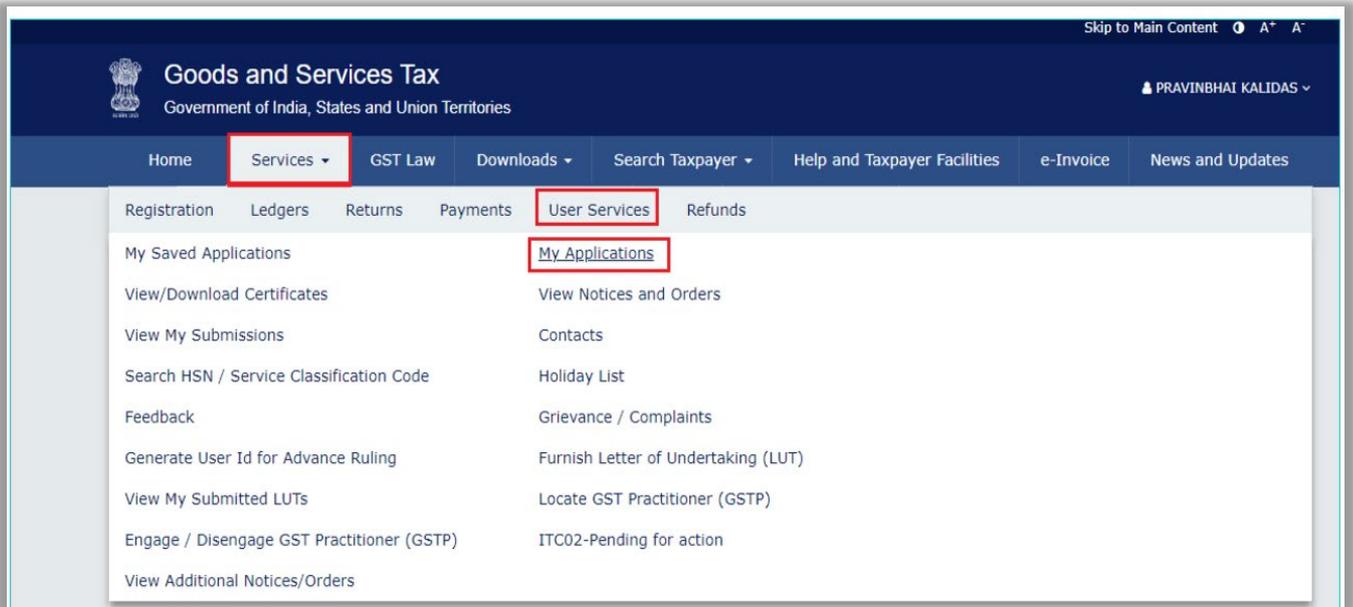


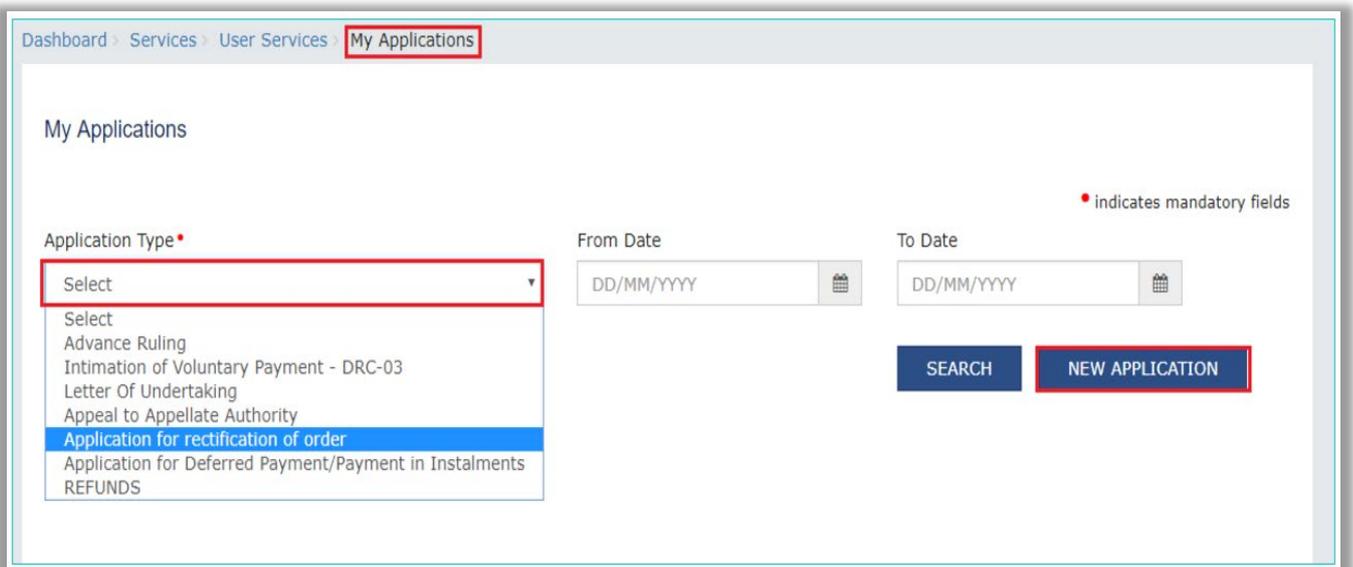
Step-by-Step Process for Filing Application for Rectification of Orders

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

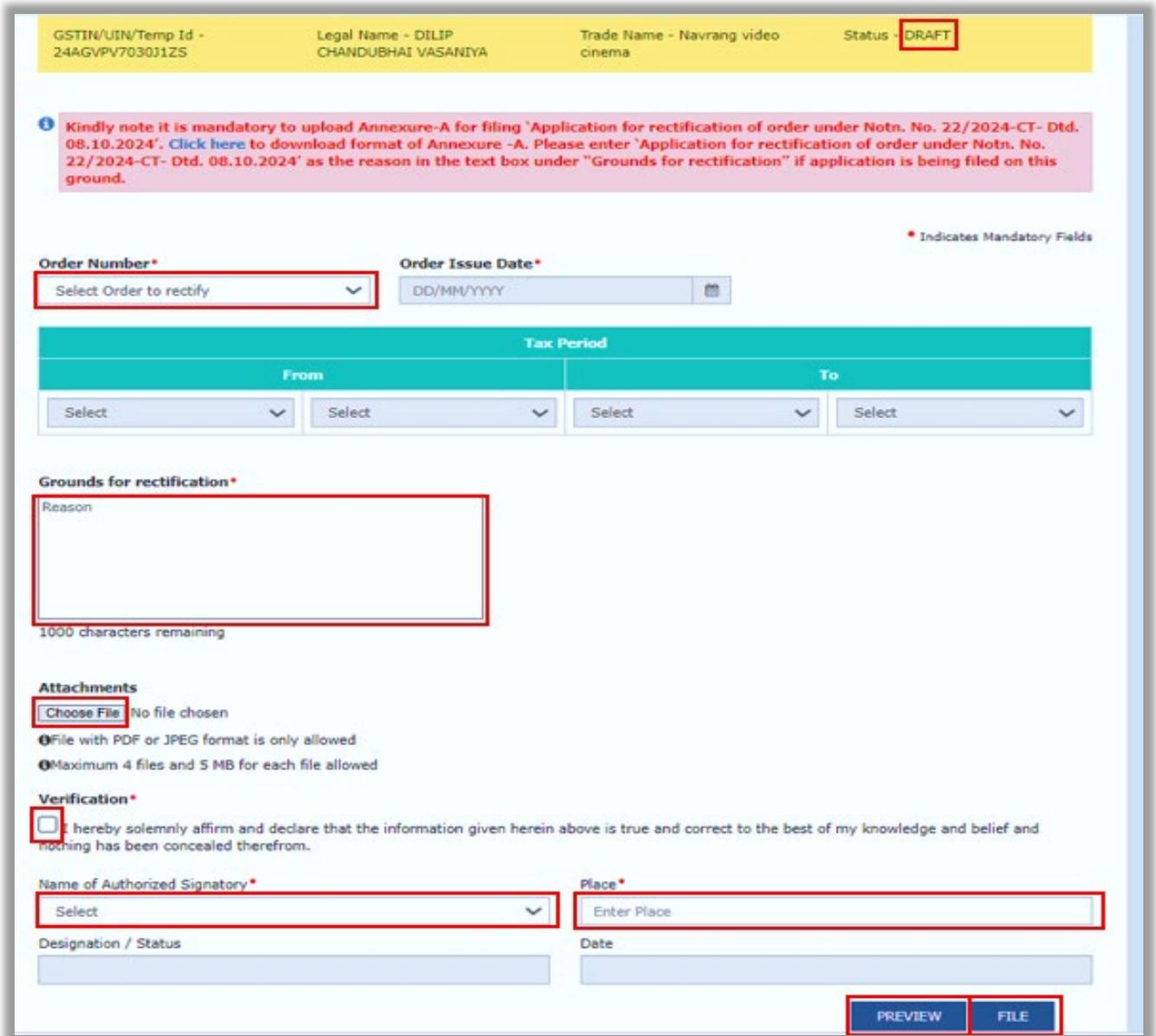
- 1) Access the www.gst.gov.in URL and login to the portal with valid credentials.
- 2) Click **Dashboard > Services > User Services > My Applications**



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



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



Order Number* Select Order to rectify

Order Issue Date* DD/MM/YYYY

Tax Period

Tax Period			
From		To	
Select	Select	Select	Select

Grounds for rectification*

Reason

1000 characters remaining

Attachments

Choose File No file chosen

- File with PDF or JPEG format is only allowed
- Maximum 4 files and 5 MB for each file allowed

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.

Name of Authorized Signatory* Select

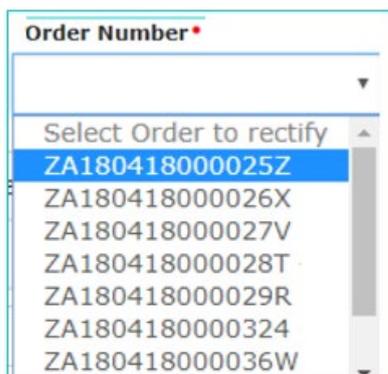
Place* Enter Place

Designation / Status

Date

PREVIEW **FILE**

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

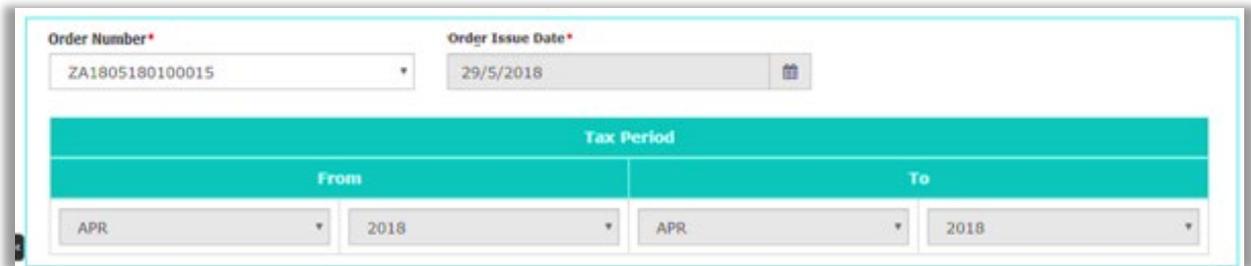


Order Number*

Select Order to rectify

- ZA180418000025Z
- ZA180418000026X
- ZA180418000027V
- ZA180418000028T
- ZA180418000029R
- ZA1804180000324
- ZA180418000036W

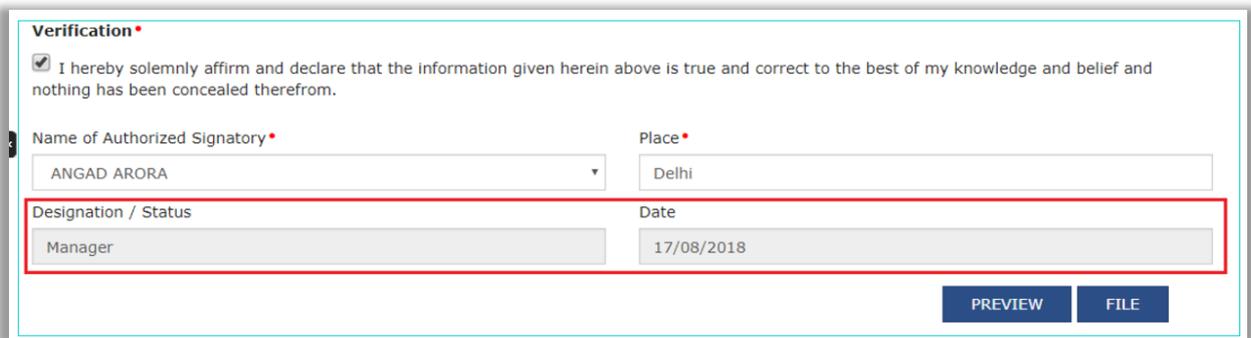
- b) Based on your selection, latest **Order Issue Date** and **Tax Period** fields will get auto-populated.



The screenshot shows a form with the following fields:

- Order Number***: ZA1805180100015
- Order Issue Date***: 29/5/2018
- Tax Period**: A table with columns 'From' and 'To', both showing 'APR' and '2018'.

- 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 8th 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.



The screenshot shows the **Verification** section with the following details:

- 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.
- Name of Authorized Signatory***: ANGAD ARORA
- Place***: Delhi
- Designation / Status**: Manager
- Date**: 17/08/2018
- Buttons: **PREVIEW** and **FILE**

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