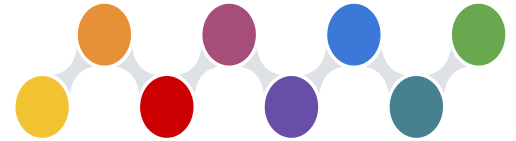


REGISTRATIONS UNDER THE GST ACT, DOCUMENTS, ACCOUNTS & RECORDS, PAYMENT OF TAXES

CA Arpan Bohra



- Introduction
- Various Registrations under GST Act
- Documents, Accounts and Records
- Payment of Taxes
- Conclusion
- Q&A

Example

Arpan Sold goods to Allu Arjun worth Rupees 10,00,000/- + 180000/- (18% GST)



Goods Sold



Registrations

1. Chapter VI
2. Section 22-30 of the CGST Act 2017
3. Person liable & not liable for registration
4. Cases where Compulsory registration is required
5. Special Provisions
6. Amendment
7. Cancellation, Suspension and Revocation of Registration



Person liable for registration

Every supplier shall be liable to be registered under this act, if his **aggregate turnover** in a financial year **exceeds twenty lakh rupees.**

1st Proviso – Special Category States (10 lakhs)

2nd Proviso – Special Category States (10 lakhs to 20 lakhs)

3rd Proviso – Other States (20 lakhs to 40 lakhs)**

**exclusively in the supply of goods

*** only exemption deposit/loans & adv – interest or discount

Person liable for registration

STATES	LIMIT	LIMIT
	EXCLUSIVE SUPPLY OF GOODS	OTHERWISE
(1) MANIPUR / MIZORAM / NAGALAND / TRIPURA	10 LAC	10 LAC
(2) ARUNACHAL PRADESH / MEGHALAYA / SIKKIM / UTTARAKHAND / PUNJAB / KARNATAKA	20 LAC	20 LAC
(3) OTHER STATES	40 LAC	20 LAC

Person NOT liable for registration (S.23)

Following persons shall not be liable for registration

- a. Exclusively engaged in goods or services or both that are
 - not liable to tax or
 - wholly exempt
- b. An agriculturist, to the extent of supply of produce of cultivation
land

Compulsory Registration

1. **Inter-State**
Taxable supply

2. **Casual Taxable**
persons making taxable
supply

3. Person Required to
pay tax under **Reverse
Charge**

4. Required to pay tax
under **sub-section (5)
of section 9**

5. **NR** Taxable persons
making Taxable supply

6. Required to **deduct**
tax under section 51

7. Making taxable supply
as an **Agent or
otherwise**

8. **Input Service
Distributor**

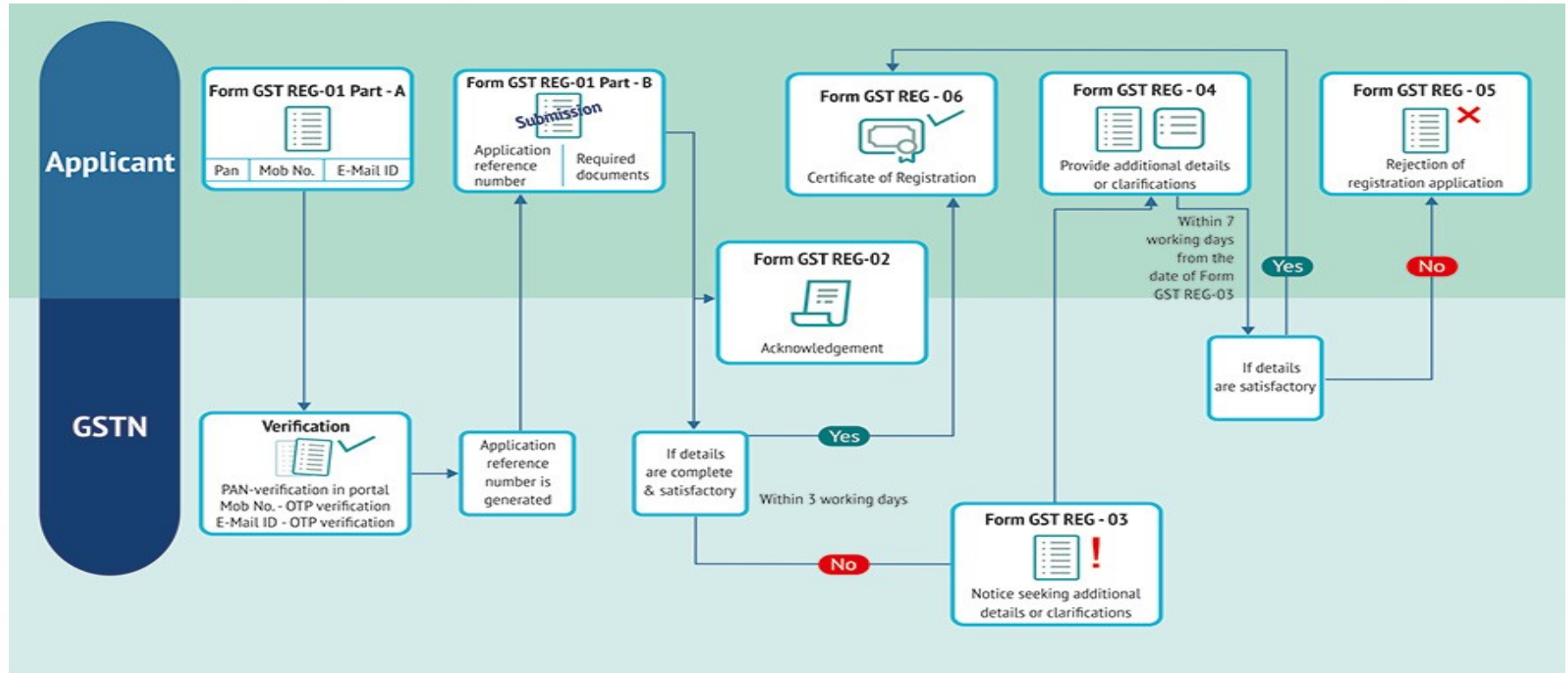
9. Every **Electronic
commerce operator**

10. Supplier of **OIDAR
services** from outside India
to a to a person in India o/t
Registered person

11. Other than supplies specified
under **sub-section (5) of section 9**
such e-commerce operator who is
required to collect tax at source under
sec-52

12. class of persons as
may be notified by the
**Govt – Council
recommendation**

Procedure for registration (S.25)



CASUAL TAXABLE PERSON:

- Registration for individuals or businesses with no fixed place of business in a particular state.
- Temporary registration for a limited period.
- Requires advance deposit of estimated tax liability.
- To register at least 5 days prior to commencement of Business
- Form REG -01

NON-RESIDENT TAXABLE PERSON:

- Registration for foreign entities supplying goods/services in India.
- Temporary registration, similar to Casual Taxable Person.
- Requires advance tax deposit.
- To register at least 5 days prior to commencement of Business
- Form REG -01

Procedure for registration (S.25)

INPUT SERVICE DISTRIBUTORS:

- Mechanism to distribute CGST and IGST credits among branches with the same PAN.
- Requires separate registration.

E-COMMERCE OPERATORS:

- Mandatory registration for all e-commerce operators.
- Responsible for collecting and remitting tax on behalf of sellers

- **Deemed Registration – 30 days**
- **Amendment to Registration (Core Field / Non Core Field)**

Cancellation of Registration

- **Cancellation of registration**
 - Business Discontinued, transferred, amalgamated, demerged or dispose of;
 - Change in Constitution of business;
 - No longer liable to be registered (sec 22, 24, voluntary opt out)
- **During pendency – suspension**
- **May cancel from such date or retrospective date (Sec 29(2))**
 - Contravened the provisions of the Act
 - Sec 10 – Not filed the returns beyond three months
 - Other Registered person – beyond 6 Months
 - Fraud, Willful Misstatement or suppression of Facts

Cancellation of Registration

- **Cancellation – shall not effect liability**
- **On cancellation – pay an amount equalant to**
 - Inputs – stock, WIP
 - P&M, Capital goods – Input reduced by such percentage or tax on value as prescribed under Sec 15 (w.e.h)

Revocation of Registration

- Cancelled by Proper Officer
- 30 days from date of cancellation order
 - + 30day by ADC/JC
 - ++ 30 days by Commissioner

- Regular Vs Composition
- In Regular - Now or Later
- Appeal if registration got rejected

- **Aryan Timber Store v. Sale Tax Officer [Writ Petition (Civil) No. 628 of 2024 dated January 18, 2024] - Delhi High Court**

GST Registration of an registered person cannot be canceled with retrospective effect mechanically merely because the returns were not filed

SanjoyNath v. Union of India [WP No. 6366 of 2023 dated November 29, 2023] - Guwahati High Court

GST Registration be restored if the registered person files pending returns and pays the taxes along with interest and penalty

DOCUMENTS, ACCOUNTS & RECORDS

Introduction

- Documents (Section 31 to 34)
- Accounts & Records (35 to 36)

Documents under GST

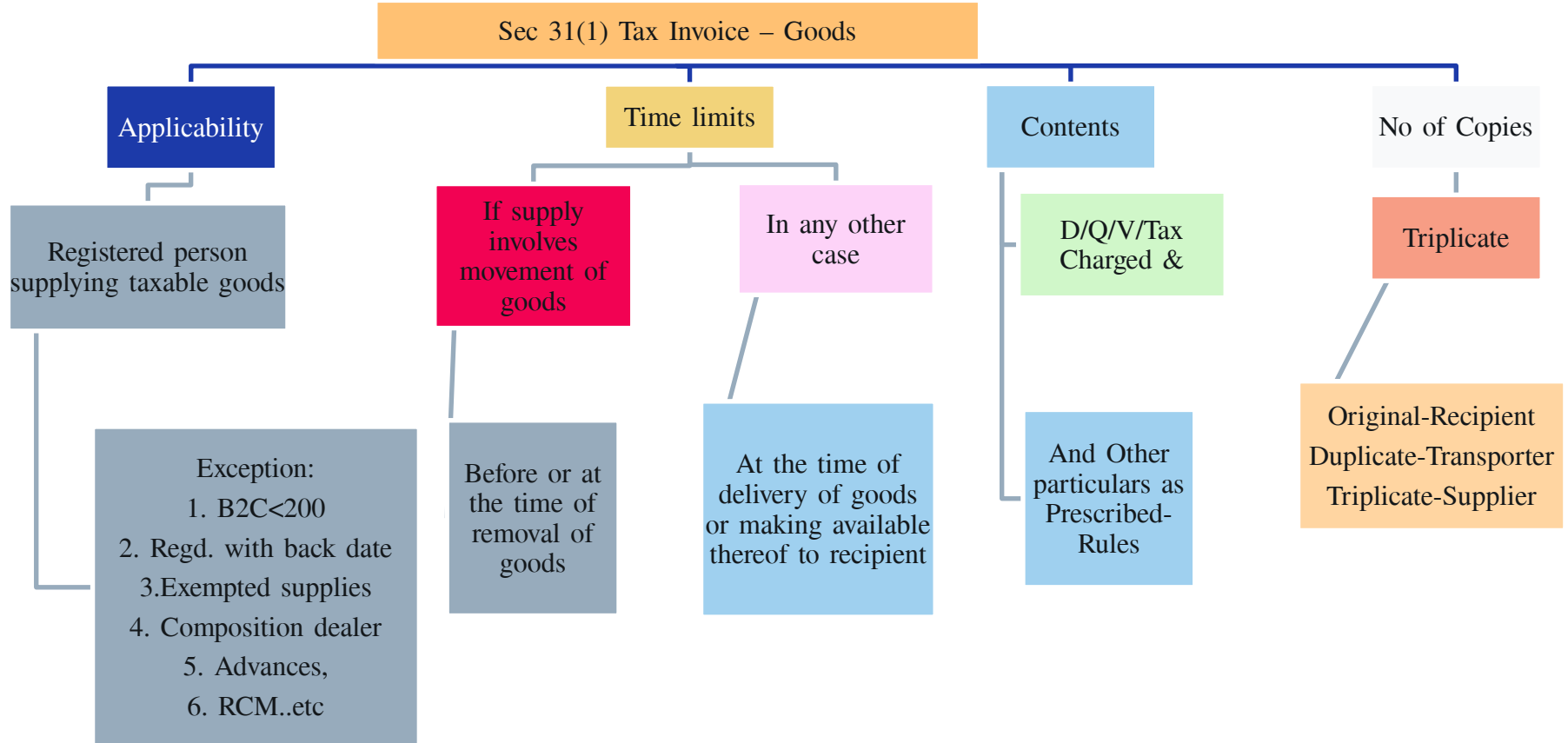
- ❑ **Invoices:**
 - Tax Invoice
 - Bill of Supply
 - Debit and Credit Notes
- ❑ **Other Documents:**
 - Delivery Challan
 - Receipt Voucher
 - Payment Voucher
- ❑ **Format and Details:**
 - GSTIN of supplier and recipient
 - HSN/SAC codes
 - Description of goods/services
 - Rate and amount of tax



List of Documents

- Tax invoice
- Bill of supply
- Tax invoice-cum- Bill of supply
- Revised invoice
- Debit note
- Credit note
- Receipt voucher
- Refund voucher
- Self invoice
- Payment voucher
- Delivery challan

Tax Invoice



Tax Invoice

Sec 31(2) Tax Invoice – Services

Applicability

Registered person supplying taxable Services

Exception:

1. B2C<200
2. Regd. with back date
3. Exempted supplies
4. Composition dealer
5. Advances,
6. RCM..etc

Time limits

Before or after the provision of Service but **within 30 days** from date of completion

Exception:
45 days in case of I/B/FI/NBFC

Contents

D/Q/V/Tax Charged &

And Other particulars as Prescribed- Rules

No of Copies

Duplicate

Original-Recipient
Duplicate-Supplier

Content – General (Rule 46)

GSTIN of Supplier	Consecutive serial number & date of Issue	GSTIN of Recipient, if registered	Name and address of recipient if unregistered	HSN <ul style="list-style-type: none">• AT \leq 5 Cr – B2B Yes, B2C optional• > 5 Cr - Yes
Description of goods or services	Quantity in case of goods	Total value of supply	Taxable value	Tax rate- CGST, SGST, IGST & Cess
Amount of tax charged	Place of supply	Address of delivery where different than place of supply	Tax payable on RCM	Signature of authorised signatory.

Tax Invoice

Details of Supplier

GSTIN

Name

Address

State

Serial No.:

Date:

	Original for Recipient
	Duplicate for Transporter
	Triplicate for Supplier

Details Of Recipient (Billed To)

Name

Address

State

State code

GSTIN / UIN:

Details Of Consignee (Shipped to)

Name

Address

State

State code

GSTIN / UIN

Place of Supply (in case of inter state):

Whether Tax payable under Reverse charge basis?

Yes/No

S.No.	Description	HSN/ SAC	Qty/ Units	Total Value	Discount/ Abatement	Taxable Value	CGST		SGST		IGST		Cess	
							Rate	Amt	Rate	Amt	Rate	Amt	Rate	Amt
1														
Total														

Total Invoice Value (In Figure)

 Rs. 0

For _____

Total Invoice Value (In Words) Rupee _____

Only

Authozied Signatory

For **Exports and Supplies to SEZ**, the following statements should be added:

Exports:

“Supply meant for export on payment of integrated tax” or

“Supply meant for export under bond or letter of undertaking without payment of integrated tax”,

Supplies to SEZ:

“Supply to SEZ unit or SEZ developer for authorised operations on payment of integrated tax”

“Supply to SEZ unit or SEZ developer for authorised operations under bond or letter of undertaking without payment of integrated tax”,

Further, in leu of name and address of delivery with state code etc,

- i. name and address of the recipient;
- ii. address of delivery; and
- iii. name of the country of destination:

Tax Invoice

"Supply meant for export on payment of Integrated Tax"
or

"Supply meant for export under Bond/ IUT without payment of Integrated Tax"

Details of Supplier

GSTIN
Name
Address
State

Original for Recipient
Duplicate for Transporter
Triplicate for Supplier

Serial No.: _____ Date: _____

Details Of Recipient (Billed To)

Name
Address

Delivery address

Address

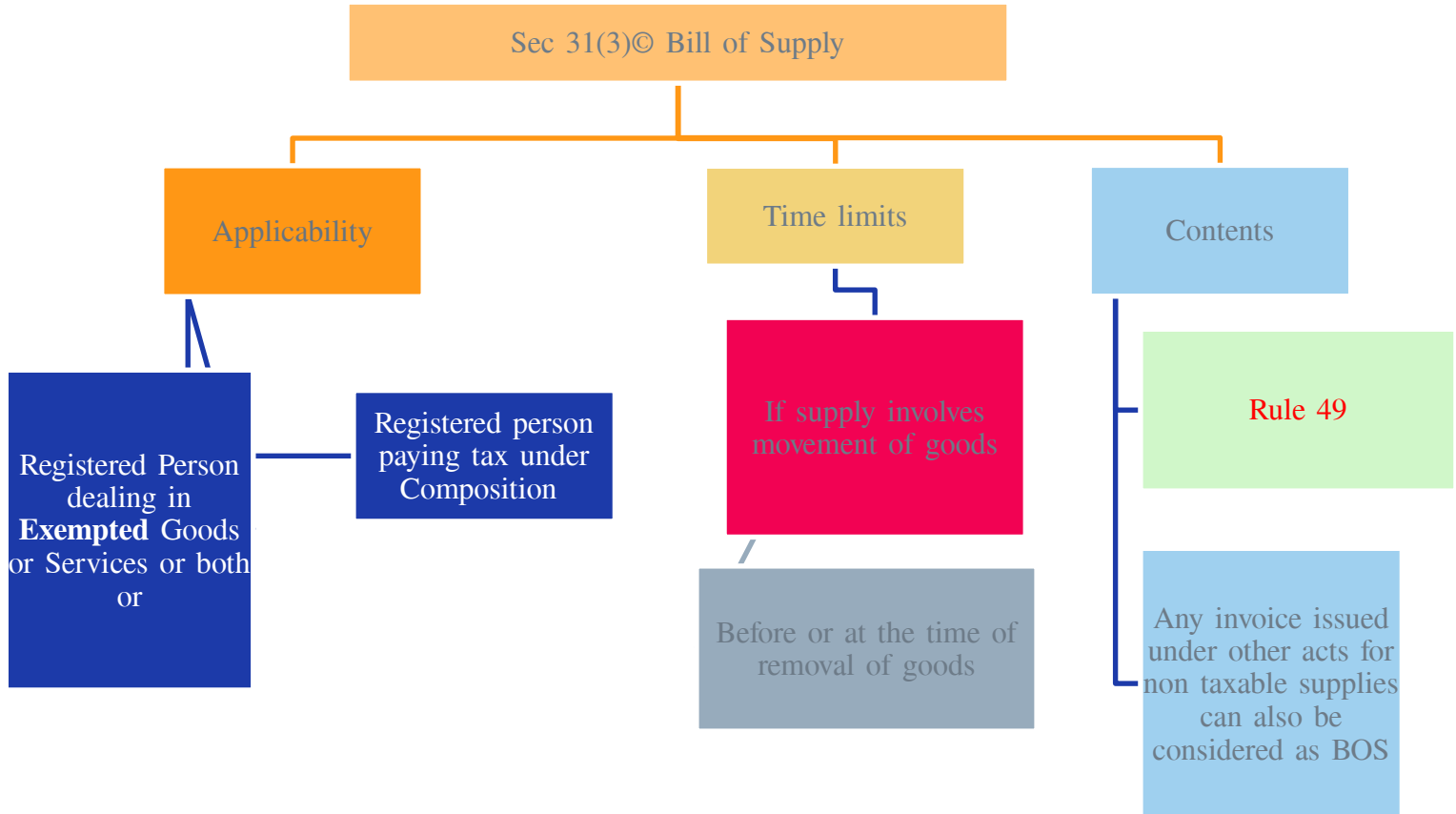
Country

S.No.	Description	HSN/SAC	Qty/ Units	Total Value	Discount/ Abament	Taxable Value	CGST		SGST		IGST		Cess	
							Rate	Amt	Rate	Amt	Rate	Amt	Rate	Amt
Total														

Total Invoice Value (In Figure) Rs. _____
Total Invoice Value (In Words) Rupee _____ Only

For _____

Authorized Signatory



Bill Of Supply

Composition Taxable Person, not eligible to collect tax on supplies

Details of Supplier

Serial No.:

Date:

GSTIN

Name

Address

State

Details Of Recipient (Billed To)

Name

Address

State

State Code

GSTIN / UIN :

Details Of Consignee (Shipped to)

Name

Address

State

State Code

Place of Supply (in case of inter state):

S.No.	Description	HSN / SAC	Qty/ Unit	Rate	Amount	Less: Discount	Value Of Supply

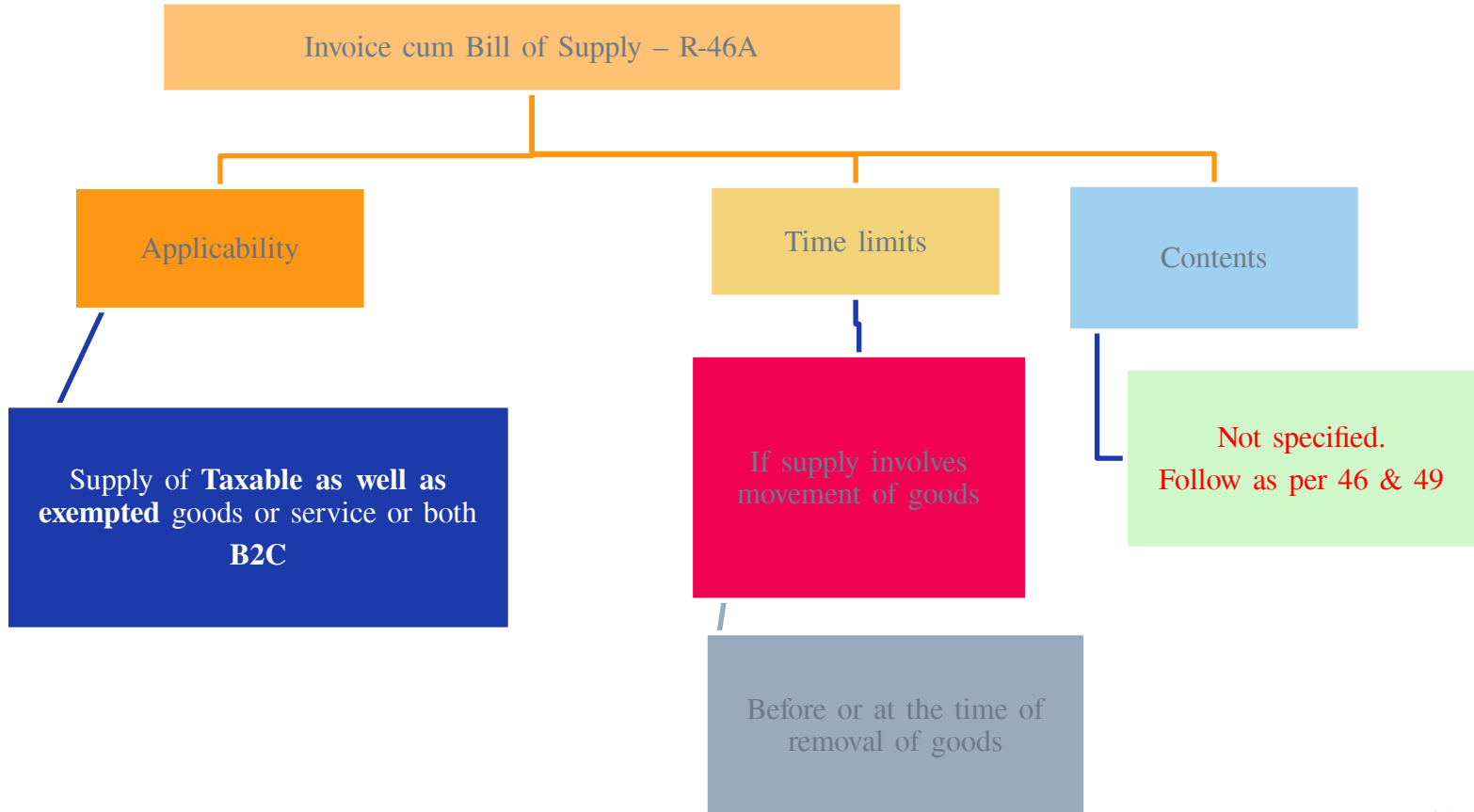
Total:

Total Value (In Figure) Rs. _____

Total Value (In Words) Rupees _____
Only.

For

Authorized Signatory



Invoice -cum-Bill of Supply

Details of Supplier

GSTIN
Name
Address

	Original for Recipient
	Duplicate for Transporter
	Triplicate for Supplier

State

Serial No.:

Date:

Details Of Recipient (Billed To)

Name
Address
State
State code

Details Of Consignee (Shipped to)

Name
Address
State
State code

Place of Supply (in case of inter state):

Whether Tax payable under Reverse charge basis ? Yes/No

S.No.	Description	HSN/SAC	Qty/ Units	Total Value	Discount/ Abament	Taxable Value	CGST		SGST		IGST		Cess	
							Rate	Amt	Rate	Amt	Rate	Amt	Rate	Amt
Total														

Total Invoice Value (In Figure)

Rs. _____

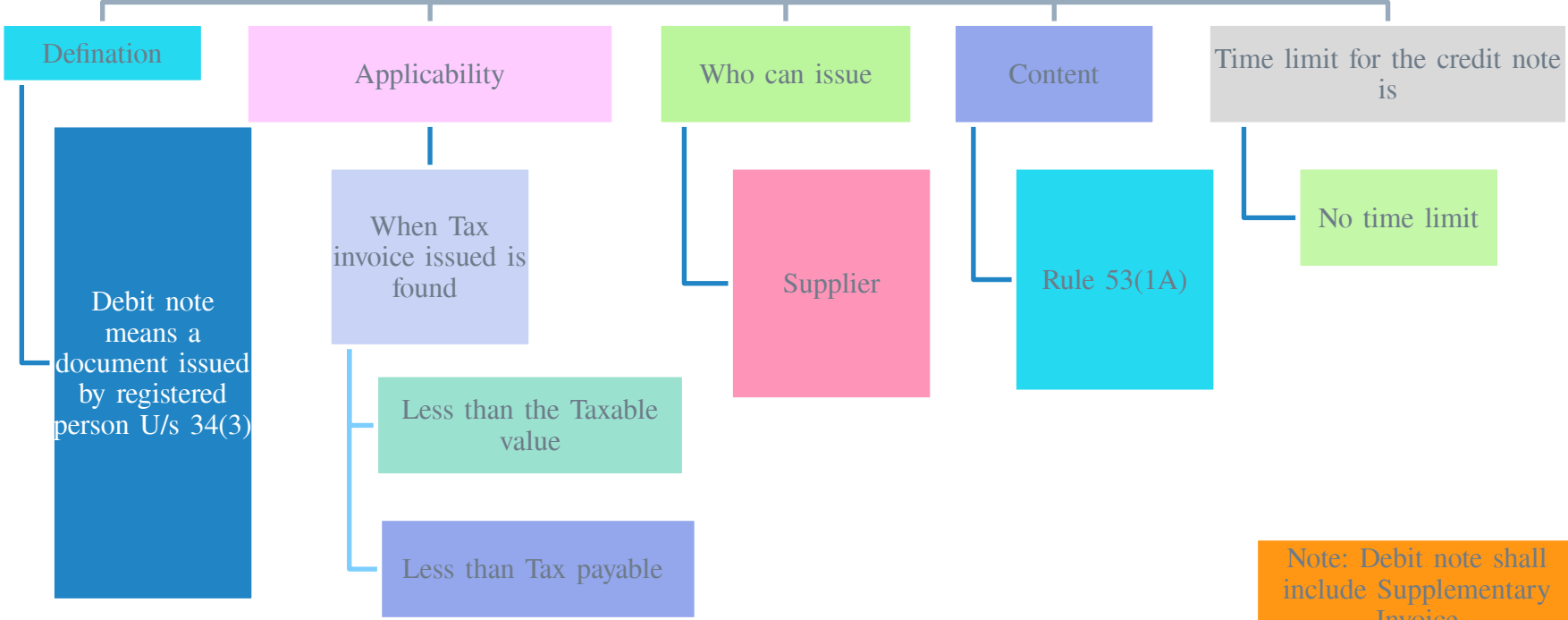
For _____

Total Invoice Value (In Words) Rupee

_____ Only

Authorized Signatory

Debit note



Note: Debit note shall include Supplementary Invoice

Debit Note

Details of Supplier

Serial No:

Date:

GSTIN

Name

Address

State

Against Invoice / Bill of Supply

Against Invoice / Bill Of Supply No.:

Date of Invoice / Bill Of Supply :

Details Of Recipient (Billed To)

Name

Address

State

State Code

GSTIN/UIN

Details Of Consignee (Shipped To)

Name

Address

State

State Code

GSTIN/UIN

S.No	Description	HSN/ A CS	QTY/ Units	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total
								Rate	Amount	Rate	Amount	Rate	Amount	
Total														

Total Invoice Value (In Figure)

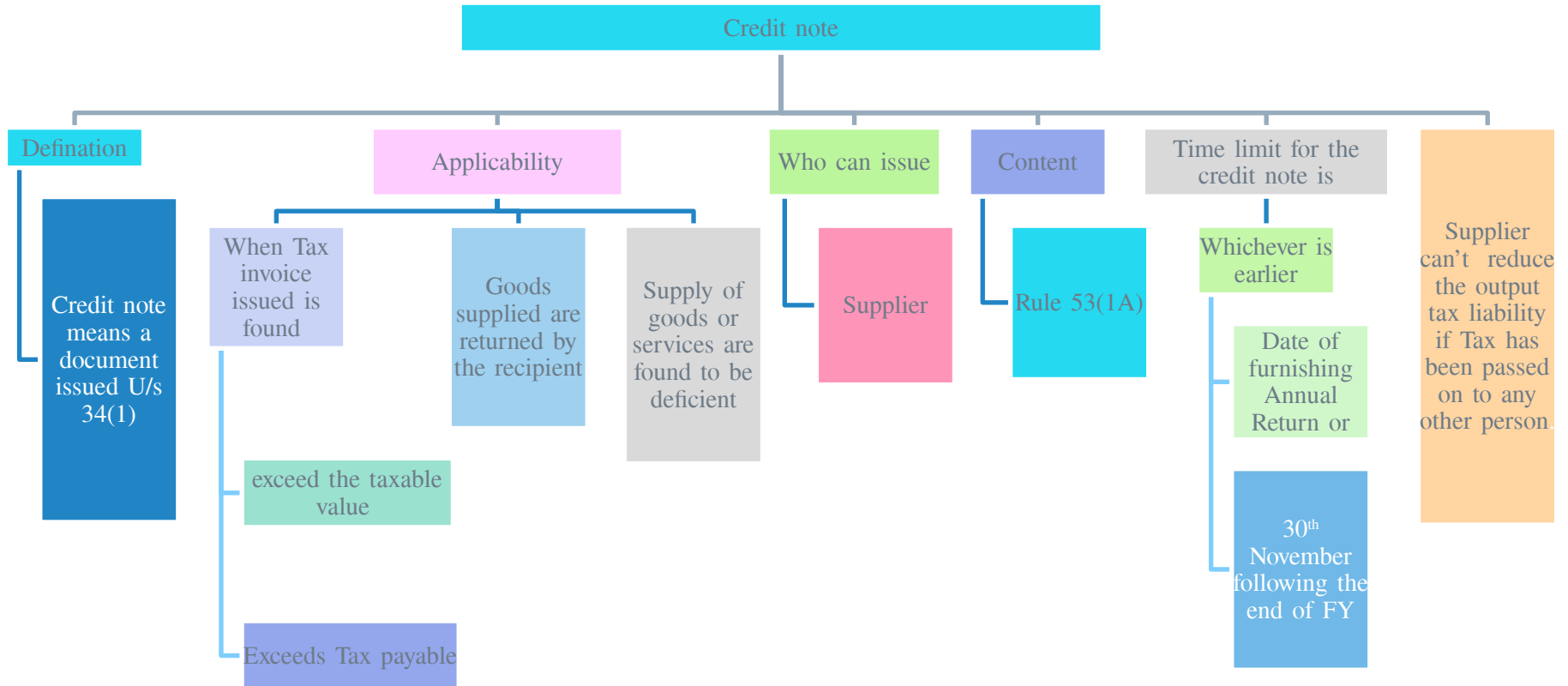
Rs. _____

Total Invoice Value (In Words) Rupees _____

Only.

For _____

Authorised Signatory



Credit Note

Details of Supplier

Serial No: _____

Date: _____

GSTIN _____

Name _____

Address _____

State _____

Against Invoice / Bill of Supply

Against Invoice / Bill Of Supply No.: _____

Date of Invoice / Bill Of Supply: _____

Details Of Recipient (Billed To)

Name _____

Address _____

State _____

State Code _____

GSTIN/UIN _____

Details Of Consignee (Shipped To)

Name _____

Address _____

State _____

State Code _____

GSTIN/UIN _____

S.No	Description	HSN/ A CS	QTY/ Units	Rate	Amount	Less: Discount	Taxable Value	CGST		SGST		IGST		Total
								Rate	Amount	Rate	Amount	Rate	Amount	
Total														

Total Invoice Value (In Figure)

Rs. _____

Total Invoice Value (In Words) Rupees _____

Only.

For _____

Authorised Signatory

ACCOUNTS & RECORDS

www.arpanbohra.co.in

Every registered person shall maintain

Every registered person –

Will be required to maintain the **true and correct** account of:

- ✓ Production/Manufacture of goods
- ✓ Inward and outward supply of goods of services or both
- ✓ Stock of goods
- ✓ Input Tax Credit availed and
- ✓ Output tax payable and paid.
- ✓ Separate account of advances received, paid and adjustments made thereto.
- ✓ Names and addresses of the suppliers from whom supplies have been received and recipients to whom supplies have been made.
- ✓ The complete address of all the premises where goods are stored by a registered person
- Supplier fails to account for Goods lost/Stolen, Destroyed / Disposed by way of Gifts / Samples
Officer shall determine the amount
- Exceptions / Additions can be prescribed by commissioner
- ~~Annual audit by a Chartered Accountant or a Cost Accountant if turnover exceeds 5 crore during the financial year.~~

Retention of Accounts & Records

Every registered person

- 72 months (6 years) from the due date of furnishing of annual return for the year pertaining to such accounts and records.

In case of proceedings (Appeals, etc.,) or investigation,

- One year after final disposal of such proceedings or investigation or
- 72 months (6 years) from the due date for filing annual return pertaining to such records
whichever is later.
- In case such records are maintained **manually**, to be kept at every related place of business of the registered person for the above period.
- In case such records are maintained **digitally**, they are to be accessible at every related place of business for the above period.

Retention of Accounts & Records

..

FY	Original / Extended Due Date	Has to be retained till
2017-18	05.02.2020	04.02.2026
2018-19	31.12.2020	30.12.2026
2019-20	31.03.2021	30.03.2027
2020-21	28.02.2022	27.02.2028
2021-22	31.12.2022	30.12.2028
2022-23	31.12.2023	30.12.2029

A&R of All Places ?

- Rule 56 (6) - The complete addresses of **all the premises** where goods are stored by a registered person **are to be disclosed**. If any taxable goods are found to be stored at any place(s) other than the premises disclosed in the records by the registered person, without the cover of any valid documents, **tax shall be payable (along with interest)** on such goods as if such goods have been supplied by the registered person

Payment of Taxes

Types of Ledgers

- Electronic Liability Ledger (FORM GST PMT-01)
- Electronic Credit Ledger (FORM GST PMT-02)
- Electronic Cash Ledger (FORM GST PMT-05)



Section 50. Interest on delayed payment of tax.-

- (1) Every person who is **liable to pay tax** in accordance with the provisions of this Act or the rules made thereunder, **but fails to pay** the tax or any part thereof to the Government within the period prescribed, shall for the period for which the tax or any part thereof remains unpaid, pay, on his own, interest at such rate, **not exceeding eighteen per cent.**, as may be notified by the Government on the recommendations of the Council:

[**Provided** that the interest on tax payable in respect of supplies made during a tax period and declared in the return for the said period furnished after the due date in accordance with the provisions of section 39, except where such return is furnished after commencement of any proceedings under section 73 or section 74 in respect of the said period, shall be levied on that portion of the tax that is paid by debiting the electronic cash ledger.]

(2) The interest under sub-section (1) shall be calculated, in such manner as may be prescribed, from the day succeeding the day on which such tax was due to be paid.

[(3) Where the **input tax credit** has been **wrongly availed and utilised**, the registered person **shall pay interest on such input tax credit wrongly availed and utilised**, at such rate not exceeding twenty-four per cent. as may be notified by the Government, on the recommendations of the Council, and the interest shall be calculated, in such manner as may be prescribed]

Govt. may mandate:

- a department or establishment of the Central Government or State Government; or
- local authority; or
- Governmental agencies; or
- such persons or category of persons as may be notified

(a) an authority or a board or any other body, -

(i) set up by an Act of Parliament or a State Legislature; or

(ii) established by any Government,

with 51% or more participation by way of equity or control, to carry out any function;

(b) Society established by the Central Government or the State Government or a Local Authority under the Societies Registration Act, 1860 (21 of 1860);

(c) public sector undertakings.

To deduct tax @ 1% from the payment made or credited to the supplier of taxable goods or services or both, where the **total value of such supply, under a contract,** exceeds 2,50,000/-

Every Electronic commerce operator

- not being an agent,
- shall collect an amount calculated at such rate not exceeding 2%., (Now – 1%)
- of the net value of taxable supplies made through it
- by other suppliers
- where the consideration with respect to such supplies is to be collected by the operator

Net value of Taxable supplies shall not include value of services notified u/s 9(5)

Shall be deposited within 10 days from the end of the month

Delay – Interest @ 18% p.a.

Operator liable to provide info. as required by the officer

Effective date: 1st October, 2018

Thank You

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Chartered Accountants

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