

## **Step-by-Step Process for Filing Application for Rectification of Orders**

Covered Under Notification No. 22/2024-CT, Dated-08.10.2024

- 1) Access the <u>www.gst.gov.in</u> URL and login to the portal with valid credentials.
- 2) Click Dashboard > Services > User Services > My Applications

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Goods and Services Tax Government of India, States and Union Territorie	is	≜ PRAVINBHAI KAL
Home Services - GST Law Dow	wnloads • Search Taxpayer • Help and Taxpayer Facilities	e-Invoice News and Upda
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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		

 Select "Application for rectification of order" in the Application Type field and click the NEW APPLICATION button.

board > Services > User Services > My Applications				
y Applications				
			0	indicates mandatory fields
plication Type •	From Date		To Date	
Select	DD/MM/YYYY	<b>m</b>	DD/MM/YYYY	<b>#</b>
Select Advance Ruling				
Intimation of Voluntary Payment - DRC-03			SEARCH N	EW APPLICATION
Appeal to Appellate Authority				
Appear to Appenate Authority				
Application for rectification of order				



4) Enter details in the displayed fields as mentioned in the following steps:

Kindy note it is mandatory to upload Annexure-A for filing 'Application for rectification of order under Nots. No. 22/2024-CT- Dtd. 00.10.2024' as the reason in the text box under 'Grounds for rectification'' if application is being filed on t ground.         * Indicates Mandate         recent         Get Order to rectify         Order Issue Date*         Select Order to rectify         Select Order to rectification*         Select         Select <th>/UIN/Temp Id - /PV7030J1ZS</th> <th>Legal Name - DILIP CHANDUBHAI VASANIYA</th> <th>Trade Name - Navrang video cinema</th> <th>Status - DRAFT</th>	/UIN/Temp Id - /PV7030J1ZS	Legal Name - DILIP CHANDUBHAI VASANIYA	Trade Name - Navrang video cinema	Status - DRAFT
	lly note it is mandatory to u .0.2024 <sup>*</sup> . <mark>Click here</mark> to down 2024-CT- Dtd. 08.10.2024 <sup>*</sup> ; and.	pload Annexure-A for filing 'A load format of Annexure -A. P as the reason in the text box u	pplication for rectification of order lease enter 'Application for rectifi nder "Grounds for rectification" if	r under Notn. No. 22/2024-CT- Dtd. cation of order under Notn. No. application is being filed on this
der Number*     Select Order to rectify     Tax: Period     Tax: Period     Select				<ul> <li>Indicates Mandatory Fields</li> </ul>
Select Order to rectify       DD/MMV/YYY         Tax Period         From       To         Select       Select         Select       Select         ounds for rectification*         ason         00 characters remaining         tachments         house File No file chosen         ile with PDF or JPEG format is only allowed         taxinum 4 files and 5 MB for each file allowed         rification*         thereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and fing has been concealed therefrom.         me of Authorized Signatory*       Place*         Select       Enter Place         signation / Status       Date	umber*	Order Issue Date*		
Tax Period       From     To       Select     Select       ounds for rectification*       ason       00 characters remaining       tachments       noose File No file chosen       ife with PDF or JPEG format is only allowed       taximum 4 files and 5 MB for each file allowed       rification*       hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and hing has been concealed therefrom.       me of Authorized Signatory*       Select       Select       Date	Order to rectify	✓ DD/MM/YYYY		
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Select Center Place Date	Authorized Signatory*		Place*	
signation / Status Date		~	Enter Place	
	tion / Status		Date	

a) In Order Number field, select the order number of the order that you wish to rectify.





b) Based on your selection, latest Order Issue Date and Tax Period fields will get autopopulated.

rder Number*		Order Issue Date*			
ZA1805180100015	•	29/5/2018	m		
		Tax P	eriod		
	From			То	
	and Conner				

- c) In **Grounds for rectification** field, enter the reason, "*Application of rectification of order under Notification No. 22/2024-Central tax dated 08.10.2024*'.
- d) Click Choose File to upload details in Annexure A as notified vide Notification No. 22/2024, dated 8<sup>th</sup> October 2024, in support of your application. This would be a mandatory step.
- e) Enter **Verification** details. Select the declaration check-box and select the name of the authorized signatory.
- f) Based on your selection, the fields **Designation/Status** and **Date** (current date) displayed below will get auto-populated. Enter the name of the place where you are filing this application.

	Verification •  I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.				
ł	Name of Authorized Signatory •	Place •			
Γ	ANGAD ARORA	Delhi			
	Designation / Status	Date			
	Manager	17/08/2018			
		PREVIEW FILE			

g) Complete the filing process by clicking on **PREVIEW** and **FILE**.

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