT SBACK	

Step 4 : Then Run .



Step 5 : Then Service > Registration > New Registration.

Step 6 : Then select New Registration redio button > I am choose - Taxpayer > State - West Bengal > choose any district > put any Legal Name of the Business > put PAN no like (ABCDE1234X) > then Mobile no > **PROCEED.**

Taxpayer	~	
State / UT		
West Bengal	 **Select West 	bengal only
District		
Darjeeling	~	
Legal Name of the Business (As mentioned in PAN)		
-Cona-Gale		
Permanent Account Number (PAN)		
GHDER1234Y		
GHDER1234Y GHDER1234Y GHGV A C D E 1 2 3 4 X GH fy ou don't have PAN, Click here Z to apply Email Address at hyperdemy halp to the gene it cons.		
GHDER1234Y GHDER1234Y GH Eg: A B C D E 1 2 3 4 X f If you don't have PAN, Click here to apply Email Address		
GHDER1234Y GEg: A B C D E 1 2 3 4 X GH you don't have PAN, Click here 2 to apply Email Address Com site of the second secon		

Step 7 : you will get OTP in your email. after that put this Mobile & email OTP under OTP verification field. Then **PROCEED.**

	User Credentials	OTP Verification
Verify OTP		
* indicates mandatory fi	elds. Your Mobile and Er	nail OTP is same
Mobile OTP*		
Mobile OTP		
Fill OTP send to Mobil	e	
Email OTP*		
Email OTP		
Fill OTP send to Email	Address	
DAGK		DDOCEED

Step 8 : after that you will get a TRN no copy and save this TRN no.

Your Temporary Reference Number is 19hbvdb6754w9TRN	
Then PROCEED.	
Step 9 : Then paste this TRN no & put captcha > then Proceed.	3 User Credentials OTP Verification
	New Registration
	○ New Registration [●] Temporary Reference Number (TRN)
	Temporary Reference Number (TRN)
	19hbvdb6754w9TRN
	Type the characters you see in the image bellow
—	1L#W50
	!L#W50
	0
	PROCEED

Step 10 : After proceed you will get OTP in your email. need to put this OTP under Mobile/ Email OTP field. Then **PROCEED.**

www.tallyacademy.co

Step 11 : you will get TRN verify OTP in your email > put this OTP > and **PROCEED.**

		User Credentials	2 OTP Verification	
OT	P Verify			
			* indicates mar	ndatory field
Мо	bile / Email OTP			
-	nter Temporary Reference	e Number (TRN) OTP		
0 1	ill OTP sent to Mobile	and Email		
0	lease check the junk/	spam folder in case you	do not get email.	
Nee	d OTP to be resent? C	lick here		
	_	PROCEED		

Step 12 : Then you will go Application save page > there click on Action

My Saved Applic	ations				
Creation Date	Form No	Form Description	Expiry Date	Status	Action
10-11-2022	GST REG-01	Application for New Registration	2022-11-25	Draft 🚯	6
					/

Step 13 : Then add business details Trade name :(if you need) >
Constitution of Business : Proprietorship
District : already selected >
Sector / Circle / Ward /Charge / Unit : Mumbai >
choose Commissionerate :(Any One) >
Division : Any one >
Range : Any one >
Reason to obtain registration : Voluntary Basis >
Date of Commencement of Business : Current date >
Date on which liability to register arises : Current date
Type of Registration : Voluntary Basis >
Date of Registration : Current date >
Then Save And Continue

Details of your Bu * Indicates mandato Legal Name of the B Webattach Trade Name * Webattach Name of the State* West Bengal	siness ry fields usiness)	Permanent A hbvdb6754w Constitution Foreign Cor	Account Number (/ of Business (Sele	PAN) ct Appropriate)*			
Legal Name of the E Webattach Trade Name * Webattach Name of the State* West Bengal	usiness		Permanent / hbvdb6754w Constitution Foreign Cor	Account Number () of Business (Sele	PAN) ct Appropriate)*			
Trade Name * Webattach Name of the State* West Bengal			Constitution Foreign Cor	of Business (Sele	ct Appropriate)*			
Name of the State* West Bengal		,		npany		~		
			District * Hooghly			~ ~		
State Jurisdiction		\rightarrow	Sector / Circ	le / Ward /Charge pl. Circle, Mumbai	/ Unit	~		
Center Jurisdiction (Commissionerate	Refer the link 🛿 for Cente	r Jurisdiction)	Division			Range		Activate Windows
Select			Select Divis	ion		✓ Select Ran	ge	Contro Settings to activate Wind
Are you applying for person? () Option For Compos	r registration as a casi tion	ıal taxable						
Reason to obtain re	gistration		Date of Com	mencement of Bu	siness	Date on wh	ich liability to	o register arises
Voluntary Basis		~	From 10	-11-2022		dd-mm-yy	yy 🗖	
Indicate Existing F Type of Registrat	Registrations on	Registrati	on No.	D	ate of Registration			
Voluntary Basis	~	19hbvdb6	5754w9TRN		10-11-2022			

Step 14 : you will get TRN verify OTP in your email > put this OTP > and **PROCEED.**

	User Credentials	OTP Verification
OTP Verify		
		* indicates mandatory fie
Mobile / Email OTP		
Enter Temporary Reference Numb	oer (TRN) OTP	
Fill OTP sent to Mobile and E	mail	
Please check the junk/spam	folder in case you	ı do not get email.
Need OTP to be resent? Click he	ere	
	PROCEED	

Step 15 : Then you will go Application save page > there click on Action

Creation Date Form No Form Description Expiry Date Status	
	Action
10-11-2022 GST REG-01 Application for New Registration 2022-11-25 Draft	



Then Save And Continue

" indicates mand	latory fields							
Legal Name of th Webattach	ne Business		Permanent / hbvdb6754v	Account Number (I v	PAN)			
Trade Name *			Constitution	of Business (Sele	ct Appropriate)*			
Webattach			Foreign Cor	npany		~		
Name of the Sta	te*		District *					
West Bengal			Hooghly			\sim		
State Jurisdictio	n		Sector / Circ	le / Ward /Charge ,	/ Unit			
circle		_	AC Assmt. S	ipl. Circle, Mumbai		~		
Select Are you applying	g for registration a	s a casual taxable	Select Divis	ion		✓ Select	Range	Cho Settings to activate Wigd
person?								
	position							
Option For Com								
Option For Com			Date of Com	mencement of Bu	siness	Date on	which liability	to register arises
Option For Com Reason to obtai	n registration		Erom 10	-11-2022	t	dd-mm	-уууу 🗖	
Option For Com Reason to obtai Voluntary Basis	n registration	~						
Option For Com Reason to obtai Voluntary Basis	n registration	~						
Option For Com Reason to obtai Voluntary Basis Indicate Existin Type of Regist	n registration ng Registrations ration	Registra	ntion No.	D	ate of Registration			

Step 17 : you will get Save message and goto next tab also checked Business details tab.



Step 18: Then you need to put Promoter/Partners details

First Name & Last Name : > Name of Father : > Date of Birth > Mobile Number : Already added > Email Address : Already added > Gender : > Telephone Number : 033 26641234 > Designation / Status : Individual Director Identification Number : 45625 > Are you a citizen of India : Yes > Permanent Account Number : Already added > Passport Number : No need > Aadhaar Number : 457814789658 > Declaration : Need to checked Building No : 16 >Floor No : 3rd > Name of the Premises / Building : Atlas house Road / Street : N.S Road > City / Town / Locality / Village : Kolkata Country, State , District: Already added > ZIP Code : 874478 > Select File to Upload : need a jpg picture (100 KB)

Then Save And Continue

Step 19: you will get Save message like this



After that you will get edit option for Promoter/Partners details. If you don't want edit it so will do CONTINUE

			1.0.11				D. (1)	
Applycation typ)e	Due Dat	e to Complete	Li	ast Modified		Profile	
New Registration 26-11-2022)22	11-11-2022			4%		
✔ Business Details	Promoter / Partners	Authorized Signatory	Authorized Representative	Principal Place of Business	Additional Places of Business	Verification		
First N	ame	Last Name		Email	Id	N	lobile number	Action
Dip)	Bhattacharya	hattacharya designrs		sujit@gmail.com		7003953903	

Step 20 : Will go next tab also checked Promoter/ Partners tab.

Step 21 : Then you need to put Authorized Signatory details



First Name & Last Name : Already added if you need another name you can change it> Name of Father : Already added if you need another name you can change it Date of Birth Already added if you need another date you can change it Mobile Number : Already added if you need another no you can change it Email Address : Already added if you need another email you can change it Gender : Already added if you need another gender you can change it Telephone Number : 033 26641234 > Designation / Status : Already added Director Identification Number : Already added Are you a citizen of India : Already added Permanent Account Number : Already added > Passport Number : No need > Aadhaar Number : Already added Residential Address : All are added if you need another you can change it

Then Save

Step 22 : you will get Save message like this and you will go next tab with checked Authorized Signatory tab.

Authorized Signatory added successfully.

Step 23 : Then need to add Authorized Representative details > click on check box

Details of Authorized Representative	e?			
Name of Person	Middle Name	Last Namo		
	Enter Middle Name			
Mobile Number	Email Address	Permanent Account Number (PAN)		
+91	decignosofic@gmail.com	DOIDCIACIT		
Aadhaar Number 🚯	% Telephone Number (with STD Code)	Se Fax Number (with STD Code)		
	STD	STD Enter Fax Number BACK SAVE & CONTINUE		

First Name & Last Name : Already added if you need another name you can change it > Mobile Number : Already added if you need another no you can change it > Email Address : Already added if you need another email you can change it > Permanent Account Number : Already added > Aadhaar Number : Already added > Telephone no : 033 26641234 > Fax : no need

Then Save & Continue

Step 24 : Then you will get Save message like this

Authorized Representative details has been added successfully.

and will go next tab with checked Authorized Representative tab..



Step 25 : Then you need to put Principal Place of Business details





www.tallyacademy.co

Address : All are added if you need another you can change it Latitude & Longitude : if you want Office Email Address : Already added if you need another email you can change it Office Telephone Number: 033 26641234 > Mobile Number : Already added if you need another no you can change it FAX : Already added if you need another no you can change it

Nature of possession of premises : **Rented** Proof of Principal Place of Business : **Rented** Select Rented File to Upload : **upload pdf file (1MB)** Nature of Business Activity being carried out at above mentioned premises : **Retail Businessv**

Then Save

Step 26 : you will get Save message like this

Details of Principal Place of Business has been added successfully.

and you will go next tab with checked Principal Place of Business tab.

✓ Business Details	Promoter /	Authorized	Authorized	Principal Place of	Additional Places	Verification
	Partners	Signatory	Representative	Business	of Business	

Step 27 : Then need to Save Additional Places of Business



Step 28: Then you will go next tab Verification with checked Additional Places of Business



Step 29: Then check Verification and choose Name of Authorized Signatory and put Place

	indicates mandatory fields	indicates manualory news
	Verification	
\		
	I hereby solemnly affirm and declare that the information given herein above is tri concealed therefrom.	ue and correct to the best of my knowledge and belief and nothing has been
	Name of Authorized Signatory	Place
	Select	Enter Place
	Select	Date
*		11-11-2022
1	DSC is compulsory for Companies & LLP	
	Facing problem using DSC? Click here for help	
	Submit buttons will get enabled only after all mandatory fields are filled. Please ch	eck that you have filled all mandatory fields in the Form.
		BACK SUBMIT



Step 32 : then you will go Registration status page and there display Verification Pending

Creation Date	Form No.	Form Description	Expiry Date	Status	Actio
11-11-2022	GST REG-01	Application for New Registration	26-11-2022	Verification Pending ()	

Step 33 : Your GST Registration complete, and you will get an email with your GST ID and password and GST no . like this

Tally Academy: GST Registration 🔉 🗤
Tally Academy <noreply@tallysoftwareacademy.com> to me ▼</noreply@tallysoftwareacademy.com>
Hi, Your Login ID :
Your Login Password
Your GST Number :
(Reply Porward

Your GST registration Complete and you have GST login detail.

After that you will login GST portal with your GST ID and password for next step.

s site for education purp						
	ose only		Username	Password	Login Register ? Fo	rgot password ?
Home Ser	vice ~ GST Law D	ownload ~ Search Taxpayers ~	Help E-billing			
Home > registration						
My Saved Applic	ations					
Creation Da	Creation Date Form No. Form Description		n	Expiry Date	Status	Action
11-11-2022	GST REG-01	Application for New Reg	istration	26-11-2022	Verification Pending 🕄	



www.tallyacademy.co