# TAXATION UNDER GST

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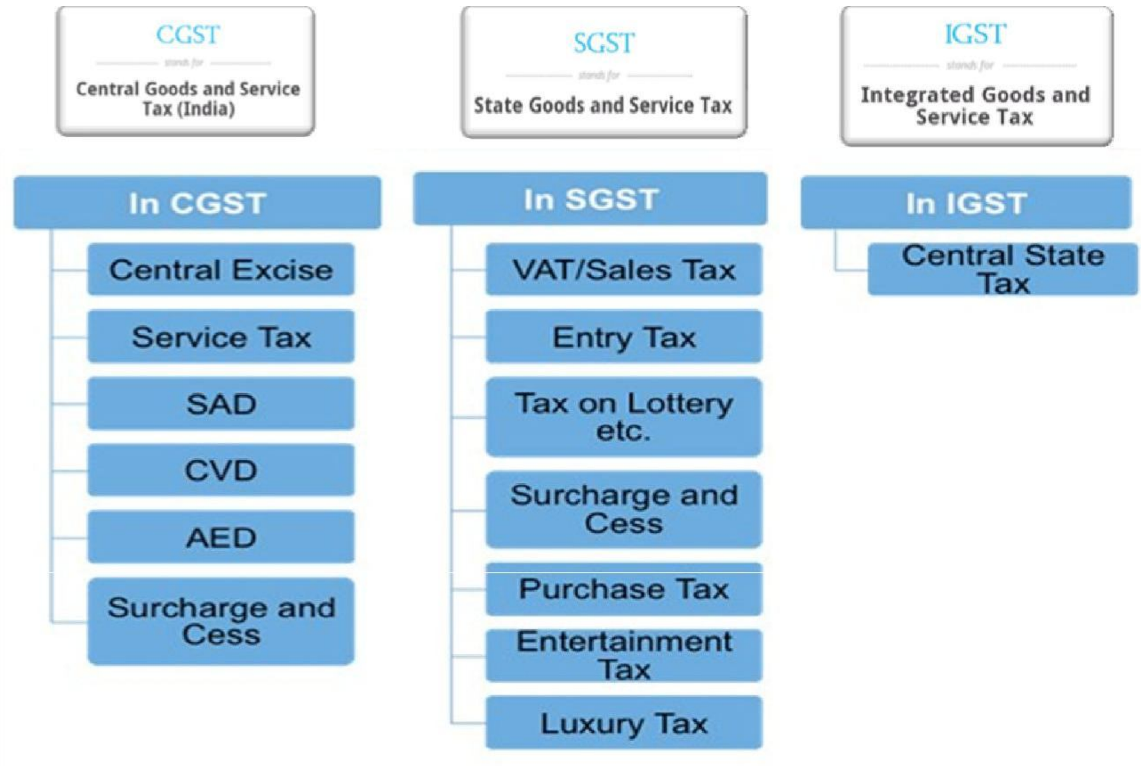
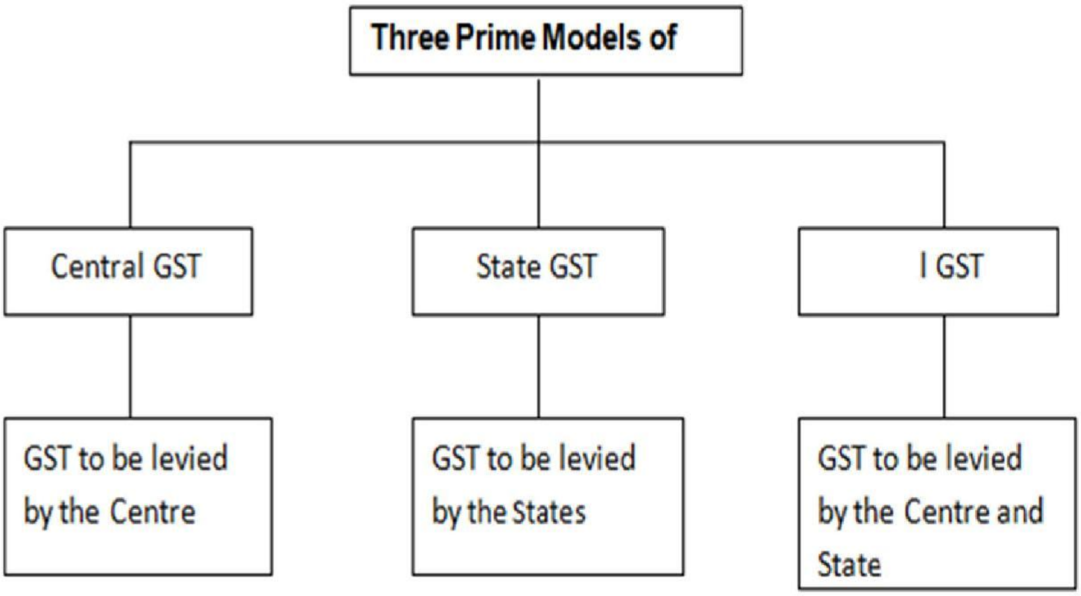
# INDEX

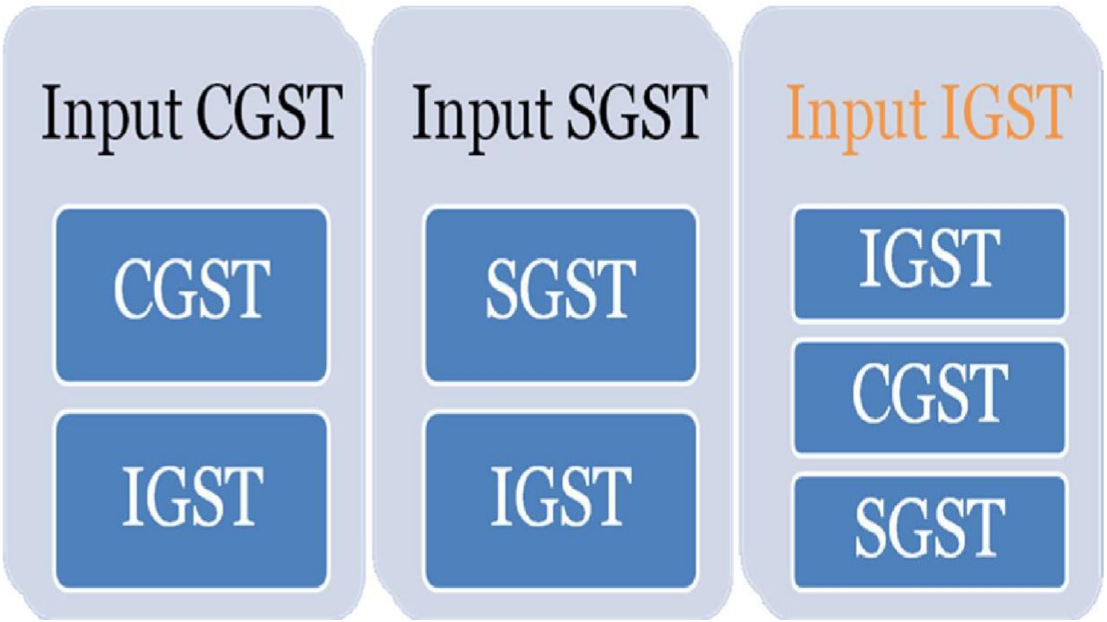
# What is GST ?

- It is a destination based tax on consumption of Goods and Services. It will be levied at all stages with credit of taxes paid at previous stages available for set off.




# Broad Input Credit Mechanism



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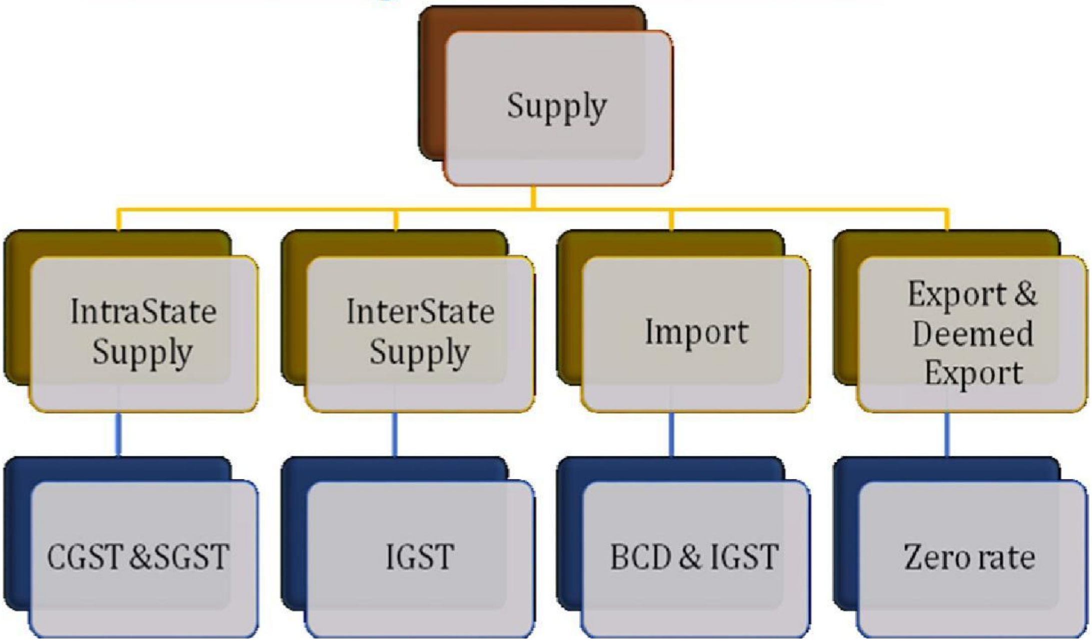
## Whento chargeIGSTorCGSTandSGST




## Rate Structure

| Description | Rate |
|---|---|
| Exports, Deemed Exports, Essential Items (vegetables, food grains, milk etc ) | 0% |
| Precious Metals & Stone | 3% |
| Common use items / necessary items (bulk drugs etc) | 5% |
| Standard rate | 12% / 18% |
| Demerit rate (tobacco products, luxury items, aerated beverages)<br><br>* Cess will be applicable on Specific Goods | 28%* |

## Taxable Event

- Taxable event under GST is supply of goods or service or both.
- Even some supply without consideration is taxable under GST

  (Eg Branch Transfer, Consignment Transfer)

### How Imports be taxed under GST ?

- Imports of Goods and Services will be treated as Inter State Supplies and IGST will be levied on import of goods and services. (In place of CVD & SAD)

### How exports will be taxed under GST ?

- Exports will be treated as zero rated supplies. However, credit of Input Tax will available and same shall be available as refund to the exporters.

### Is there Any Provision for Goods Return ?

- Yes, All goods returns will be treated as supply (taxable transaction).

  by **Register** Person -The person returning the goods will have to Issue a Tax Invoice

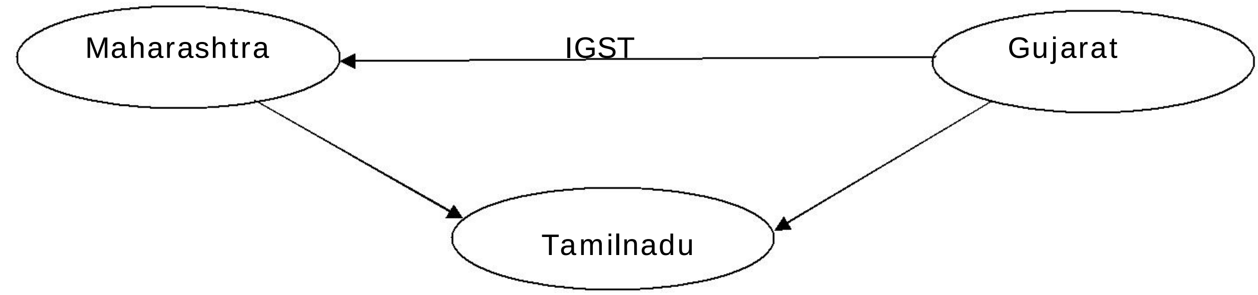
  by **Un-register** Person-Tax Payable under Reverse Charge by the original Supplier.

### Place of Supply – Goods – Two Parties

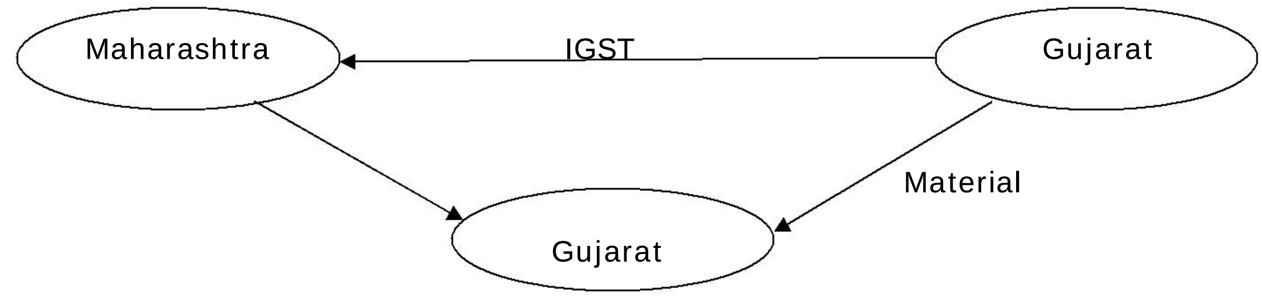
Maharashtra $\xrightarrow{\text{CGST / SGST}}$ Maharashtra

Maharashtra $\xrightarrow{\text{IGST}}$ Gujarat

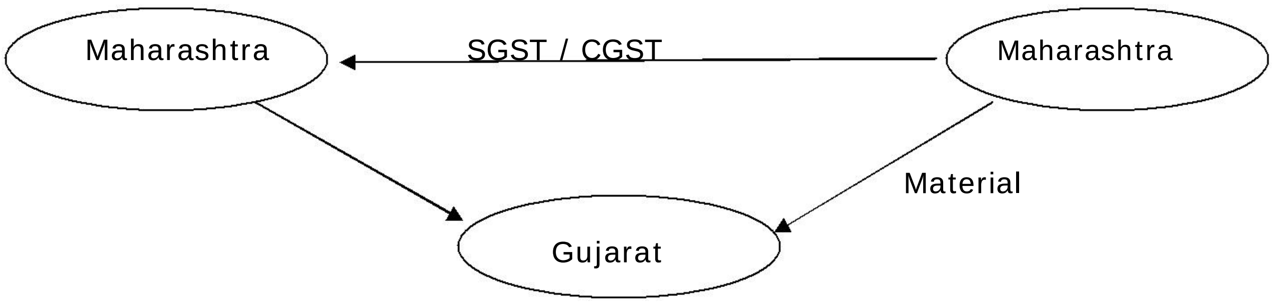
**Maharashtra gives order to Gujarat to supply directly to Tamilnadu ?**




**Maharashta gives order to Gujarat to supply directly to Gujarat ?**




**Maharashta gives order to Maharashtra to supply directly to Gujarat ?**




## In case of Supply does not involve movement of Goods

A of Surat makes supply to B of Surat and there is no movement of Goods as B wants his Goods to be delivered at Pune where the Goods are located at the time of the supply.

**A will issue invoice to B and he will charge IGST to B even though in same state.**

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# DIFFERENT EXAMPLE OF GST LIABLITY UNDER VARIOUS SITUATION

## Intra State Transactions - CGST-SGST

| Purchase Within the State | | Sale Within the State | |
|---|---|---|---|
| • Sales Value | Rs. 1,00,000/- | • Sales Value | Rs. 1,20,000/- |
| • CGST 9 % | 9,000/- | • CGST 9 % | 10,800/- |
| • SGST 9 % | 9,000/- | • SGST 9 % | 10,800/- |
| Total | Rs. 1,18,000/- | Total | Rs. 1,41,600/- |

Pay CGST Rs. 1,800/-
Pay SGST Rs. 1,800/-

## Inter State Transactions - IGST-IGST

| Purchase from outside the State | | Sale Outside the State | |
|---|---|---|---|
| • Sales Value | Rs. 1,00,000/- | • Sales Value | Rs. 1,20,000/- |
| • IGST 18 % | 18,000/- | • IGST 18 % | 21,600/- |
| Total | Rs. 1,18,000/- | Total | Rs. 1,41,600/- |

Pay IGST Rs. 3,600/-



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# Intra State & Inter State Transactions - CGST-SGST-IGST

| Purchase Within the State | | Sale Outside the State | |
|---|---|---|---|
| • Sales Value | Rs. 1,00,000/- | • Sales Value | Rs. 1,20,000/- |
| • CGST 9 % | 9,000/- | • IGST 18 % | 21,600/- |
| • SGST 9 % | 9,000/- | | |
| Total | Rs. 1,18,000/- | Total | Rs. 1,41,600/- |

Pay IGST Rs. 3,600/-

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# Interstate & Intra State Transactions – IGST - CGST-SGST

| Purchase Outside the State | | Sale Within the State | |
|---|---|---|---|
| • Sales Value | Rs. 1,00,000/- | • Sales Value | Rs. 1,20,000/- |
| • IGST 18 % | 18,000/- | • CGST 9 % | 10,800/- |
| | | • SGST 9 % | 10,800/- |
| Total | Rs. 1,18,000/- | Total | Rs. 1,41,600/- |

Pay CGST Rs. Nil/-
Pay SGST Rs. 3,600/-

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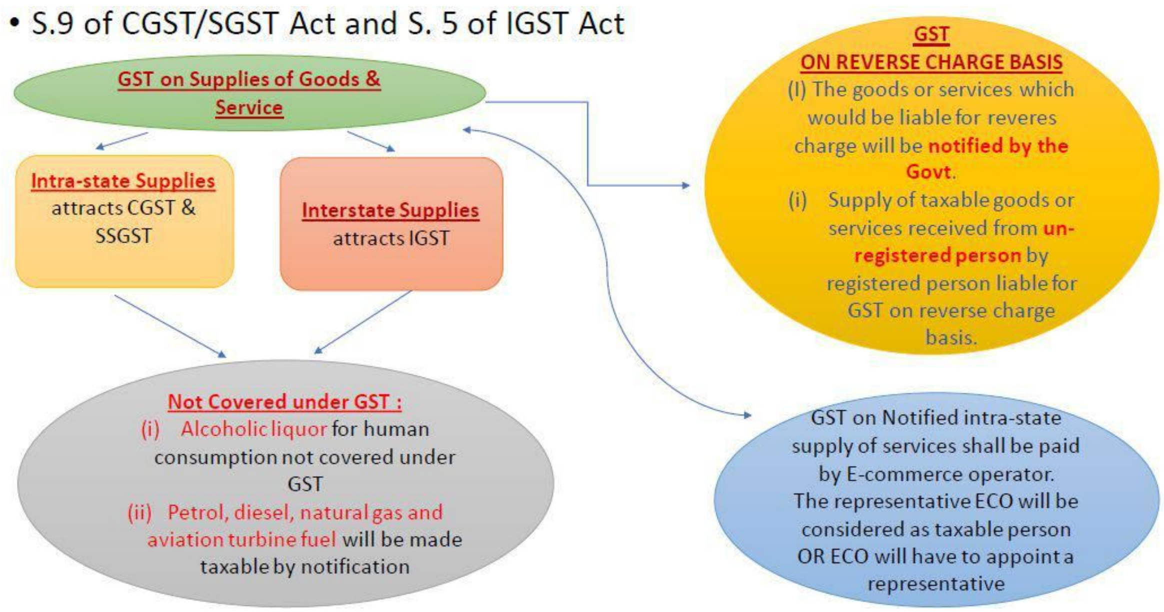
## LEVY AND COLLECTION OF TAX

Taxable event under GST is supply of goods or services or both. CGST and SGST/ UTGST will be levied on intra-State supplies. IGST will be levied on inter-State supplies.




(1) There shall be levied a tax called the central goods and services tax on all intra-State supplies of goods or services or both, **except on the supply of alcoholic liquor for human consumption**,

(2) The central tax on the supply of **petroleum crude, high speed diesel, motor spirit (commonly known as petrol), natural gas and aviation turbine fuel** shall be levied with effect from such date as may be notified by the Government on the recommendations of the Council.

(3) The liability to pay tax is on the recipient of supply of goods and services instead of the supplier of such goods or services in respect of notified categories of supply under Reverse Charge basis.

(4) The liability to pay tax is on registered recipient of supply of taxable **goods or services or both** instead of the unregistered supplier under reverse charge basis

(5) The Government may, on the recommendations of the Council, by notification, specify categories of services the tax on intra-State supplies of which shall be paid by the **electronic commerce operator** if such services are supplied through it, and all the provisions of this Act shall apply to such electronic commerce operator as if he is the supplier liable for paying the tax in relation to the supply of such services:



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**Tax liability on a composite or a mixed supply**

The tax liability on a composite or a mixed supply shall be determined in the following manner, namely:—

(a) Composite supply is a supply consisting of two or more taxable supplies of goods or services or both or any combination thereof, which are bundled in natural course and are supplied in conjunction with each other in the ordinary course of business and where one of which is a principal supply.

**Example, when a consumer buys a television set and he also gets warranty and a maintenance contract with the TV, this supply is a composite supply. In this example, supply of TV is the principal supply, warranty and maintenance service are ancillary.**

(b) A mixed supply comprising two or more supplies shall be treated as a supply of that particular supply which attracts the highest rate of tax.

**Example, a shopkeeper selling storage water bottles along with refrigerator. Bottles and the refrigerator can easily be priced and sold separately.**

## COMPOSITION LEVY

(1) The threshold for composition scheme is Rs. 75 Lakhs of aggregate turnover in the preceding financial year. The benefit of composition scheme can be availed up to the turnover of Rs. 75 Lakhs in current financial year. There are different rates for different sectors.

(a) 1% of the turnover in case of a manufacturer,

(b) 2.5 % of the turnover in case of Restaurant Services

(c) 0.5 % of the turnover in case of other suppliers,

(Combined rate under CGST and SGST/UTGST) are 2%, 5% and 1% for Manufacturer, restaurant service & normal supplier, respectively.

Following five categories of registered person are not eligible to opt for the composition scheme. These are:

(i) supplier of services other than supplier of restaurant service;
(ii) Supplier of goods which are not taxable under the CGST Act/SGST Act/UTGST Act.
(iii) an inter-State supplier of goods;
(iv) person supplying goods through an electronic commerce operator;
eg. If person selling goods on retail basis as well as online through website than he cannot eligible to opt for Composition Levy.
(v) Manufacturer of certain notified goods.

No tax to be collected and No Input Tax Credit available.

It means that a composition scheme supplier cannot issue a tax invoice & Customer who buys goods from registered person who is under composition scheme is not eligible for composition input tax credit.



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Condition and restrictions for composition Levy as per Rules

(a) He is neither a casual taxable person nor a non-resident taxable person;

(b) The goods held in stock by him on the appointed day have not been purchased in the course of inter-State trade or commerce or imported from a place outside India or received from his branch situated outside the State or from his agent or principal outside the State,

(c) The goods held in stock by him have not been purchased from an unregistered supplier and where purchased, he pays the tax under Reverse charge mechanism;

(d) He shall pay tax under Reverse charge mechanism on specified Services or on purchase from an unregistered supplier on inward supply of goods or services or both under RCM;

(e) He was not engaged in the manufacture of goods as notified by Government, during the preceding financial year;

(f) He shall mention the words "composition taxable person, not eligible to collect tax on supplies" at the top of the bill of supply issued by him; and

(g) He shall mention the words "composition taxable person" on every notice or signboard displayed at a prominent place at his principal place of business and at every additional place or places of business.

List of Composition Formats

| Sr. No. | Form No. | Description |
|---|---|---|
| 1 | GST CMP-01 | Intimation to pay tax (for persons registered under the existing law migrating on the appointed day) |
| 2 | GST CMP-02 | Intimation to pay tax (For persons registered under the Act) |
| 3 | GST CMP-03 | Intimation of details of stock on date of opting for composition levy (for persons registered under the existing law migrating on the appointed day) |
| 4 | GST CMP-04 | Intimation/Application for withdrawal from composition Levy |
| 5 | GST CMP-05 | Notice for denial of option to pay tax under Composition levy |
| 6 | GST CMP-06 | Reply to the notice to show cause |
| 7 | GST CMP-07 | Order for acceptance / rejection of reply to show cause notice |



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## Input tax credit

- **Input tax credit** means the credit of input tax which means **CGST / SGST / UTGST and IGST** charged on Goods and Service.
- **Includes IGST** paid on Imports
- **Includes** Tax Paid **CGST / SGST / UTGST / IGST** by **way of RCM** (Reverse Charge Mechanism).
- **Does Not** Includes Tax paid under Composition Levy and Cess.

## Eligibility and conditions for taking input tax credit.

- **Possession of** Tax Invoice or Debit Note or Bill of Entry for IGST Imports or Documents as may be Prescribed.

- **Receipt of** Goods and Services or both **is mandatory. Except** in case of Sales in Transit Earlier Known as 6(2) and Job work. **(Example** : If Only Bill is Recd and Goods or Services are Not Recd than ITC will not be available.)

- **Goods or Services** which are **received** should be **used or Intended** to be used in the course of **Business** or **Furtherance of Business**.

- **ITC is allowed Only if** Supplier has **Paid Tax** and has also You have to **Furnished Return**. ITC should be reflected in our Electronic Credit edger.

- **If Goods are received in Installments** than Registered Person shall be **entitled** to take credit upon **Receipt of Last Installment.**

- **Payment to Supplier (NET + GST)** is to be Done **Within 180 Days.**

- **Payment is Not done** than **ITC taken** will be **Reversed as Output** and has **to be paid with Interest**. Later if **Payment is Done than** ITC can be taken and **Not Interest.**

- If **Depreciation** is **Taken on Tax Paid** on Capital Goods than **ITC shall Not** be allowed.

- A person is **Not Eligible** to take ITC on any Invoice or Debit Note after the Due Date of Furnishing Return for the Month of September (i.e 20$^{th}$ October of Next Year) or Furnishing of Annual Return (Due Date is 31$^{st}$ December of Next Year) **whichever is earlier. (Example : Maximum Upper Limit to claim credit is 20$^{th}$ October of Next Year.** But if Any person **File Annual Revised Return** Say in **June** of Next Year **Than ITC Cannot be claimed** after June Next year**)**

- **ITC** incase of **Mismatch** shall be Provisionally **allowed** for **Two Months**. If still the **Mismatch** continues ITC will be **automatically Reversed**.

## Blocked Credit Means Input Tax Credit not Available.

- Not Available In case of **Motor Vehicles and Other Conveyance Except**
  - If They are used for Making Further Supply i.e Trading of Cars
  - Towards Taxable Supply for Transportation of Passengers,
  - Driving Institute Cars, Flights etc.



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- Transportation of Goods.

- The **Following Supply of Goods and Services or Both**
  - Food and Beverages
  - Outdoor Catering
  - Beauty Treatment
  - Health Services
  - Cosmetic and Plastic Surgery
  - Rent A Cab
  - Life Insurance and Health Insurance.

  **Except** where an inward supply of goods or services or both of a particular category is used by a registered person for making an outward taxable supply of the **same category of goods or services** or both **or** as an element of a taxable composite or mixed supply **and Government Notifies** Services which are obligatory for an employer to provide to its employees under any law for the time being in force

- **Membership of Club**, health and Fitness Centre.

- **Travel Benefits Extended to Employees** On Vacation Such as Leave or Home Travel Concession.

- **Works contract services** when supplied for construction of an immovable property (other than plant and machinery) except where it is an input service for further supply of works contract service.

- **Goods or services or both received** by a taxable person for **construction of an immovable property** (other than plant or machinery) **on his own** account **including** when such goods or services or **both are used** in the course or furtherance of business.
  **"Construction" includes re-construction, renovation, additions or alterations or repairs, to the extent of capitalisation, to the said immovable property;**

- Goods or Services or Both on which Tax has been **paid under Composition**.

- Goods or services or both **received by a non-resident taxable** person except on goods imported by him.

- Goods or services or **both used** for **personal** consumption.

- **Goods lost, stolen, destroyed, written off** or disposed of by way of **gift or free samples.**

- Any tax Paid in accordance with Provision of Sec 74,129 and 130. (Wrong ITC, Confiscation/Detention etc)



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**Input Tax Credit in CG and Job work.**

- Principal can take input tax credit of inputs sent to job-worker even if goods are not bought to the place of business of principal.
- Goods sent to Job Work should be returned back within 1 Year and For Capital Goods Within 3 Years. **(Capital Goods Does not Include Moulds, Digs, Dies, jigs Tools Etc.)**

Incase Goods or Capital Goods are **Not Received** than it is **deemed to be supplied** by the principal to Job worker on the day when such goods were sent to Job work And will **be taxable** and Interest Shall be Payable.

**Transition Provisions**

**Transitional Provisions under Goods And Service Tax Act**

Whenever a new Act comes into force, generally Act always provide for Transitional Provisions which deals with the transitional period during which the things are changing from one act to another.

Considering the present scenario, the appointed day i.e. day on which Goods And Service Tax is getting implemented (i.e. $01^{st}$ July, 2017 as of now) the fate of transactions which are initiated in Pre-GST regime and getting concluded in GST regime, Input Credit on Stocks lying as on the beginning of appointed day needs to be addressed by Transitional Provisions.

Chapter XX of CGST Act (Containing Sections 139 to 142) deals with Transitional Provisions. Further Section 20 of IGST Act specifically says that Transitional Provisions under CGST Act shall mutatis mutandis apply to integrated tax as well.

**Let us discuss the following issues under Transition Provisions.**

**1** I have already got migrated to GST and I have got my provisional ARN. Will this be a final one or still any registration formalities are required to be completed? **[Section 139]**

In case, you are already migrated and got a certificate of registration on provisional basis, this provisional certificate of registration will be replaced by a final certificate of registration. However, registration number will remain same.

If one intends, one can also suomoto apply for cancellation of such registration under GST.

**2** I am already registered under Excise or Service Tax. I have got a carried forward credit / refund in my last Excise or Service Tax Return. Will I be able to carry forward the same credit to GST regime? **[Section 140(1)]**



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Yes, you will be eligible to take credit in your electronic credit ledger, amount of cenvat credit carried forward in your last return subject to following conditions:

1. You are registered under existing laws, viz. Excise, Service Tax.
2. You are also registered under GST Law.
3. You are not paying taxes under composition in GST Law.
4. Credit carried forward under existing law is also admissible under GST law
5. You have filed all the returns under existing law for the period of **six months** immediately preceding the appointed day (i.e. all relevant returns for the month of Jan, 2017 to June, 2017 is filed)
6. Your product or service is not under exemption category under GST.

If the above mentioned conditions get fulfilled, credit of the input tax can be claimed within a period of **90 days** of the appointed day by submitting a declaration electronically.

The amount of credit specified in the application (Form GST TRAN – 1) shall be credited to the electronic credit ledger of the applicant.

3 I am registered under VAT. I have carried forward of VAT Refund in my VAT returns. Will I be able to carry forward these refund ?

Yes,
However, assessee will have to submit the details of declarations not received from 01st April, 2015 to 30th June, 2017 and the refund will be reduced by the additional liability for want of declarations.

The details are required to be submitted as per Form GST TRAN - 1 (Transitional ITC / Stock Statement)

4 I have Capital Goods for which only proportionate credit is claimed by me under Excise or Service Tax. Will I get the balance credit in GST regime? **[Section 140(2)]**

In case unavailed credit of Capital Goods is not carried forward in a return, you will be eligible to take credit in your electronic credit amount of unavailed cenvat credit of capital goods subject to following conditions:

a) You are registered under Existing Law.
b) You are also registered under GST Law.
c) The said credit was admissible as CENVAT Credit under existing law and is also admissible as input tax credit under GST provisions.



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d) The details are required to be submitted as per point 6 of Form GST TRAN - 1 (Transitional ITC / Stock Statement)

**5** I have a Stock of Raw Material, Semi Finished Goods and Finished Goods. I am not registered under Excise or Service Tax. But I have duty paid documents of the same; say Excise paid document or Bill of Entry. Will I get the credit of the same? **[Section 140(3)]**

Yes, you will be eligible to take credit of eligible duties in respect of inputs held in stock and inputs contained in semi finished or finished goods held in stock on appointed day provided:

a) You are **not** registered under excise or service tax.
b) You are registered under GST.
c) Such inputs are used or intended to be used for making taxable supplies.
d) You are eligible to claim such credit under GST provisions.
e) You have duty paid documents in your possession, i.e. excise paid invoice or bill of entry (CVD paid while import).
f) Such invoice or other duty paid documents are not earlier than twelve months immediately preceding the appointed day. i.e. your duty paid document cannot be of date prior to 01st July, 2016.
g) You are not eligible for any abatement under GST.

**6** I am not registered under existing law, and I do not have any duty paid documents with me. Will I still get any Credit? **[Section 140(3)]**

Yes, provided following are satisfied:

a) You are registered under GST.
b) You are neither a manufacturer nor a service provider.
c) You are not in possession of any duty paid documents.
d) You must pass on the benefit of credit by way of reduced prices to the recipient.
e) If the rate of CGST on your product / service is 9% or more, credit shall be allowed @ 60% of CGST tax on supply of such goods after the appointment date and @ 40% in case CGST is less than 9%.
f) The details are required to be submitted as per **FORM GST TRAN – 2.**
g) The goods must be sold within 6 months of appointed day.
h) The details of stock in **FORM GST TRAN – 2** is to be filed each month for subsequent six months.

**7** Along with taxable product or taxable service, I am also providing exempt product or exempt service. My tax free product and services now become taxable in GST regime. Will I get the credit of duty paid in respect of inputs held in Stock of Raw Material, Semi Finished Goods and Finished Goods? **[Section 140(4)]**



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Yes, provided following are satisfied:

a) You are registered under GST.
b) Amount of Cenvat Credit carried forward in the return filed under existing law can be credited to your electronic credit ledger account.
c) As regards to eligible duties in respect of inputs held in stock and inputs contained in semi-finished or finished goods, please refer point no. 4 & 5.

**8** I receive some of inputs or input services after 01st July, 2017. The duty or tax paid by the supplier on these invoices prior to 01st July, 2017 i.e. under existing law. Will I get credit of the same?**[Section 140(5)]**

Yes, provided following are satisfied:

a) Invoice or any other duty or tax paying document of the same was recorded in the books of account within a period of **thirty days** from the appointed day
b) Furnish a Statement in **FORM GST TRAN – 2**.

**9** I am paying excise at fixed rate or fixed amount. Will I be entitled to take credit of duty paid in respect of inputs held in Stock of Raw Material, Semi Finished Goods and Finished Goods?**[Section 140(6)]**

Yes, provided following are satisfied:

a) You are registered under GST.
b) Such inputs or goods are used or intended to be used for making taxable supplies under this Act;
c) You are not paying tax under composition under GST
d) You are eligible for input tax credit on such inputs under this Act;
e) You are in possession of invoice or other prescribed documents evidencing payment of duty under the existing law in respect of inputs; and
f) such invoices or other prescribed documents were issued not earlier than twelve months immediately preceding the appointed day

**10** I am having Centralized Registration under existing law. I have Cenvat Credit carried forward in my return. Will I be able to carry forward the same in GST regime? **[Section 140(8)]**

Yes, provided following are satisfied:

a) You must file your return for the period ending with the day immediately preceding the appointed day within three months of the appointed day
b) In case return is revised, the carried forward credit is reduced in the revised return; such reduced credit can be carried forward.
c) Registered person shall not be allowed to take credit unless the said amount is admissible as input tax credit under this Act:



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d) Credit may be transferred to any of the registered persons having the same Permanent Account Number for which the centralized registration was obtained under the existing law.

**11** I have not paid my vendor within 3 months; hence my credit is reversed under existing law. Will I be able to claim such credit again in GST regime? **[Section 140(9)]**

Yes, provided following are satisfied:

The payment of the consideration for that supply of services within a period of three months from the appointed day.

**12** I have sent certain inputs / semi finished goods under Excise for job work or send my finished goods for carrying out certain test. What will be the fate of such stock and transaction?

a) No tax shall be payable if such inputs, after completion of the job work or otherwise, are returned to the said place within six months from the appointed day
b) If such inputs are not returned within the period specified, the input tax credit already claimed shall be recovered.

**13** I have sold goods prior to 01st July, 2017, i.e. in current taxation regime and such goods are returned in GST regime. What is the procedure?

This will depend upon the status of the person returning the goods. If the person returning the goods is registered dealer, then same shall be treated as fresh supply and GST will be applicable.

However, if same is returned by unregistered dealer then, one will have to claim refund under existing law.

**14** Post 01st July 2017, there is a revision in price of transaction already done in current regime. What will happen?

The revision in price should be supported by supplementary invoice or Debit Note or Credit Note. Such document should be issued within 30 days of price revision.

In case of reduction in price, the person shall be allowed to reduce his tax liability only if recipient of credit note has reduced his input tax credit corresponding to such reduction.



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# REVERSE CHARGE MACHANISM ( RCM)

Under normal scenario tax is paid by supplier of Goods or Service. However RCM , the liability to pay tax would be not on the supplier of Goods or Services , but on the recipient of such Good or Service.

**Regular Dealer & Composition Dealer :-**

1) Purchase from **Unregistered Dealer** irrespective of any amount will attract Tax on Reverse Charge Basis
   a) Have to prepare invoice
   b) Have to issue Payment Voucher

   So any goods purchased or any services availed from unregistered delaer then RCM applicable so kindly check all the expenses debited in your Profit & Loss account or Income & Expenditure account either you have to preserve or produce all the Bills with GSTIN or elase you have to pay tax on RCM

   **Even Advance payment to unregistered delaer are subject to RCM**

2) If you are aviling any **services mentioned in Notification** then have to pay Tax on Reverse charge basis
   ( Presently 12 sevices mentioned which is attched sepereratly)

   1 Taxable services provided by any person who is located in a non-taxable territory and received by any person located in the taxable territory other than non-assessee online
   2 Services by a goods transport agency (GTA) in respect of transportation of goods by road
   3 Services by an individual advocate or firm of advocates by way of legal services, directly or indirectly
   4 Services provided or agreed to be provided by an arbitral tribunal
   5 Sponsorship services
   6 Services by Government or local authority ( WithCertain Exclusions)
   7 Services by a director of a company or a body corporate to the said company or the body corporate;
   8 Services by an insurance agent to any person carrying on insurance business
   9 Services by a recovery agent to a banking company or a financial institution or a non-banking financial company
   10 Services by way of transportation of goods by a vessel from a place outside India up to the customs station of clearance in India
   11 Transfer or permitting the use or enjoyment of a copyright covered under clause (a) of sub-section (1) of section 13 of the Copyright Act, 1957 relating to original literary, dramatic, musical or artistic works
   12 Radio taxi or Passenger Transport Services provided through electronic commerce operator

**Regular delaer will get Input Tax credit on Tax Paid on RCM and Composition Delaer are not eligible for Input Tax Credit**



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**Unregistered Dealer:-**

Unregistered Dealer wants to avil services mentioned in Notification then have to Get Coumpulsory Registration irespective of Turnover limit & have to pay Tax on Reverse charge basis

## TAX DEDUCTED AT SOURCE (TDS) (SEC 51)

TDS is to be deducted at the **rate of 1 percent** on payments made to the supplier of taxable goods and/or services, where the total value of such supply, under a contract, exceeds two lakh fifty thousand rupees.

*No tax deduction required where the location of supplier and place of supply is different from the State of the registration of the recipient.*

As per GST law following people/entities need to deduct TDS:

1. A department or establishment of the Central or State Government, or
2. Local authority, or
3. Governmental agencies, or

4. Persons or category of persons as may be notified, by the Central or a State Government on the recommendations of the Council,

**Value of supply on which TDS shall be deducted:**

For purpose of deduction of TDS, the value of supply is to be taken as the amount excluding the tax indicated in the invoice. This means TDS shall not be deducted on the CGST, SGST or IGST component of invoice.

* TDS shall be paid within 10 days from the end of the month in which tax is deducted. The payment shall be made to the **government** .
* They need to remit such TDS collected by the 10th day of the month succeeding the month in which TDS is made.
* They need to issue a certificate of such TDS to the deductee within 5 days of deducting TDS mentioning therein the contract value, rate of deduction, amount deducted, the amount paid to the appropriate Government and such particulars as may be prescribed.



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## Invoices

| Section | Transaction | Type of Document | By Whom |
|---|---|---|---|
| 31(2) | Supply of Services | Tax Invoice | Supplier |
| 31(1) | Supply of Goods | Tax Invoice | Supplier |
| 31(1) | Export of Goods | Export Invoice | Supplier |
| 31(3)(c) | Supply by Composition | Bill of Supply | Supplier |
| 31(3)(c) | Supply of Exempted Goods | Bill of Supply | Supplier |
| 31(3)(d) | Receipt of Advance | Receipt Voucher | Supplier |
| 31(3)(e) | Return of Advance | Refund Voucher | Supplier |
| 31(3)(f) | Payment to Supplier ( RCM) | Payment Voucher | Recipient |
| 31(3)(a) & 34 | Change in Value of Supply | Revised Tax Invoice / Debit Note / Credit Note | Supplier / Recipient |
| Rule 9(1) | Tranfer of ITC by ISD | ISD Tax Invoice | ISD |
| Rule 10 | Goods Send to Job worker | Delivery Challan | Consignor / Consignee |

1 Invoice Issued to be revised with in one month from date of Issue of RC ( For the Period of Unregistered Period)

2 Non Issue of Invoice if the Value is below Rs. 200/- ( subject to conditions) - Single bill at the end of the day

3 "Bill of Supply" for Supplying exempted goods or services or Composition Dealers

4 Issue of Receipt Voucher for Advance Payment received

5 Isuue of Refund Voucher when order is cancelled or services are not provided

6 Issue of Invoice for RCM

7 Issue of Payment Voucher for RCM

8 Continuous Supply of Goods , as and when the successive statements of accounts or payments are involved , Invoice when the statement is prepared

-due date as per the contract then on or before due date

-no due date in contract then on or before the date of receipt of payment in case of services -payment linked to completion of an event, then on or before that date.

9 Supply of services is ceases under the contract before completion, then the invoice to be issued supply ceases

10 Goods on Approval, maximum within Six month

11 Max 16 Character Serial Number (Unique for Each Financial Year)

12 Bills to be issued in 30 days from date of supply services

Debit Note = Supplementary Invoice



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## Invoice Example for Services

Original for Recipient / Duplicate for Supplier

**TAX INVOICE**

| | |
|---|---|
| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) |

| | |
|---|---|
| GSTIN | Date & Time of Supply |
| Invoice Serial No | Place of Supply |
| Date of Issue | Decleration |
| Tax is Payable on Reverse Charge Basis (RCM) YES / NO | |

| DETAILS OF THE RECIPIENT | | DETAILS OF THE CONSIGNEE | |
|---|---|---|---|
| Name : | | Name : | |
| Billing Address : | | Delivery Address : | |
| | | | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Services | Accounting Code of Services (ACS) | Qty. | UOM | Rate | Total Value | Abatement / Discount | Taxable Value | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |
| | **Taxable / non Taxable** | | | | | | | | | | | | | | | |
| | Freight Charges | | | | | | | | | | | | | | | |
| | Loading & Packing Charges | | | | | | | | | | | | | | | |
| | Insurance | | | | | | | | | | | | | | | |
| | Interest | | | | | | | | | | | | | | | |
| | Other Charges | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Amount of Tax Payable (RCM) | | | | | | | | | | | | | | | | |
| Total Amount in Words | | | | | | | | | | | | | | TOTAL | | |

| | |
|---|---|
| Certificate of particulars given are true and correct. | Electronic Reference No. |
| Terms & Conditions | Signature of the Recipient (RCM) |
| | For Company Name |



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| | |
|---|---|
| Signature ( Name & Designation ) | Signature ( Name & Designation ) |



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# Invoice Exampl for Goods

Original for Recipient / Duplicate for Transporter / Triplicate for Supplier

## TAX INVOICE

| | |
|---|---|
| Logo If any | NAME OF THE COMPANY & CIN |
| | REGISTERED ADDRESS |
| | CONTACT DETAILS ( Telephone, Mobile, Email, etc..) |

| | | | |
|---|---|---|---|
| GSTIN | | Transportation Mode : | |
| Invoice Serial No | | Vehicle No. | |
| Date of Issue | | Date & Time of Supply | |
| Tax is Payable on Reverse Charge Basis (RCM) | YES / NO | Place of Supply | State |

| DETAILS OF THE RECIPIENT | | DETAILS OF THE CONSIGNEE | |
|---|---|---|---|
| Name : | | Name : | |
| Billing Address : | | Delivery Address : | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Goods | HSN Code ( GST ) | Qty. | UOM | Rate | Total Value | Abatement / Discount | Taxable Value | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | | | | | | | |
| | **Taxable / non Taxable** | | | | | | | | | | | | | | | |
| | Freight Charges | | | | | | | | | | | | | | | |
| | Loading & Packing Charges | | | | | | | | | | | | | | | |
| | Insurance | | | | | | | | | | | | | | | |
| | Interest | | | | | | | | | | | | | | | |
| | Other Charges | | | | | | | | | | | | | | | |

| | | |
|---|---|---|
| Amount of Tax Payable (RCM) | | |
| Total Amount in Words | | TOTAL |
| Certificate of particulars given are true and correct. | | Electronic Reference No. |
| Terms & Conditions | Signature of the Recipient (RCM) | For Company Name |



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| | | | | | | Signature ( Name & Designation ) | Signature ( Name & Designation ) | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |



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# Invoice Example for Export

Original for Recipient / Duplicate for Transporter / Triplicate for Supplier

## TAX INVOICE

| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) |
|---|---|

| | | | |
|---|---|---|---|
| GSTIN | "SUPPLY MEANT FOR EXPORT ON PAYMENT OF INTEGRATED TAX" or | Transportation Mode : | |
| Invoice Serial No | "SUPPLY MEANT FOR EXPORT UNDER BOND OR LETTER OF UNDERTAKING | Vehicle No. | |
| Date of Issue | WITHOUT PAYMENT OF INTEGRATED TAX", | Date & Time of Supply | |
| Tax is Payable on Reverse Charge Basis (RCM) | YES / NO | Place of Supply | |

| DETAILS OF THE RECIPIENT | | DETAILS OF THE CONSIGNEE |
|---|---|---|
| Name : | | Name : |
| Billing Address : | | Delivery Address : |
| | | |
| Name of the State | State Code | |
| Country | | Country of Destination |
| GSTIN or UIN ( if Registered) | | |

| Sr. No. | Descriptiion of Goods | HSN Code ( GST ) | Qty. | UOM | Rate | Total Value | Abatement / Discount | Taxable Value | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | | | | | | | |
| | Taxable / non Taxable | | | | | | | | | | | | | | | |
| | Freight Charges | | | | | | | | | | | | | | | |
| | Loading & Packing Charges | | | | | | | | | | | | | | | |
| | Insurance | | | | | | | | | | | | | | | |
| | Interest | | | | | | | | | | | | | | | |
| | Other Charges | | | | | | | | | | | | | | | |

| | | |
|---|---|---|
| Amount of Tax Payable (RCM) | | |
| Total Amount in Words | | TOTAL |
| Certificate of particulars given are true and correct. | Electronic Reference No. | |
| Terms & Conditions | Signature of the Recipient (RCM) | For Company Name |



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| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Signature ( Name & Designation ) | | | | Signature ( Name & Designation ) | | | | | |



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## Example of Bill of Supply

Original for Recipient / Duplicate for Transporter / Triplicate for Supplier

**BILL OF SUPPLY**

| | |
|---|---|
| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) |
| GSTIN | Transportation Mode : |
| Bill of Supply Serial No | Vehicle No. |
| Date of Issue | Date & Time of Supply |
| | Place of Supply |
| **DETAILS OF THE RECIPIENT** | **DETAILS OF THE CONSIGNEE** |
| Name : | Name : |
| Billing Address : | Delivery Address : |
| Name of the State / State Code | Name of the State / State Code |
| GSTIN or UIN ( if Registered) | GSTIN or UIN ( if Registered) |

| Sr. No. | Descriptiion of Goods | HSN Code ( GST ) | Qty UOM | Rate | Total Value | Abatement / Discount | Value of Supply |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | **Taxable / non Taxable** | | | | | | |
| | Freight Charges | | | | | | |
| | Loading & Packing Charges | | | | | | |
| | Insurance | | | | | | |
| | Interest | | | | | | |
| | Other Charges | | | | | | |
| | | | | | TOTAL | | |

Total Amount in Words

| | |
|---|---|
| Certificate of particulars given are true and correct. | Electronic Reference No. |
| Terms & Conditions | For Company Name |
| | Signature ( Name & Designation ) |



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## Example of Receipt Voucher

Original for Recipient / Duplicate for Supplier

| Receipt Voucher | | | |
|---|---|---|---|
| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) | | |
| GSTIN | | | |
| Receipt Voucher Serial No | | | |
| Date of Issue | | Date & Time of Supply | |
| Tax is Payable on Reverse Charge Basis (RCM) | YES / NO | Place of Supply | State |
| **DETAILS OF THE RECIPIENT** | | **DETAILS OF THE CONSIGNEE** | |
| Name : | | Name : | |
| Billing Address : | | Delivery Address : | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Goods | Advance Taken | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | |

| | | |
|---|---|---|
| Amount of Tax Payable (RCM) | | |
| Total Amount in Words | | TOTAL |
| Certificate of particulars given are true and correct. | | Electronic Reference No. |
| Terms & Conditions | Signature of the Recipient (RCM) | For Company Name |
| | Signature ( Name & Designation ) | Signature ( Name & Designation ) |




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**Example of Payment Voucher**

| | | | |
|---|---|---|---|
| | | | Original for Recipient / Duplicate for Supplier |
| Payment Voucher | | | |
| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) | | |
| GSTIN | | | |
| Payment Voucher Serial No | | | |
| Date of Issue | | Date & Time of Supply | |
| Tax is Payable on Reverse Charge Basis (RCM) | YES | Place of Supply | State |
| **DETAILS OF THE SUPPLIER** | | **DETAILS OF THE CONSIGNEE** | |
| s Name : | | Name : | |
| Billing Address : | | Delivery Address : | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Goods | Amount of Paid | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | |
| Amount of Tax Payable (RCM) | | | | | | | | | | |
| Total Amount in Words | | | | | | | | TOTAL | | |

| | | |
|---|---|---|
| Certificate of particulars given are true and correct. | | Electronic Reference No. |
| Terms & Conditions | Signature of the Recipient (RCM) | For Company Name |
| | Signature ( Name & Designation ) | Signature ( Name & Designation ) |



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**Example**

## REVISED INVOICE / DEBIT NOTE / CREDIT NOTE

| | |
|---|---|
| Logo If any | NAME OF THE COMPANY & CIN<br>REGISTERED ADDRESS<br>CONTACT DETAILS ( Telephone, Mobile, Email, etc..) |

| | | | |
|---|---|---|---|
| TYPE OF DOCUMENT | :- REVISED INVOICE / DEBIT NOTE / CREDIT NOTE | | |
| GSTIN | | Serial No of Corresponding Tax Invoice* | |
| Serial No | | Date of Corresponding Tax Invoice | |
| Date of Issue | | Date & Time of Supply | |
| Tax is Payable on Reverse Charge Basis (RCM) | YES / NO | Place of Supply | State |
| **DETAILS OF THE RECIPIENT** | | **DETAILS OF THE CONSIGNEE** | |
| Name : | | Name : | |
| Billing Address : | | Delivery Address : | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Goods | Taxable Value | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Tax Credit | Tax Debit | Tax Credit | Tax Debit | Tax Credit | Tax Debit | Taxable Value | Total Tax |
| | | | | | | | | | | |

| | | | |
|---|---|---|---|
| Amount of Tax Payable (RCM) | | | |
| Total Amount in Words | | TOTAL | |
| Certificate of particulars given are true and correct. | | Electronic Reference No. | |
| Terms & Conditions | Signature of the Recipient (RCM) | For Company Name | |
| | Signature ( Name & Designation ) | Signature ( Name & Designation ) | |



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Original for Consignee / Duplicate for Transporter / Triplicate for Consignor

# DELIVERY CHALLAN

| | |
|---|---|
| Challan Serial No | Transportation Mode : |
| | Vehicle No. |
| | Date & Time of Supply |
| Date of Issue | Place of Supply — State |

| DETAILS OF THE CONSIGNER | | DETAILS OF THE CONSIGNEE | |
|---|---|---|---|
| Name : | | Name : | |
| Address : | | Delivery Address : | |
| Name of the State | State Code | Name of the State | State Code |
| GSTIN or UIN ( if Registered) | | GSTIN or UIN ( if Registered) | |

| Sr. No. | Descriptiion of Goods | HSN Code ( GST ) | Qty. | UOM | Rate | Total Value | Abatement / Discount | Taxable Value | CGST | | SGST | | IGST | | Grand Total | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Rate of Tax % | Amount | Rate of Tax % | Amount | Rate of Tax % | Amount | Taxable Value | Total Tax |
| | | | | | | | | | | | | | | | | |

| | |
|---|---|
| Total Amount in Words | TOTAL |
| Certificate of particulars given are true and correct. | Electronic Reference No. |
| iw | |
| Terms & Conditions | |
| | Signature ( Name & Designation ) |



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## RETURNS

| GST Tax payer @ Normal Tax Payers | | |
|---|---|---|
| GSTR 1 | Outward Supply | 10th of Next Month |
| GSTR 2 | Inward Supply | 15th of Next Month |
| GSTR 3 | Monthly Return | 20th of Next Month |
| GSTR6 | ISD Return | 13th of Next Month |
| GSTR7 | TDS Return | 10th of Next Month |
| GSTR 9 | Annual Return | 31st Dec of Next FY |

GST TAX PAYER @ COMPOSITION TAX PAYER

| | | |
|---|---|---|
| **GSTR4** | **Quarterly Return** | **18TH OF Next Month TO Quarter** |
| **GSTR9A** | **Annual Return** | **31ST DEC of Next Financial Year** |



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## GST Details to be obtained from the Supplier & Customer

| Sr. No. | Particulars | Details |
|---|---|---|
| 1 | Company Name | |
| 2 | GST Number | |
| 3 | PAN | |
| 4 | Place of Registration- Place / State | |
| 5 | Principal Place of Business | |
| 6 | Contact Person Name & Designation | |
| 7 | Email id | |
| 8 | Contact Number | |
| 9 | Commodities Supplied<br>Porduct Name | HSN CODE |
| a) | | |
| b) | | |
| c) | | |



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## Recent Notifications

1. There is a requirement to mention HSN code of items in tax invoice under GST. Now the Govt. has given some relief to small assessees with annual turnover upto Rs 1.5 crores. They are not required to mention HSN code in their tax invoice. Taxpayers having turnover in the range of Rs 1.5-5 crore will be required to mention only two digits of HSN code and taxpayers with turnover more than Rs 5 crore will be required to mention four digits of HSN code.

2. Now the Govt. has given exemption from reverse charge in those cases wherein the value of goods or services does not exceed Rs 5000 and such goods or services are received by registered person from the unregistered person.

3. Earlier Military canteens (‘Canteen Stores Department’)were not required to pay any indirect tax on purchase of goods. Now Military canteens will be required to pay GST at the time of purchase of goods and they would be entitled to refund of 50 percent of inputtax under GST.

4. Now e-commerce operators (like Ola, Uber) are required to pay GST on radio taxi services.

5. Now e-commerce operators (like MMT, Oyo rooms) are required to pay GST on services of hotel accommodation only when such hotels are not registered under GST.

6. Exemption from reverse charge has been given to registered person on purchase of second hand goods from unregistered person subject to the condition that buyer will pay GST on its subsequent sales.

7. Now builders would not be able to claim credit of unutilized input tax on supply of construction services.

8. Earlier UN and Foreign diplomatic missions were not required to pay any indirect taxes. Now they are required to pay GST and they will be entitled to claim a refund of GST subsequently.

9. GST will be be levied at rate of 5% on various goods used for petroleum operations subject to some conditions.

10. Any services provided by Panchayat will not be liable to GST.

# Thank You.

**DISCLAIMER:-**

Details mentioned above is just to explain provisions in simple language, Formats given are just example and not given under rules. For any discrepancies kindly refer to Act & Rules.



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