

GST Course for CA Students organized by WIRC of ICAI

Presented by:

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Topics to be Covered



Returns

Matching Reversal & Reclaim

Accounts and Records

Basis of Discussion

Act

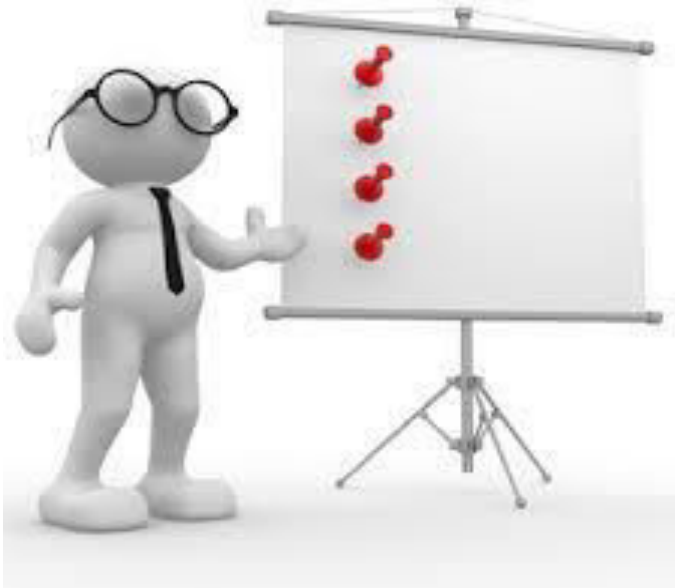
- Central Goods and Services Tax Act, 2017
- State Goods and Services Tax Act, 2017
- Integrated Goods and Services Tax Act, 2017
- Union Territory Goods and Services Tax Act, 2017

Rules / Draft Rules

- Rules on Returns
- Rules on Accounts and Records (Draft)
- Rules on Payment of Tax

Formats / Prototypes

- Payment Formats
- Return Prototypes



Returns

Return

“An act of coming or going back to a place or activity”

Introduction - Returns

GST is a self-assessed destination based taxation system. The submission and processing of return is an important link between the taxpayer and tax administration as it is an important tool for:

Providing seamless flow of tax credits, avoid cascading effects

Finalization of the tax liabilities of the taxpayer within stipulated period of limitation

Compliance verification program & compliance ratings of Tax Payer

Providing necessary inputs for taking policy decision

Management of audit and anti-evasion programs of tax administration

Definition

2(97) return : any return prescribed or otherwise required to be furnished by or under this Act or the rules made thereunder

2(117) valid return : a return furnished under subsection (1) of section 39 on which self-assessed tax has been paid in full

Significance of filing Return

Section 16(2)(d)

- Claim credit of any input tax only if return is filed

Section 16(4)

- Maximum time allowed to Claim missed out input tax credit is Date of Filling of annual return or return filing due date of September month following the Year to which claim pertains

Section 18(2)

- Claim Input tax credit within one year of Issue of Tax Invoice for Supply of Goods or Service

Section 29(2)

- Cancellation of Registration if Returns for 6 Months are not being Filled.
- In case of Composition scheme returns have not being filled for 3 quarters

Significance of filing Return

E.g.

ABC Ltd. has not taken credit of Invoice raised by XYZ Ltd. dated July 30, 2017 during the Financial Year 2017-18.

Scenario 1: ABC Ltd wants to Claim this credit in return being filled for the month of September 2018.

Scenario 2: ABC Ltd. has filled Annual Return on June 15, 2018. They realized about this invoice in July and want to claim this credit in the Month of July 2018 Return.

Scenario 3: ABC Ltd. has not filled its return since November 2017. They realized about this invoice in July and want to claim this credit in the Month of July 2018 Return.

Returns

Sec 37

- Furnishing Details of Outward Supplies

Sec 38

- Furnishing Details of Inward Supplies

Sec 39

- Furnishing of Returns

Sec 44

- Annual Return

Sec 52

- Returns by E-commerce operators

Returns - Law at a Glance

Section 37 Return of Outward Supplies
Last date of Filing is 10th of Succeeding Month
Not allowed to furnish this details from 11th to 15th
The recipient of goods or service can accept / modify / delete till 15th

Section 38 recipient shall Verify, Validate, modify or delete details furnished u/s 37
Recipient may add details of Inward supplies received by him in respect of such supplies that may not have been declared by the supplier u/s 37
Updating is allowed from 11th till 15th

Section 39(1) furnish electronically a return of inward and outward supplies, Input tax credit availed, tax payable, tax paid and such other details before the 20th of succeeding month.

Rectification of error / omissions can be claimed as and when identified subject to limitations discussed earlier.

Returns - Law at a Glance

For the Purpose of Section 37 and 38 Registered persons not covered under this scope are:

- Input Service Distributor
- Non Resident Taxable Person
- Registered Person Covered Under Composition Levy (Section 10)
- Persons Liable to Collect tax at source (Section 51)
- Electronic Commerce Operator Liable to Collect tax at source (Section 52)

The above persons are covered under Section 39 (2) to (5) and Section 52.

Returns - GSTR 1

Form GSTR-1

[See Rule ----]

Details of outward supplies of goods or services

Year				
Month				

1.		GSTIN																		
2.	(a)	Legal name of the registered person																		
	(b)	Trade name, if any																		
3.	(a)	Aggregate Turnover in the preceding Financial Year																		
	(b)	Aggregate Turnover - April to June, 2017																		

4. Taxable outward supplies made to registered persons (including UIN-holders) other than supplies covered by Table 6

(Amount in Rs. for all Tables)

GSTIN/ UIN	Invoice details			Rate	Taxable value	Amount				Place of Supply (Name of State)
	No.	Date	Value			Integrated Tax	Central Tax	State / UT Tax	Cess	
1	2	3	4	5	6	7	8	9	10	11
4A. Supplies other than those (i) attracting reverse charge and (ii) supplies made through e-commerce operator										
4B. Supplies attracting tax on reverse charge basis										
4C. Supplies made through e-commerce operator attracting TCS (operator wise, rate wise)										
GSTIN of e-commerce operator										

This table contains all the Invoices raised during the period

Returns – GSTR 1

5. Taxable outward inter-State supplies to **un-registered persons** where the invoice value is more than Rs 2.5 lakh

Place of Supply (State)	Invoice details			Rate	Taxable Value	Amount	
	No.	Date	Value			Integrated Tax	Cess
1	2	3	4	5	6	7	8
5A. Outward supplies (other than supplies made through e-commerce operator, rate wise)							
5B. Supplies made through e-commerce operator attracting TCS (operator wise, rate wise)							
GSTIN of e-commerce operator							

Mandatory

6. Zero rated supplies and Deemed Exports

GSTIN of recipient	Invoice details			Shipping bill/ Bill of export		Integrated Tax		
	No.	Date	Value	No.	Date	Rate	Taxable value	Amt.
1	2	3	4	5	6	7	8	9
6A. Exports								
6B. Supplies made to SEZ unit or SEZ Developer								
6C. Deemed exports								

Returns – GSTR 1

7. Taxable supplies (Net of debit notes and credit notes) to **unregistered persons** other than the supplies covered in Table 5

Inter-state > 2.5lakhs

Rate of tax	Total Taxable value	Amount			
		Integrated	Central Tax	State Tax/UT Tax	Cess
1	2	3	4	5	6
7A. Intra-State supplies					
7A (1). Consolidated rate wise outward supplies [including supplies made through e-commerce operator attracting TCS]					
7A (2). Out of supplies mentioned at 7A(1), value of supplies made through e-Commerce Operators attracting TCS (operator wise, rate wise)					
GSTIN of e-commerce operator					
7B. Inter-State Supplies where invoice value is upto Rs 2.5 Lakhs					
7B (1). Place of Supply (Name of State)					
7B (2). Out of the supplies mentioned in 7B (1), the supplies made through e-Commerce Operators (operator wise, rate wise)					
GSTIN of e-commerce operator					

State wise Sales to be given

8. Nil rated, exempted and non GST outward supplies

Description	Nil Rated Supplies	Exempted (Other than Nil rated/non-GST supply)	Non-GST supplies
1	2	3	4
8A. Inter-State supplies to registered persons			
8B. Intra- State supplies to registered persons			
8C. Inter-State supplies to unregistered persons			
8D. Intra-State supplies to unregistered persons			

Returns – GSTR 1

9. Amendments to taxable outward supply details furnished in returns for earlier tax periods in Table 4, 5 and 6 [including debit notes, credit notes, refund vouchers issued during current period and amendments thereof]

Details of original document			Revised details of document or details of original Debit/Credit Notes or refund vouchers					Rate	Taxable Value	Amount				Place of supply					
GSTIN	Inv. No.	Inv. Date	GSTIN	Invoice		Shipping bill				Value	Integrated Tax	Central Tax	State / UT Tax		Cess				
1	2	3		4	No	Date	No.	Date	5					6		7	8	9	10
9A. If the invoice/Shipping bill details furnished earlier were incorrect																			
9B. Debit Notes/Credit Notes/Refund voucher [original]																			
9C. Debit Notes/Credit Notes/Refund voucher [amendments thereof]																			

Returns – GSTR 1

10. Amendments to taxable outward supplies to unregistered persons furnished in returns for earlier tax periods in Table 7

Rate of tax	Total Taxable value	Amount			
		Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6
Tax period for which the details are being revised		<Month>			
10A. Intra-State Supplies [including supplies made through e-commerce operator attracting TCS] [Rate wise]					
10A (1). Out of supplies mentioned at 10A, value of supplies made through e-Commerce Operators attracting TCS (operator wise, rate wise)					
GSTIN of e-commerce operator					
10B. Inter-State Supplies [including supplies made through e-commerce operator attracting TCS] [Rate wise]					
Place of Supply (Name of State)					
10B (1). Out of supplies mentioned at 10B, value of supplies made through e-Commerce Operators attracting TCS (operator wise, rate wise)					
GSTIN of e-commerce operator					

Unregistered <= 2.5laks

Returns – GSTR 1

11. Consolidated Statement of Advances Received/Advance adjusted in the current tax period/ Amendments of information furnished in earlier tax period

Rate	Gross Advance Received/adjusted	Place of supply (Name of State)	Amount			
			Integrated	Central	State/UT Tax	Cess
1	2	3	4	5	6	7
I Information for the current tax period						
11A. Advance amount received in the tax period for which invoice has not been issued (tax amount to be added to output tax liability)						
11A (1). Intra-State supplies (Rate Wise)						
11A (2). Inter-State Supplies (Rate Wise)						
11B. Advance amount received in earlier tax period and adjusted against the supplies being shown in this tax period in Table Nos. 4, 5, 6 and 7						
11B (1). Intra-State Supplies (Rate Wise)						
11B (2). Inter-State Supplies (Rate Wise)						
II Amendment of information furnished in Table No. 11[1] in GSTR-1 statement for earlier tax periods [Furnish revised information]						
Month					Amendment relating to information furnished in S. No.(select)	11A(1) 11A(2) 11B(1) 11B(2)

Returns – GSTR 1

12. HSN-wise summary of outward supplies

Sr. No.	HSN	Description (Optional if HSN is provided)	UQC	Total Quantity	Total value	Total Taxable Value	Amount			
							Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6	7	8	9	10	11

13. Documents issued during the tax period

Sr. No.	Nature of document	Sr. No.		Total number	Cancelled	Net issued
		From	To			
1	2	3	4	5	6	7
1	Invoices for outward supply					
2	Invoices for inward supply from unregistered person					
3	Revised Invoice					
4	Debit Note					
5	Credit Note					
6	Receipt voucher					
7	Payment Voucher					
8	Refund voucher					
9	Delivery Challan for job work					
10	Delivery Challan for supply on approval					
11	Delivery Challan in case of liquid gas					
12	Delivery Challan in cases other than by way of supply (excluding at S no. 9 to 11)					

Optional for turnover upto Rs. 1.50 crores but description of goods mandatory;
 HSN at 2 digits for turnover upto Rs. 5 crores &
 HSN at 4 digits for turnover above Rs. 5 crores

Returns – GSTR 2

Table 3, 4 & 5 shall be auto populated

Form GSTR-2 [See Rule.....]

Details of inward supplies of goods or services

Year				
Month				

1.	GSTIN																	
2.	(a)	Legal name of the registered person			Auto populated													
	(b)	Trade name, if any			Auto populated													

3. Inward supplies received from a registered person other than the supplies attracting reverse charge

(Amount in Rs. for all Tables)

GSTIN of supplier	Invoice details			Rate	Taxable value	Amount of Tax				Place of supply (Name of State)	Whether input or input service/ Capital goods (incl. plant and machinery)/ Ineligible for ITC	Amount of ITC available				
	No	Date	Value			Integrated tax	Central Tax	State/ UT Tax	CESS			Integrated Tax	Central Tax	State/ UT Tax	Cess	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

4. Inward supplies on which tax is to be paid on reverse charge

GSTIN of supplier	Invoice details			Rate	Taxable value	Amount of Tax				Place of supply (Name of State)	Whether input or input service/ Capital goods (incl. plant and machinery)/ Ineligible for ITC	Amount of ITC available				
	No	Date	Value			Integrated tax	Central Tax	State/ UT Tax	CESS			Integrated Tax	Central Tax	State/ UT Tax	Cess	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
4A. Inward supplies received from a registered supplier (attracting reverse charge)																
4B. Inward supplies received from an unregistered supplier																
4C. Import of service																

Returns – GSTR 2

5. Inputs/Capital goods received from Overseas or from SEZ units on a Bill of Entry

GSTIN of supplier	Details of bill of entry			Rate	Taxable value	Amount		Whether input / Capital goods (incl. plant and machinery)/ Ineligible for ITC	Amount of ITC available	
	No.	Date	Value			Integrated Tax	Cess		Integrated Tax	Cess
1	2	3	4	5	6	7	8	9	10	11
5A. Imports										
5B. Received from SEZ										
Port code +No of BE=13 digits						Assessable Value				

Returns – GSTR 2

6. Amendments to details of inward supplies furnished in returns for earlier tax periods in Tables 3, 4 and 5 [including debit notes/credit notes issued and their subsequent amendments]

Details of original invoice /Bill of entry No			Revised details of invoice				Rate	Taxable value	Amount				Place of supply	Whether input or input service/ Capital goods/ Ineligible for ITC)	Amount of ITC available			
GSTIN	No.	Date	GSTIN	No.	Date	Value			Integrated Tax	Central Tax	State/UT Tax	Cess			Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
6A. Supplies other than import of goods or goods received from SEZ [Information furnished in Table 3 and 4 of earlier returns]-If details furnished earlier were incorrect																		
6B. Supplies by way of import of goods or goods received from SEZ [Information furnished in Table 5 of earlier returns]-If details furnished earlier were incorrect																		
6C. Debit Notes/Credit Notes [original]																		
6D. Debit Notes/ Credit Notes [amendment of debit notes/credit notes furnished in earlier tax periods]																		

Returns – GSTR 2

7. Supplies received from composition taxable person and other exempt/Nil rated/Non GST supplies received

Description	Value of supplies received from			
	Composition taxable person	Exempt supply	Nil Rated supply	Non GST supply

1	2	3	4	5
7A. Inter-State supplies				
7B. Intra-state supplies				

8. ISD credit received

GSTIN of ISD	ISD Document Details		ISD Credit received				Amount of eligible ITC			
	No.	Date	Integrated Tax	Central Tax	State/UT Tax	Cess	Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6	7	8	9	10	11
8A. ISD Invoice										
8B. ISD Credit Note										

Returns – GSTR 2

9. TDS and TCS Credit received

GSTIN of Deductor / GSTIN of e- Commerce Operator	Gross Value	Sales Return	Net Value	Amount		
				Integrated Tax	Central Tax	State Tax /UT Tax
1	2	3	4	5	6	7
9A. TDS						
9B. TCS						

When an advance is paid to URD, Liability under RCM needs to be computed and paid as output tax liability.

10. Consolidated Statement of Advances paid/Advanced

Rate	Gross Advance Paid	Place of supply (Name of State)				
			Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6	7
(I) Information for the current month						
10A. Advance amount paid for reverse charge supplies in the tax period (tax amount to be added to output tax liability)						
10A (1). Intra-State supplies (Rate Wise)						
10A (2). Inter -State Supplies (Rate Wise)						
10B. Advance amount on which tax was paid in earlier period but invoice has been received in the current period [reflected in Table 4 above]						
10B (1). Intra-State Supplies (Rate Wise)						
10B (2). Intra-State Supplies (Rate Wise)						

Returns – GSTR 2

11. Input Tax Credit Reversal / Reclaim

Description for reversal of ITC	To be added to or reduced from output liability	Amount of ITC			
		Integrated Tax	Central Tax	State/UT Tax	CESS
1	2	3	4	5	6
A. Information for the current tax period					
(a) Amount in terms of rule 2(2) of ITC Rules	To be added				
(b) Amount in terms of rule 4(1)(j)(ii) of ITC Rules	To be added				
(c) Amount in terms of rule 7 (1) (m) of ITC Rules	To be added				
(d) Amount in terms of rule 8(1) (h) of the ITC Rules	To be added				
(e) Amount in terms of rule 7 (2)(a) of ITC Rules	To be added				
(f) Amount in terms of rule 7(2)(b) of ITC Rules	To be reduced				
(g) On account of amount paid subsequent to reversal of ITC	To be reduced				
(h) Any other liability (Specify)				
B. Amendment of information furnished in Table No 11 at S. No A in an earlier return					
Amendment is in respect of information furnished in the Month					
Specify the information you wish to amend (Drop down)					

Returns – GSTR 2

12. Addition and reduction of amount in output tax for mismatch and other reasons

Description		Add to or reduce from output liability	Amount			
			Integrated Tax	Central Tax	State / UT Tax	CESS
1		2	3	4	5	6
(a)	ITC claimed on mismatched/duplication of invoices/debit notes	Add				
(b)	Tax liability on mismatched credit notes	Add				
(c)	Reclaim on account of rectification of mismatched invoices/debit notes	Reduce				
(d)	Reclaim on account of rectification of mismatched credit note	Reduce				
(e)	Negative tax liability from previous tax periods	Reduce				
(f)	Tax paid on advance in earlier tax periods and adjusted with tax on supplies made in current tax period	Reduce				

13. HSN summary of inward supplies

Sr. No.	HSN	Description (Optional if HSN is furnished)	UQC	Total Quantity	Total value	Total Taxable Value	Amount			
							Integrated Tax	Central Tax	State/UT Tax	Cess
1	2	3	4	5	6	7	8	9	10	11

Returns

From 11th to 15th

GSTR – 1
Return of Outward Supplies

GSTR – 2A
Return of Inward Supplies

Within 10 days

Accept / Add /
Correct / Delete

By 15th

GSTR – 1 A
Amended Return of Outward
Supplies

GSTR – 2
Return of Inward Supplies

Accept / Reject
modifications

By 17th

By 20th

GSTR – 1
Return of Outward Supplies

GSTR -3
Submit Return and Pay Tax

First Return

Every registered person who has made outward supplies

In the period between the date on which he became liable to registration till the date on which registration has been granted shall

Declare the same in the first return furnished by him after grant of registration

Provisional Acceptance of ITC

Registered person entitled to take credit of eligible input tax in his return

Credit shall be credited on provisional basis to his ECL, as per conditions and restrictions

Credit to be utilised only towards payment of self assessed output tax and not against any demand raised.

Other Returns and Provisions

Section 44 Annual Return

- The return shall be filled by December 31, following the end of Financial Year (GSTR – 9)

Section 45 Final Return

- Within 3 months from the date of cancellation of Registration or order of cancellation whichever is later (GSTR – 10)

Section 46 Notice to defaulters

- Where assessee has not filed returns u/s 39, 44, 45 as mentioned above the notice shall be issued to furnish return within 15 days (Form GSTR – 3A)

Section 47 Levy of late Fee

- Delay of return U/s 37, 38, 39 and 45 (periodic return) late fee of Rs. 100/- per day and maximum upto Rs. 5,000/- per return
- Delay of return U/s 44 (annual return) late fee of Rs. 100/- per day and maximum 0.25% of the turnover in the State or Union Territory

Returns

Succeeding
Month

Section	Particulars	Return	Frequency	Monthly	Quarterly	Annually
37	Outward Supplies	GSTR 1	Monthly	10th		
38	Inward Supplies	GSTR 2	Monthly	17th		
39(1)	Consolidated Return by normal registered person	GSTR 3	Monthly	20th		
39(2)	Registered Person Covered Under Composition Levy (Section 10)	GSTR 4 GSTR 9A	Quarterly Annually		18 th	December31
39(3)	Persons Liable to Deduct tax at source (Section 51)	GSTR 7	Monthly	10th		
39(4)	Input Service Distributor	GSTR 6	Monthly	13th		
39(5)	Registered Non-Resident Taxable person	GSTR 5	Monthly	20th		
44 35(5)	Annual Return Annual Audit	GSTR 9 GSTR 9C	Annual Annual			December31
52	E-Commerce Operator	GSTR 8 GSTR 9B	Monthly Annually	10 th		December31

Return - Highlights

Minimum 37 returns for every assessee (except composition tax payer) per annum

GST Practitioner can be authorised to file Returns

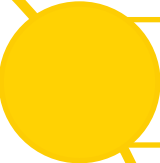
Revision of Returns NOT ALLOWED

RECTIFICATIONS allowed for errors discovered later on

Common e-Return for CGST, SGST & IGST with different fields

Separate Data Input fields for Debit / Credit Notes / TDS / ISD

Return - Highlights




Notice to Defaulters u/s 45 to furnish return within 15 days



Annual Return u/s 44 - Reconciliation Statement to be filed & Audit accounts required for crossing prescribed turnover of Rs. 2 crore



Meticulous adherence to returns provisions shall be a key area for GST Compliance Ratings u/s 149



File return even if no supplies is made

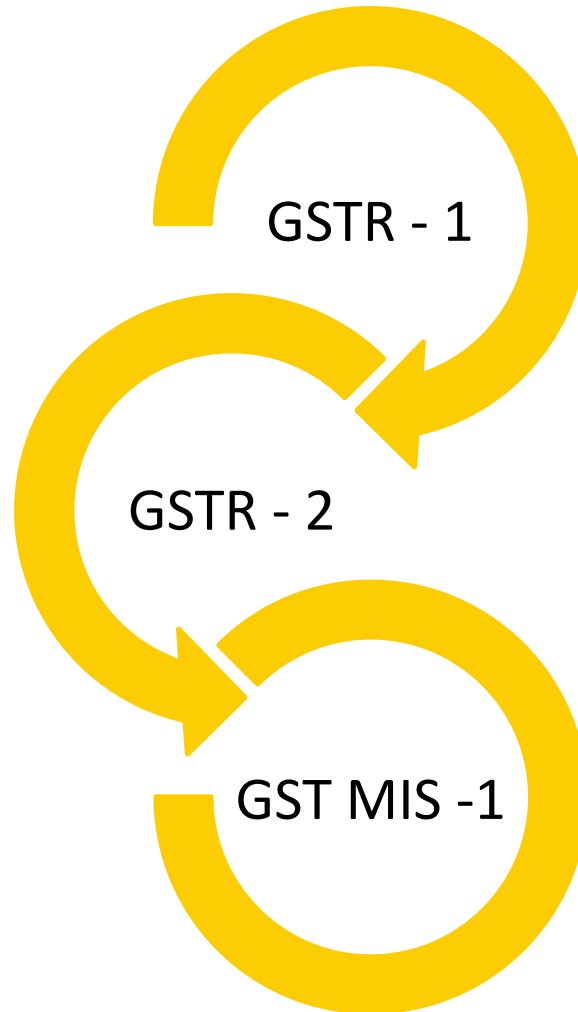


If a return for any Month or quarter is pending than the subsequent returns cannot be filled.

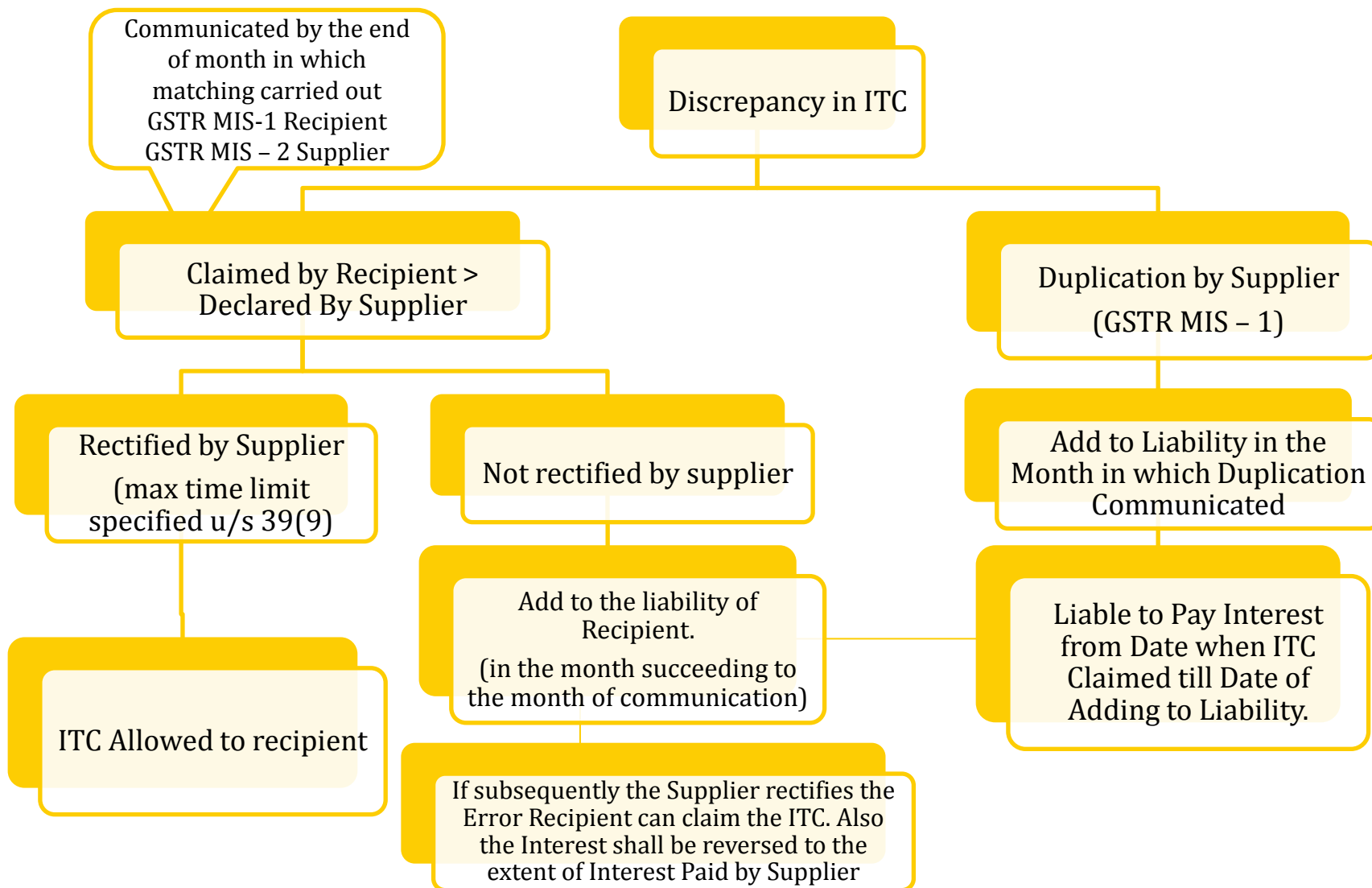


Mismatch Reversal & Reclaim

Matching of Input Tax



Matching, Reversal & Reclaim of ITC



Matching, Reversal & Reclaim of ITC

Modi Enterprises raised an Invoice on Jaitely Associates for Rs. 10 lakhs on August 1, 2017. The rate of Tax was 18%. Thus the credit available with Jaitely Associates was Rs. 1.80 lakhs.

While filling Return :

1. Modi Associate didn't add the above invoice in GSTR 1, Ignored GSTR 1A and Filled GSTR 3
2. Jaitely Associates Added the above details in GSTR 2 and claimed credit and filled GSTR 3.

The matching was done by the GSTN portal in October 2017 and the above Mismatch was informed to:

Jaitely Associates in GSTR MIS 1 and Modi Associates in GSTR MIS 2 by October 30, 2017

Scenario 1: Modi Associates gets the invoice considered while filing November 2017 return and will pay liability along with Interest, then Jaitely Associates will get the Input Credit

Scenario 2: Modi Associates does not accept the Invoice, then Jaitely Associates will have to reverse Input Credit claimed in November 2017 and pay Interest from the date of claiming ITC till date of addition to Liability.

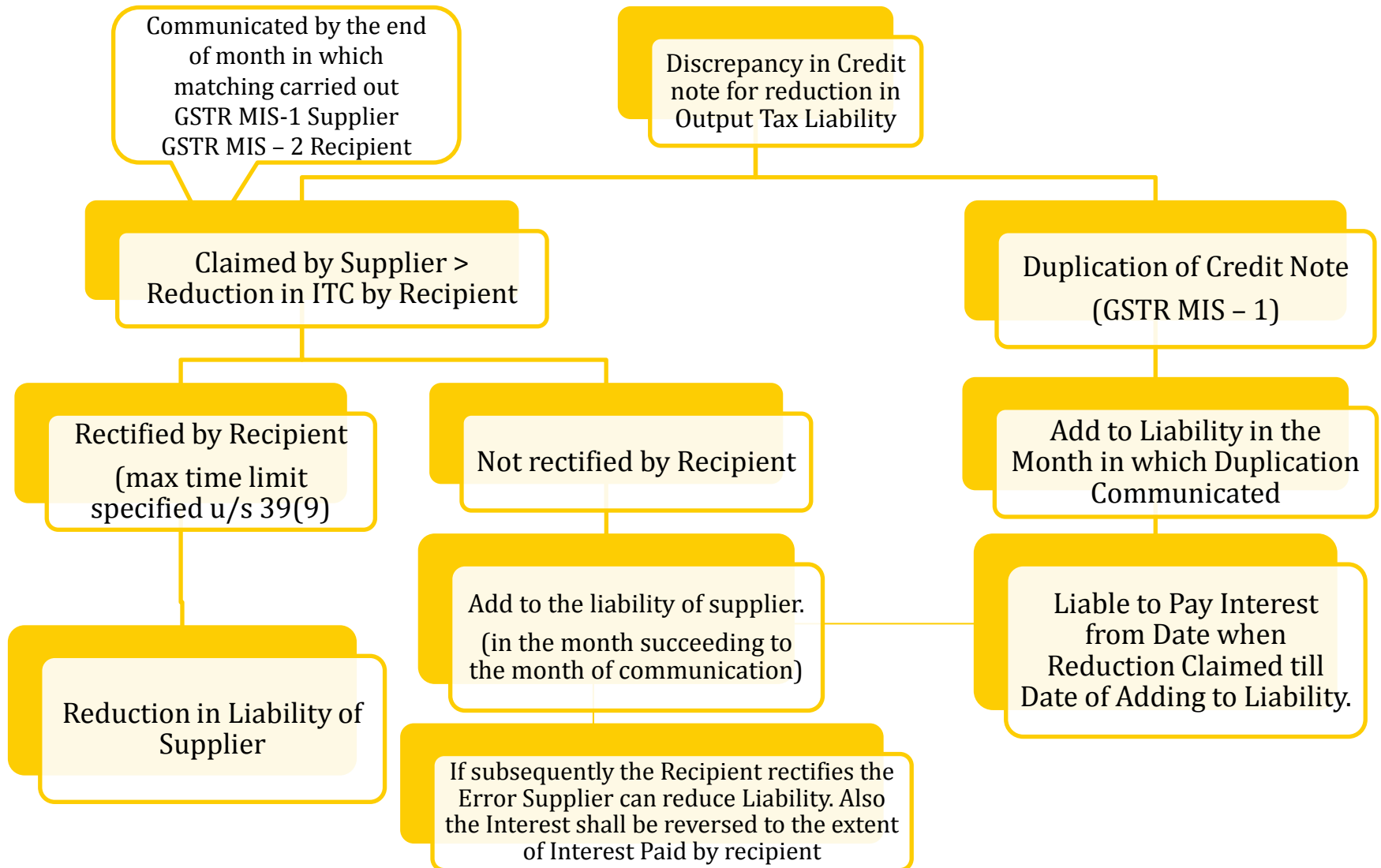
Scenario 3: If before September 2018 or filing of Annual Return whichever is earlier (for F.Y. 2017-18), Modi Associates realises that the Invoice was raised by it, then Modi Associates will pay tax along with Interest & Jaitely Associates can reclaim Input Credit. Also Interest paid by Jaitely Associates will also be refunded back subject to interest paid by Modi Enterprises.

Returns – GSTR 2

11. Input Tax Credit Reversal / Reclaim

Description for reversal of ITC	To be added to or reduced from output liability	Amount of ITC			
		Integrated Tax	Central Tax	State/UT Tax	CESS
1	2	3	4	5	6
A. Information for the current tax period					
(a) Amount in terms of rule 2(2) of ITC Rules	To be added				
(b) Amount in terms of rule 4(1)(j)(ii) of ITC Rules	To be added				
(c) Amount in terms of rule 7 (1) (m) of ITC Rules	To be added				
(d) Amount in terms of rule 8(1) (h) of the ITC Rules	To be added				
(e) Amount in terms of rule 7 (2)(a) of ITC Rules	To be added				
(f) Amount in terms of rule 7(2)(b) of ITC Rules	To be reduced				
(g) On account of amount paid subsequent to reversal of ITC	To be reduced				
(h) Any other liability (Specify)				
B. Amendment of information furnished in Table No 11 at S. No A in an earlier return					
Amendment is in respect of information furnished in the Month					
Specify the information you wish to amend (Drop down)					

Matching, Reversal & Reclaim of Output Tax Liability





Accounts & Records

Accounts & Records



Accounts & Records

Account/ Record	Information Required	By Whom?
Register of Goods Produced	Account should contain detail of goods manufactured in a factory or production house	Every assessee carrying out manufacturing activity
Purchase Register	All the purchases made within a tax period for manufacturing of goods or provision of services	All Assessee
Sales Register	Account of all the sales made within a tax period must be maintained	All Assessee
Stock Register	This register should contain a correct stock of inventory available at any given point of time	All Assessee

Accounts & Records

Account/ Record	Information Required	By Whom?
Input Tax Credit Availed	This register should maintain the details of Input Tax Credit availed for a given tax period	All Assessee
Output Tax Liability	This register should maintain the details of GST liability outstanding to be adjusted against input credit or paid out directly	All Assessee
Output Tax Paid	This register should maintain the details of GST paid for a particular tax period	All Assessee
Other Records Specified	Government can further specify by way of a notification, additional records and accounts to be maintained	Specific Businesses as notified by the government

Other Provisions

More than one place of Business

- More than one place of business is specified in the certificate of registration
- Books of accounts, including electronic records, relating to each place of business shall be kept separately at such places of business

Different activities undertaken

- The account or records specified shall be maintained separately for each activity like:
 - Manufacturing
 - Trading
 - Provision of services; etc.

Power with the Commissioner

- Power is vested with the Commissioner for relaxation as well as for prescribing additional records for certain classes of taxable persons.

Records may be maintained in electronic form and it shall be authenticated by a digital signature

Other Provisions

Registered Person needs to maintain

- Separate Account of Advances received, paid and adjustments made thereto
- Goods or services imported/exported or supplies covered under reverse charge
- Register of tax invoice, credit note, debit note, delivery challan issued or received.
- Names and complete addresses of suppliers or recipient, from/to whom goods or services have been received/supplied , complete address of the premises where the goods are stored by him including goods stored during transit along with particulars of the stock.

Taxable Goods found to be stored at a place other than those declared without the cover of valid documents

- The proper officer shall determine the amount of tax payable on such goods as if such goods have been supplied by the registered person.

Other Provisions

Registered Person other than Person covered under composition levy i.e. section 10) shall keep and maintain details of

- Tax Payable
 - Tax collected and paid
 - Input Tax,
 - Input Tax Credit Claimed,
 - Register of Tax Invoice,
 - Credit Note,
 - Debit Note,
 - Delivery Challan Issued or Received

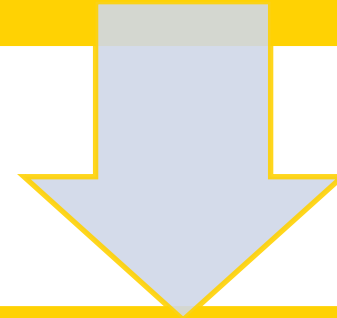
Registered Person other than Person covered under composition levy i.e. section 10) shall keep and maintain account of stock in respect of each commodity received and supplied along with particulars of

- Opening Balance
- Receipt
- Supply
- Goods Lost
- Stolen
- Destroyed
- Written off or disposed of by way of gift or free samples
- Balance of Stock including Raw Materials, Finished Goods, Scrap and Wastage

Sec. 36 - Period for which Records to be maintained

72 months from the due date of furnishing of Annual Return (i.e. 6 years)

Due date of furnishing of annual return in December 31, after the end of Financial Year.



Under Special Cases i.e., Appeal, Revision, Any other proceedings before appellate authority / revisional authority / appellate tribunal / court or Under investigation for an offence

Maintain records for one year from the date of disposal of the such appeal or revision or as discussed above whichever is later.

Sec. 36 - Period for which Records to be maintained

Example 1: For F. Y. 2017-18 due date of filling annual return shall be December 31, 2018 so records are to be maintained till December 31, 2024

Example 2: For F. Y. 2017-18 due date shall be December 31, 2018, there was some dispute with respect to the liability and the issue got disposed off on December 1, 2024.

Date of maintaining records will end on November 30, 2025

Accounts and Records – Specific Cases

Warehousing Agents and Transporters

- irrespective of whether he is registered person or not,
- maintain records of the Consigner, Consignee and other relevant details of the goods in such manner

Manufacturing Activity (Production Accounts)

- Quantitative details of Raw Material / Services Consumed
- Quantitative details of Finished Goods so Manufactured
- Waste and by products Produced

Supply of Services

- Quantitative details of Goods used in the provision of each service
- Details of Input Services utilised and services supplied

Accounts and Records – Specific Cases

Works Contractor

- the names and addresses of the persons on whose behalf the works contract is executed;
- description, value and quantity (wherever applicable) of goods or services received for the execution of works contract;
- description, value and quantity (wherever applicable) of goods or services utilized in the execution of each works contract;
- the details of payment received in respect of each works contract; and
- the names and addresses of suppliers from whom he has received goods or services.

Particulars to be maintained by Agent

- particulars of authorization received by him from each principal to receive or supply goods or services on behalf of such principal separately;
- particulars including description, value and quantity (wherever applicable) of goods or services received on behalf of every principal;
- particulars including description, value and quantity (wherever applicable) of goods or services supplied on behalf of every principal
- details of accounts furnished to every principal; and
- tax paid on receipts or on supply of goods or services effected on behalf of every principal

Accounts and Records – Specific Cases

Agent owner or operator of godown or warehouse and transporters (refer Section 35(2)):

- If owner or operator of godown or warehouse and transporters is not already registered shall submit the details regarding his business electronically on the Common Portal in FORM GST ENR-01.
- If enrolled in any state or union territory then He shall be deemed to be enrolled in state or union territory.
- Transporter shall maintain record of Goods transported, delivered and goods stored in transit by him and each of his branches
- Operator of Warehouse or godown shall maintain books of accounts with respect to **period** for which goods remained in his warehouse or godown, dispatch, movement, receipt and disposal.
- Maintain goods in godown in such manner that they the goods can be identified item wise and ownerwise and shall facilitate physical verification or inspection

Accounts and Records – Specific Cases

Clearing and Forwarding Agent

- True and Correct records in respect of such goods handled by him on behalf of Registered Person.

Accounts and Records – Specific Cases

Stock Records

- Opening Balance,
- Receipt,
- Supply,
- Goods Lost,
- Goods Stolen,
- Goods Destroyed,
- Goods Written-off,
- Goods Disposed – off by way of Gift / Free Samples
- Balance Stock (Raw Material, Finished Goods, Scrap and Wastage)

Tax Payable (Other than Registered Person covered under composition levy i.e. section 10):

- Tax collected and Paid,
- Input Tax,
- Input Tax Credit Claimed,
- Register of Tax Invoice,
- Credit Note,
- Debit Note,
- Delivery Challan Issued or Received

Accounts and Records

Correction in Books

Any entry in registers, accounts and documents shall not be erased, effaced or overwritten, and all incorrect entries shall be scored out under attestation and thereafter correct entry shall be recorded, and where the registers and other documents are maintained electronically, a log of every entry edited or deleted shall be maintained.

Serially Numbered

Each volume of books of account maintained by the registered person shall be serially numbered.

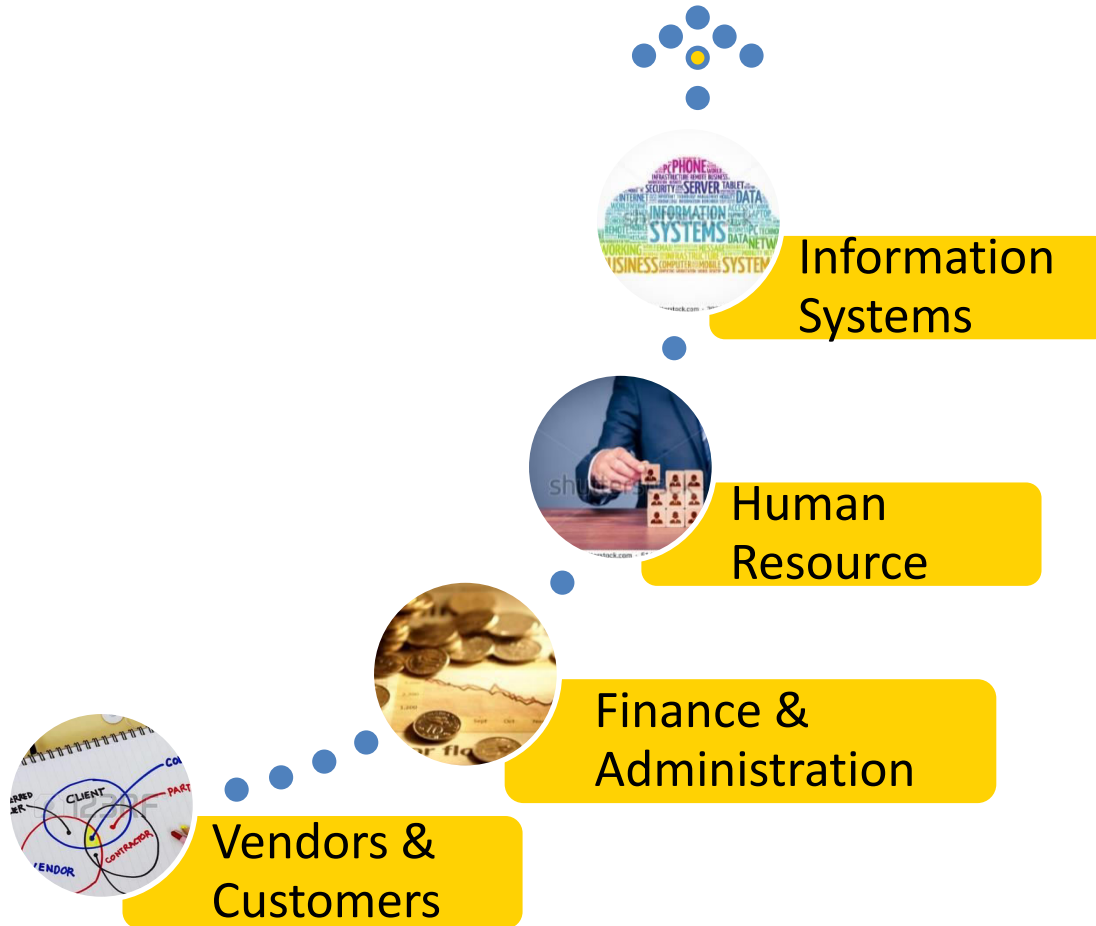
Back up

Proper electronic back up of records to be maintained to restore the / retrieve the same in the event of destruction.

Produce records

In Hard copy or electronic form including audit trail and inter - linkages including source documents

Getting ready for GST



Preparation for GST



Vendors

Collect GSTIN
Whether Migrated
Sincerity & Honesty to pay
taxes to be verified

Customers

Taxes Collection shall be
crucial
Credit Policy to be
redefined
Collect GSTIN
Whether Migrated

Preparation for GST



- ❖ Change in Working Capital Requirements
- ❖ Credit Blockage due to separate registrations in multiple states / verticals
- ❖ Credit unavailability due to default by Vendors
- ❖ Late Filing Fees, automatic through system
- ❖ Default Levy of Interest
- ❖ Cancellation of GST

Preparation for GST



Human Resource & Accounts

Increased Compliances

Continuous Internal
Trainings

Higher requirement for
human resource for
handling GST Compliances



Information Systems

Robust System
requirements

Modifications w.r.t. to
Current Systems

Invoicing, Accounting and
Filing of Returns must be
synchronised



Any Questions?



THANK YOU !