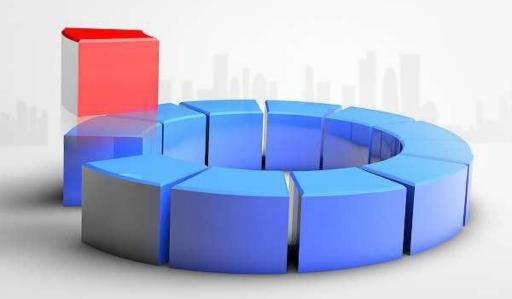
# GST Returns – GSTR 5, 5A, 6, 6A, 10 and 11

Rohit Kumar Singh ACA, ACMA, FCS, LLB, DISA (ICAI)

# Agenda Points



GSTR 5 – Return by Non Resident Foreign Taxpayers

**GSTR 5A – Monthly Return by OIADR** 

GSTR 6 and 6A – Monthly Return by Input Service Distributor (ISD)

**GSTR 10 – Final Return** 

**GSTR 11 – Return by Persons having Unique Identification Number (UIN)** 

**Queries and discussion** 

# GST Returns Legal Provisions



## Returns prescribed under GST Laws

FORM	PARTICULARS	DUE DATE	APPLICABLE FOR
GSTR1*	Outward Supplies	10 <sup>th*</sup> of the next month (now 11 <sup>th</sup> of next month)	Normal Taxpayer
GSTR2*	Inward Supplies	15 <sup>th</sup> of the next month	Normal Taxpayer
GSTR3*	Monthly return [periodic]	20 <sup>th</sup> of the next month	Normal Taxpayer
GSTR3B*	Monthly return (Summary return)	20 <sup>th</sup> of the next month	Normal Taxpayer
GSTR4	Return by composition taxpayers	18 <sup>th</sup> of the month next to the quarter	Composition Taxpayer
GSTR5	Return by non resident taxpayers [foreigners]	20 <sup>th</sup> of the next month or within 7 days after expiry of registration, whichever is earlier	•
GSTR6	Return by input service distributors [ISD]	13 <sup>th</sup> of the next month	Input Service Distributor

<sup>\*</sup>As per Press Release dated 4 May 2018, filing of Form GSTR 2 and GSTR 3 shall continue to remain suspended. Present system of filing Forms GSTR 1 and GSTR 3B shall continue for a period of 6 months.

# Returns prescribed under GST Laws

FORM	PARTICULARS	DUE DATE	APPLICABLE FOR
GSTR7	TDS**	10 <sup>th</sup> of the next month	Tax Deductor
GSTR8	TCS**	10 <sup>th</sup> of the next month	E-Commerce Operator
GSTR9	Annual return	31st December of next FY	Normal tax payer (other than ISD, casual taxpayer, foreigners)
GSTR9A	Annual return	31st December of next FY	Composition Taxpayer
GSTR9B	Annual Statement of TCS	31st December of next FY	E-Commerce Operator
GSTR9C	Annual return and a reconciliation statement	31st December of next FY	Normal taxpayer having turnover more than 2 crore
GSTR10	Final Return	Within 3 months of the date of cancellation or date of order of cancellation, whichever is later	Persons cancelling registration
GSTR 11	Return by UIN Holders	No Due date	Unique Identification Number holders

# Important Points for Returns -

#### **RECTIFICATION (Sec 39)**

allowed till due date for furnishing return of September or second quarter of next year or date of filing annual return, whichever is earlier

#### **NON FILING**

Cancellation of registration for non filing of returns for 3 consecutive tax periods for composition dealer or 6 months continuously for other taxable persons

#### **LATE FEES-NON FILING OF GSTR 3B (Sec 47)**

Late Fees: INR 50 per day subject to a maximum of INR 10,000 (refer to latest Notification – July 2017 to July 2020 – Rs 500 per Return Max for return with Liability)

Late fees for nil return – INR 20 per day subject to a maximum of INR 10,000 (For July 2017 to July 2020 - No late fees for NIL Return)

#### <u>LATE FEES – NON FILING OF ANNUAL RETURN GSTR 9 (Sec 47)</u>

Late Fee - Annual Return INR 100 per day subject to a maximum of 0.25 % of the turnover of the State or Union Territory

# GST Returns – Mode of Filing Returns

SI No	Return filing mechanism
1	GSTN Portal (www.gst.gov.in)
2	GST Suvidha Providers (ASP & GSP)
3	Through facilitation centres

# GSTR 5 Monthly Return by Non Resident Foreign Tax-Payer



#### **GSTR 5 – Know the Return**

#### Who is non Resident Foreign Taxpayer?

Non-Resident foreign taxpayers are those suppliers who do not have a business establishment in India and have come for a short period to make supplies in India. Such a person is required to furnish details of all taxable supplies in GSTR-5

#### What is Form GSTR-5?

Form GSTR-5 is a return to be filed by all **Non- Resident Taxpayer** in case they don't wish to avail ITC (Input Tax Credit) on local procurements. In case, non-resident person wishes to avail ITC on local procurement, it will be required to register as a **normal** taxpayer and file Form GSTR-1/3B as a normal/casual taxpayer.

#### What are the pre-conditions for filing Form GSTR-5?

Pre-conditions for filing of Form GSTR-5 are:

- 1. Taxpayer should be registered as Non-Resident taxable person and should have a valid GSTIN.
- 2. Taxpayer should have valid User ID and password

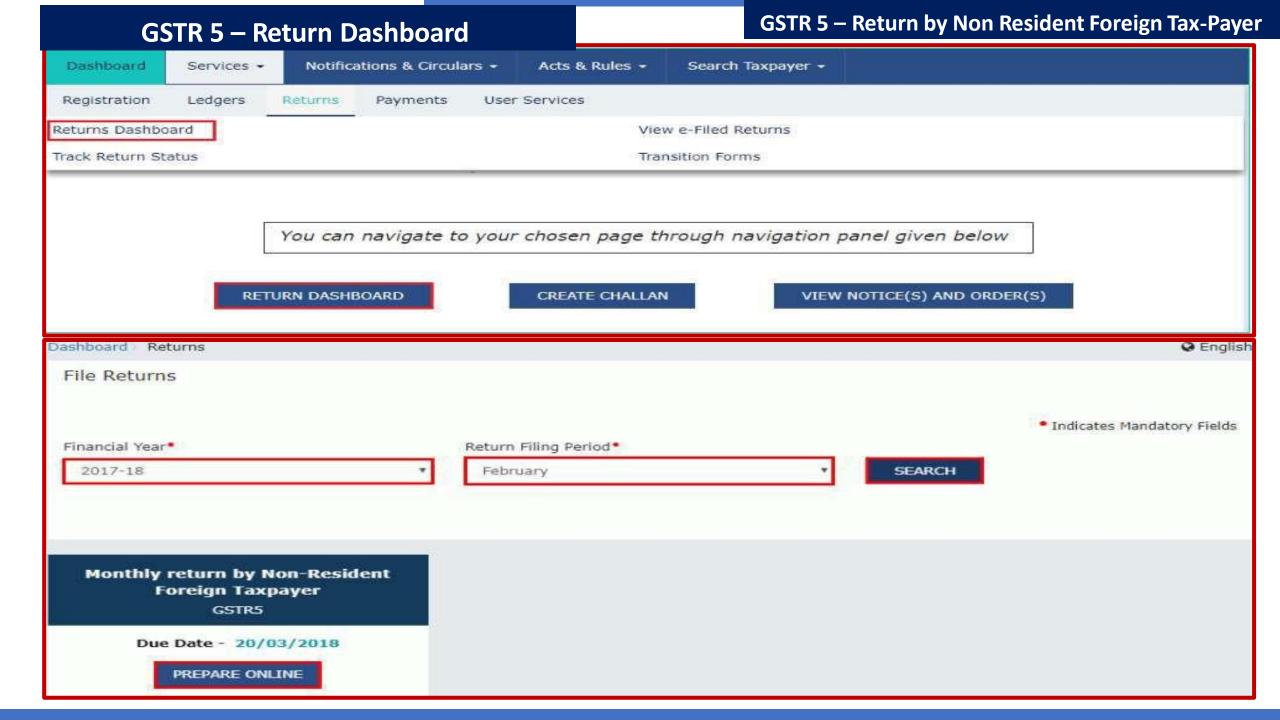
#### By when do I need to file Form GSTR-5?

Non- Resident Taxpayers need to file Form GSTR-5 return for the period for which they have obtained registration within a period of *seven days after the date of expiry of registration*. In case, registration period is for *more than one month, monthly return (s) would be filed by 20th of the month succeeding the tax period* and thereafter return for remaining period would be filed within a period of seven days.

#### When can I claim refund?

You can claim refund from Electronic Cash Ledger in your *last return only*. Last return will be decided after considering the extended period of registration.

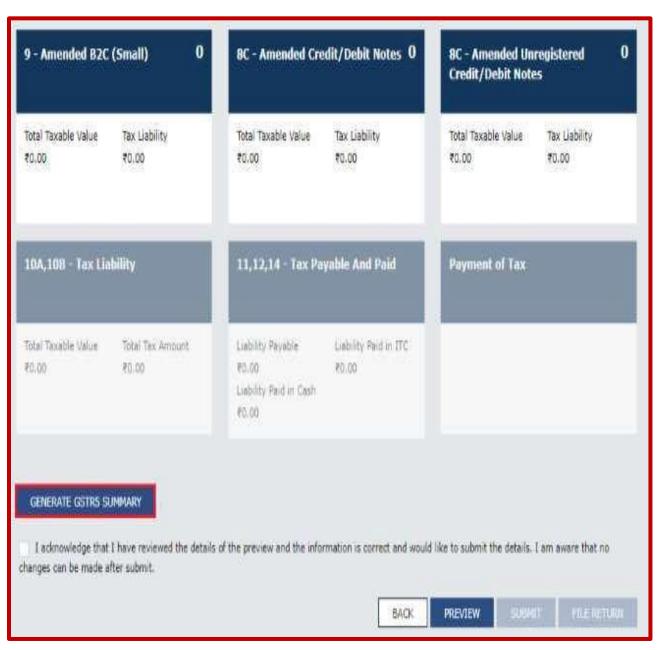
Refund from Electronic Cash Ledger is allowed only if the Electronic Liability Register have zero liability across all major and minor heads.



#### **GSTR 5 – Tables**

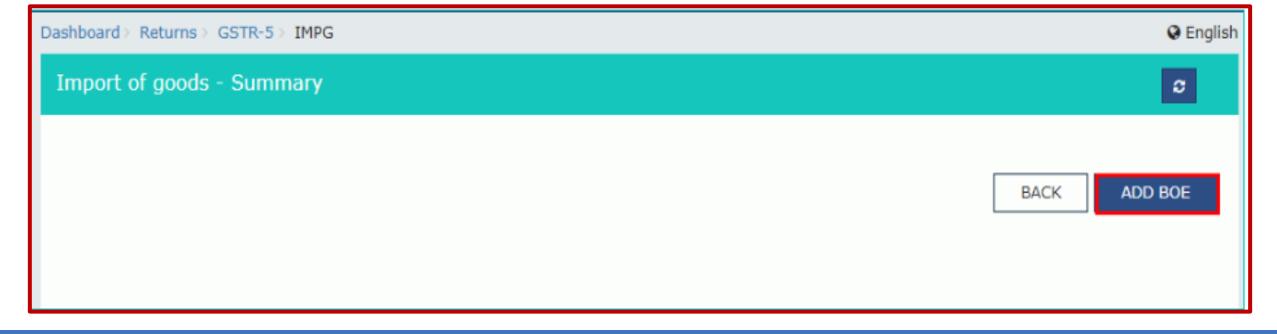
#### **GSTR 5 – Return by Non Resident Foreign Tax-Payer**



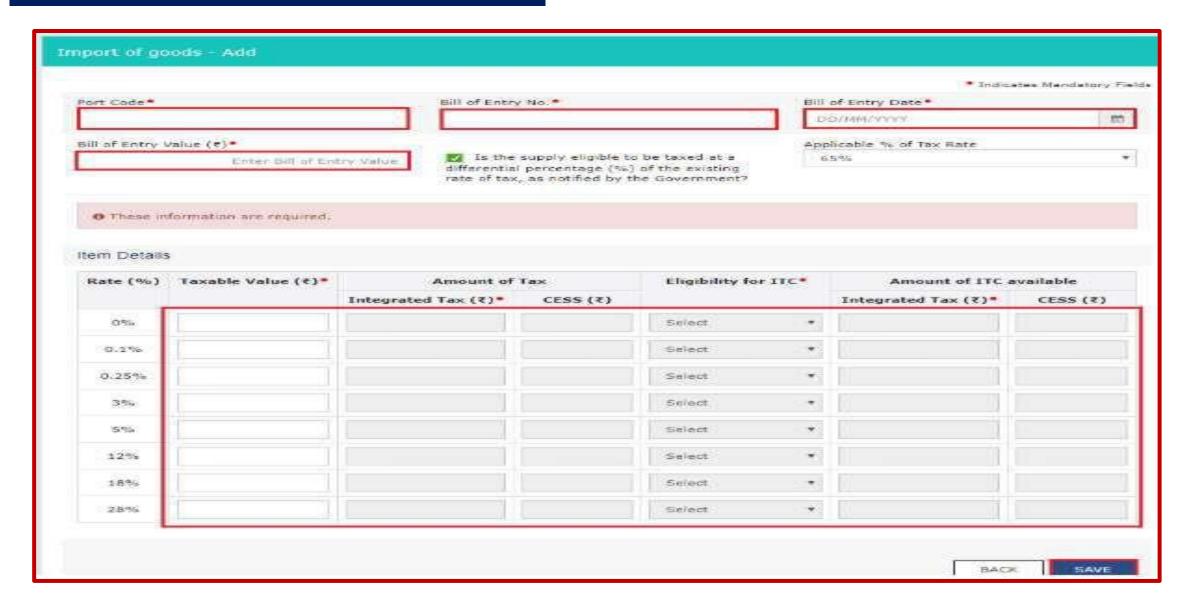


## **Entering Details for Import of Goods**

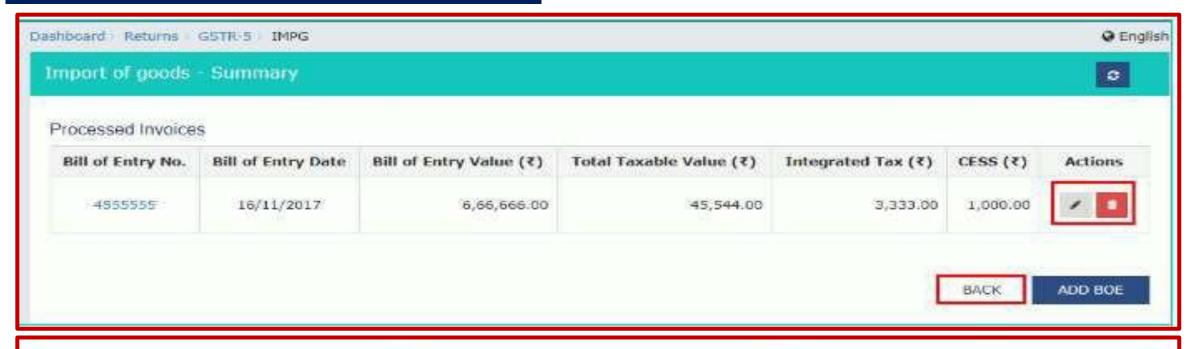




## **Entering Details for Import of Goods**

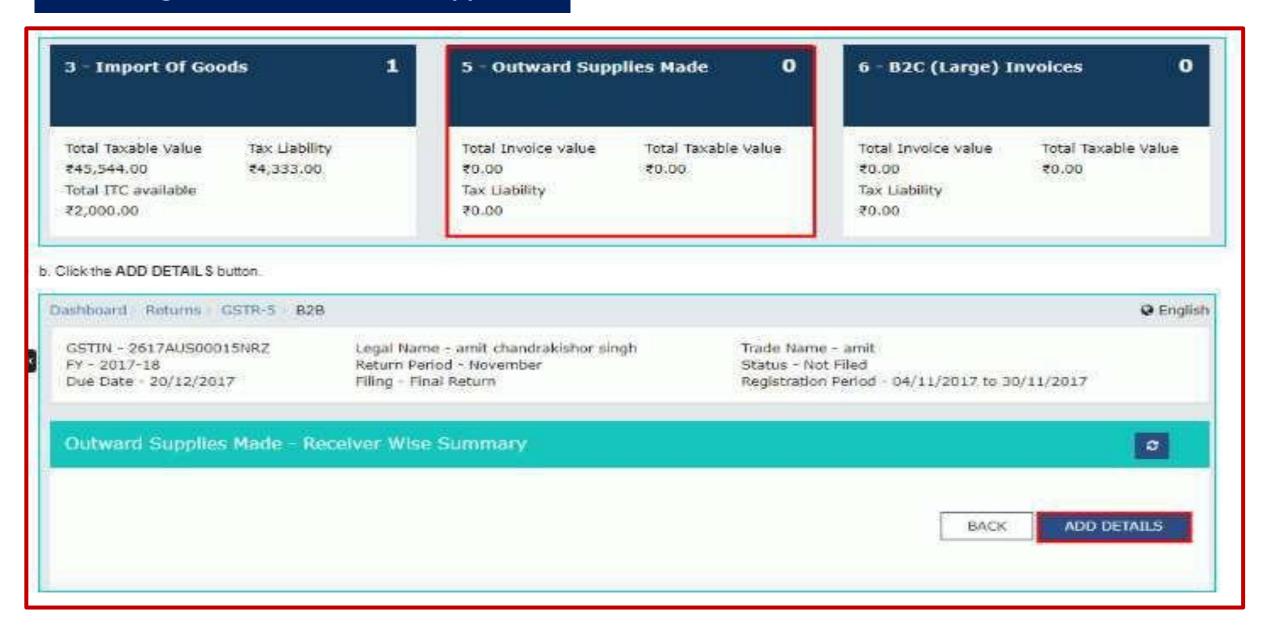


### **Entering Details for Import of Goods**

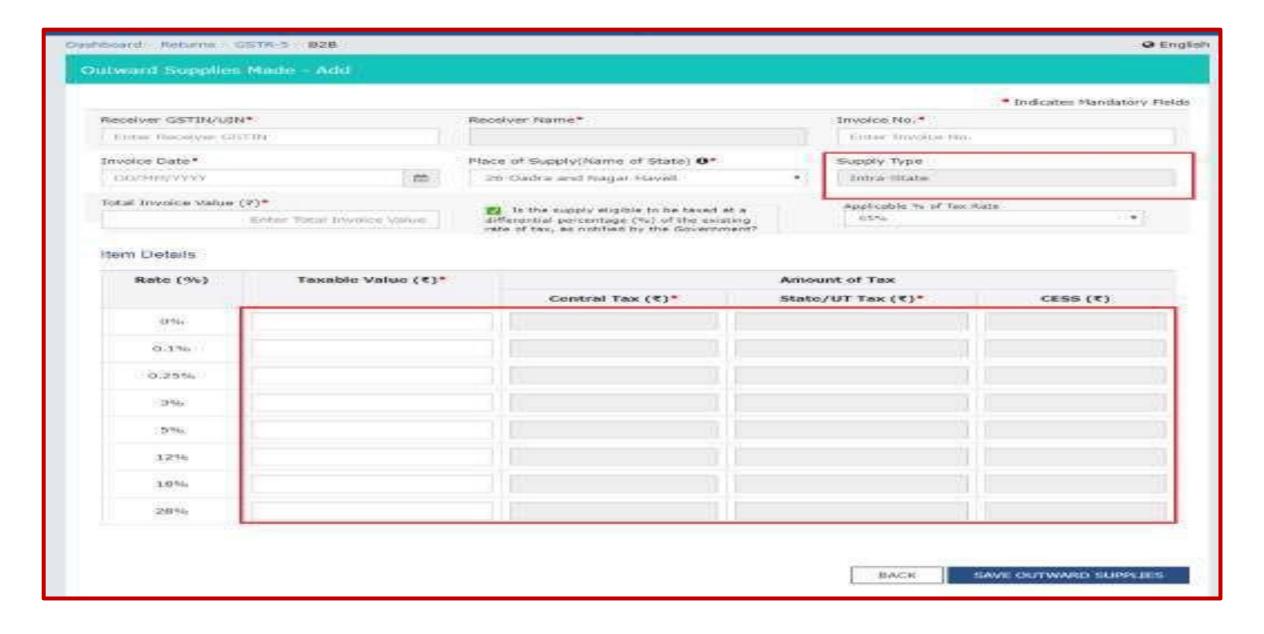




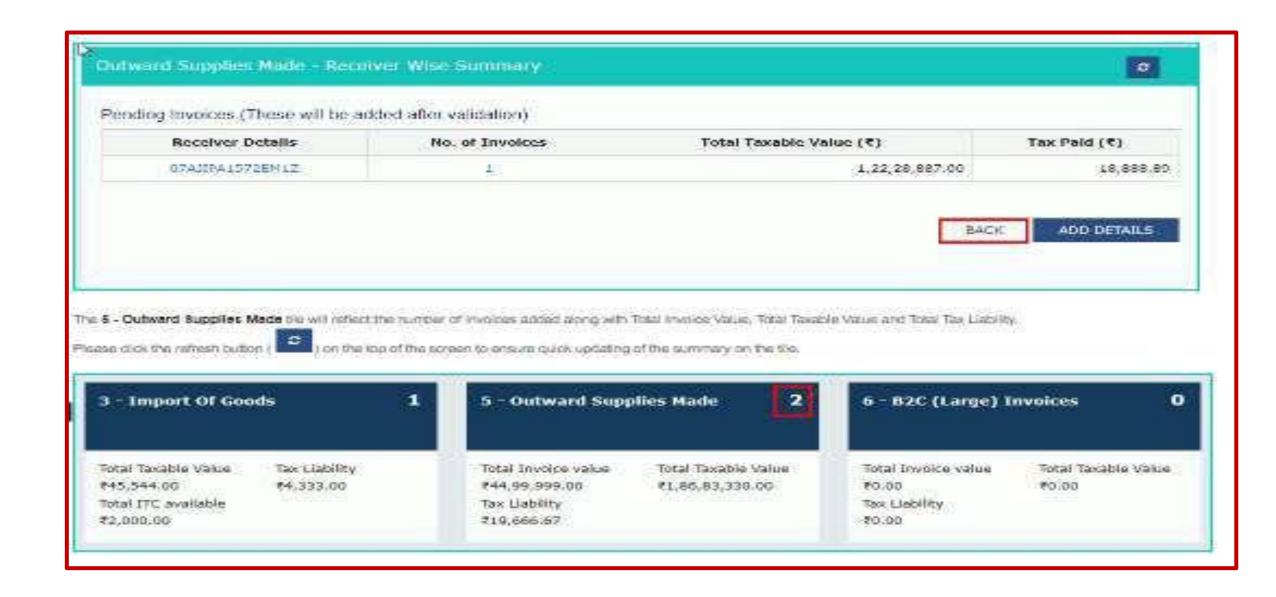
#### **Entering Details for Outward Supplies**



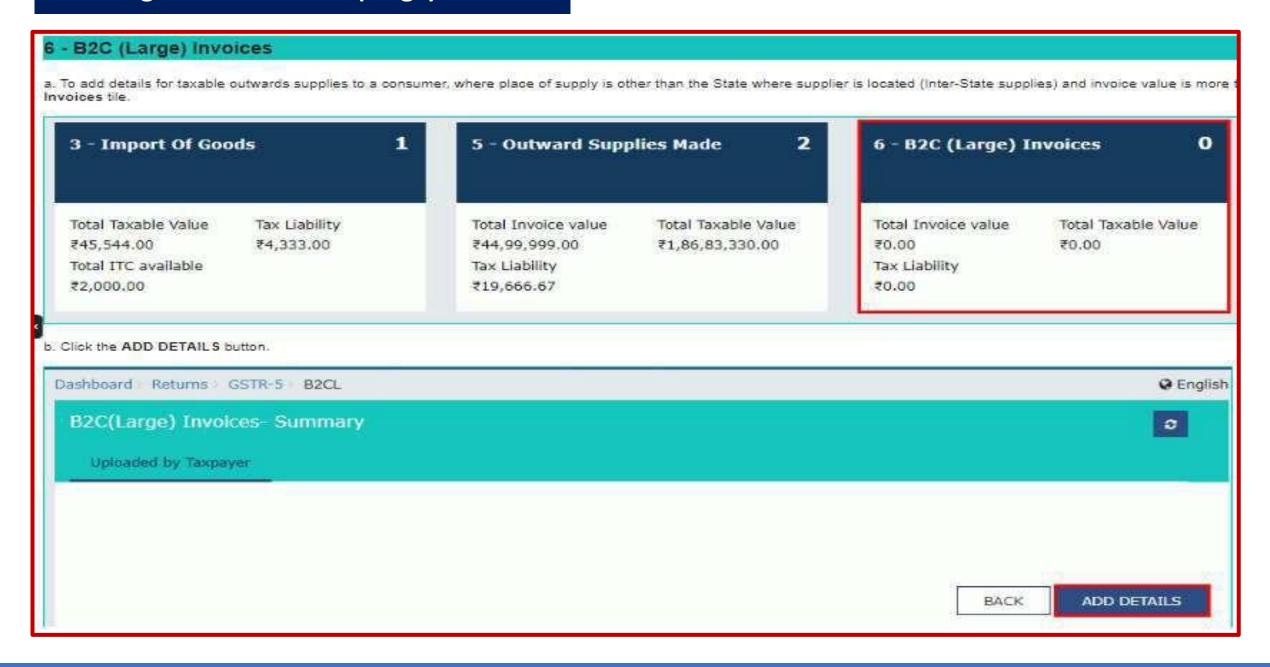
#### **Entering Details for Outward Supplies**



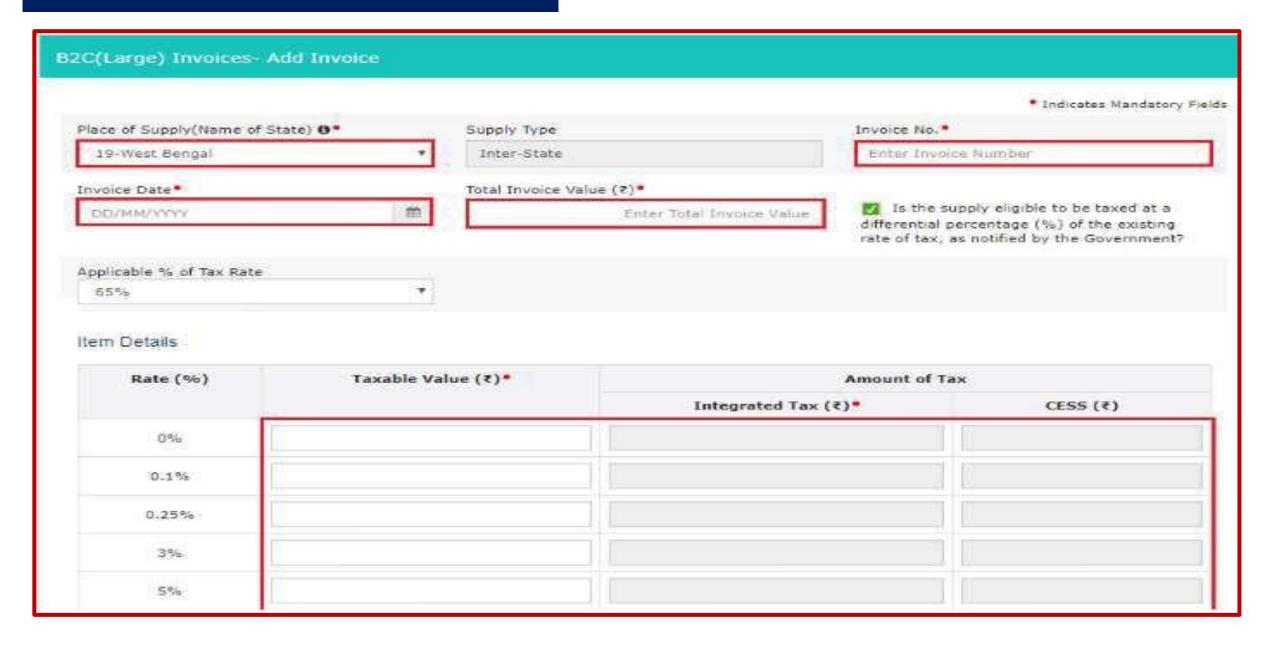
#### **Entering Details for Outward Supplies**



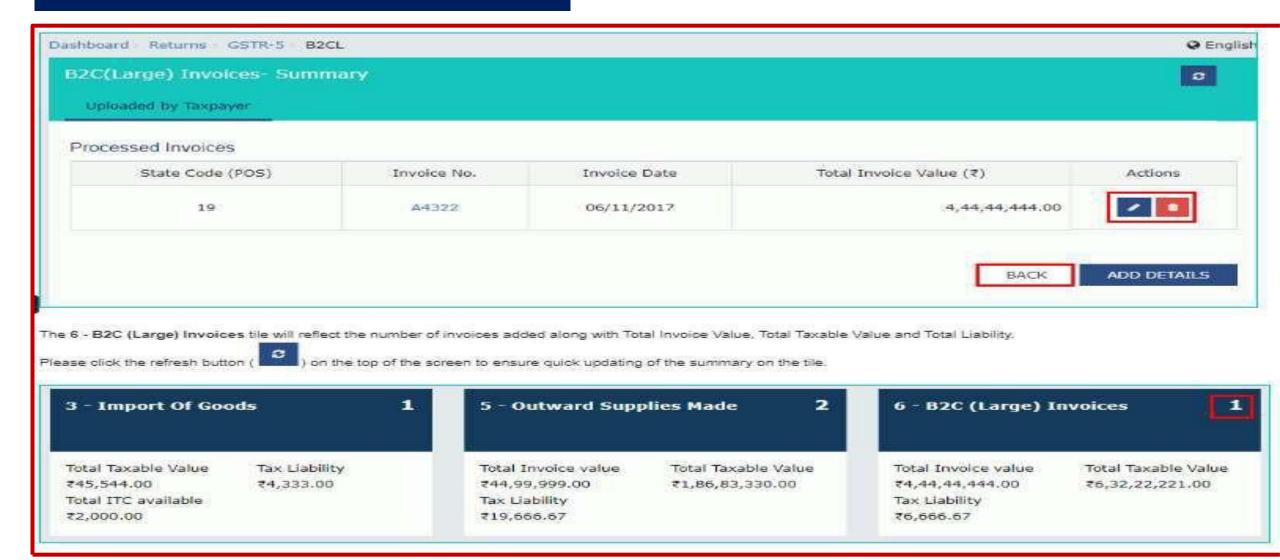
#### **Entering Details for B2CL (Large) Invoices**



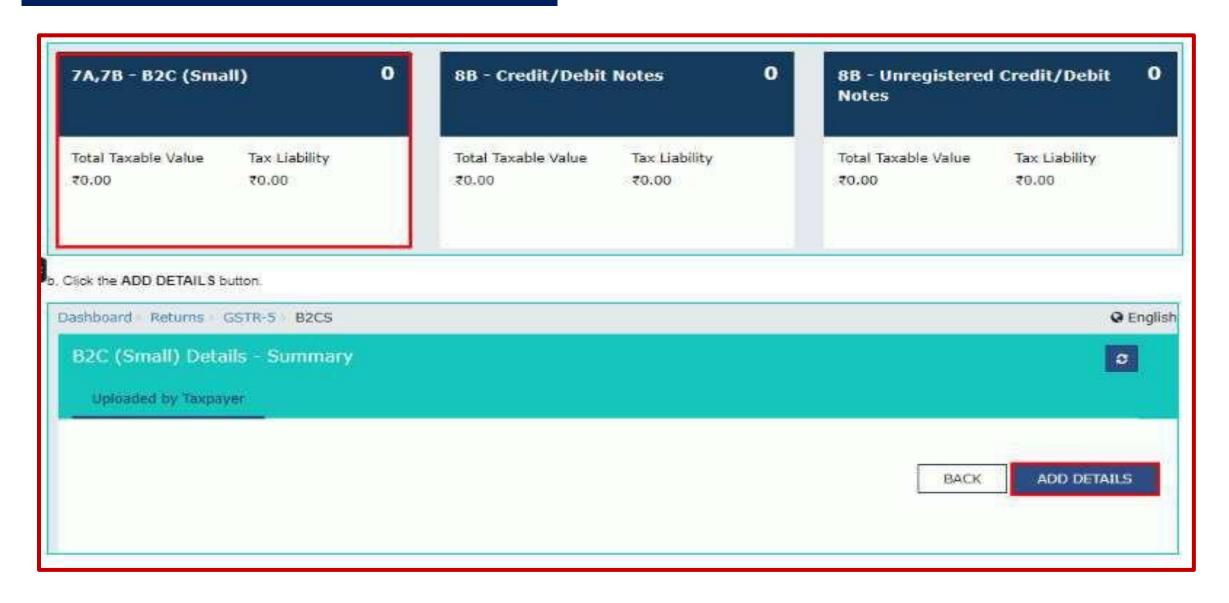
## **Entering Details for B2CL (Large) Invoices**



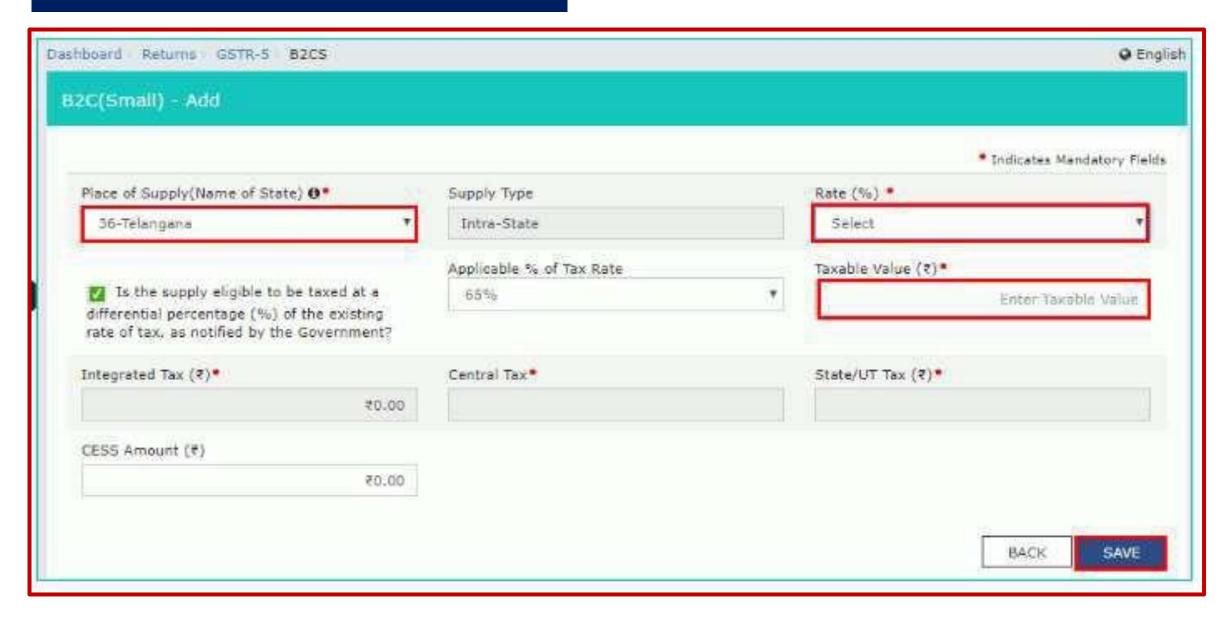
#### **Entering Details for B2CL (Large) Invoices**



## **Entering Details for B2CS (Small) Invoices**



#### **Entering Details for B2CS (Small) Invoices**



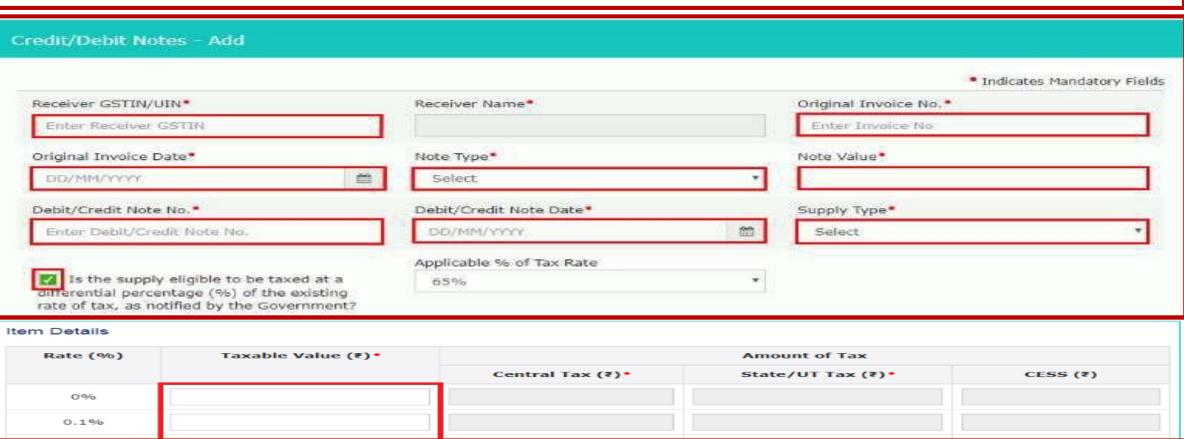
#### **Entering Details for B2CS (Small) Invoices**





#### **Credit/ Debit Notes - Registered**





## **Credit/ Debit Notes - Registered**



#### otes:

- . Here, you can edit / delete the added Credit / Debit Note (under Actions).
- · You can edit / delete the entries till GSTR-5 is submitted.

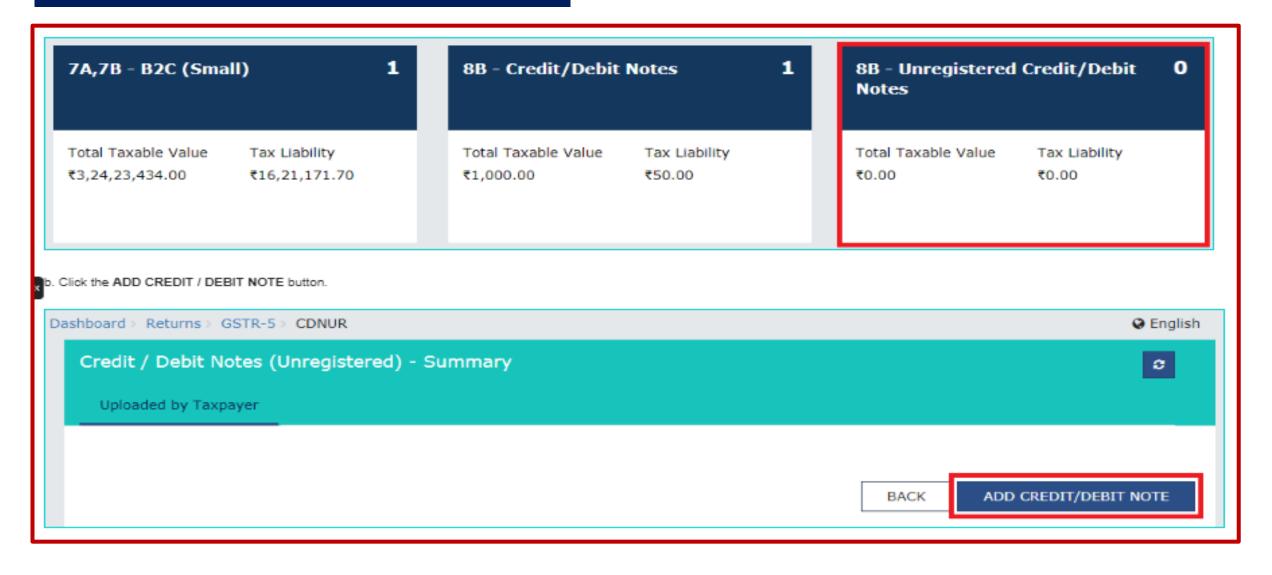
#### Processed Invoices

Counterparty GSTIN	Credit/Debit Note No	Note Date	Note Type	Original Involce No	Original Invoice Date	Taxable Value (₹)	Integrated Tax (₹)	Tax (₹)	State/UT Tax (₹)	CESS	Actions
29GENPS5428P1Z9	CNRI100	05/11/2017	Credit	INV- NRI100	04/11/2017	1,000.00	50.00	0.00	0.00	0.00	•

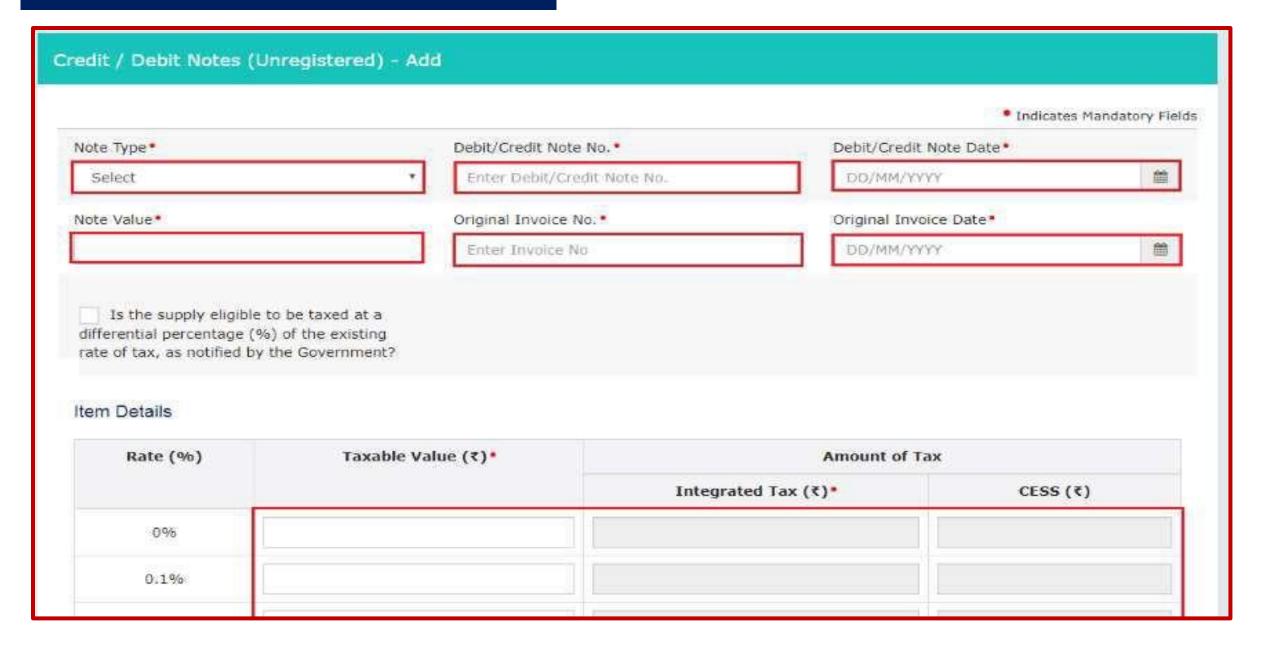
BACK

ADD DETAILS

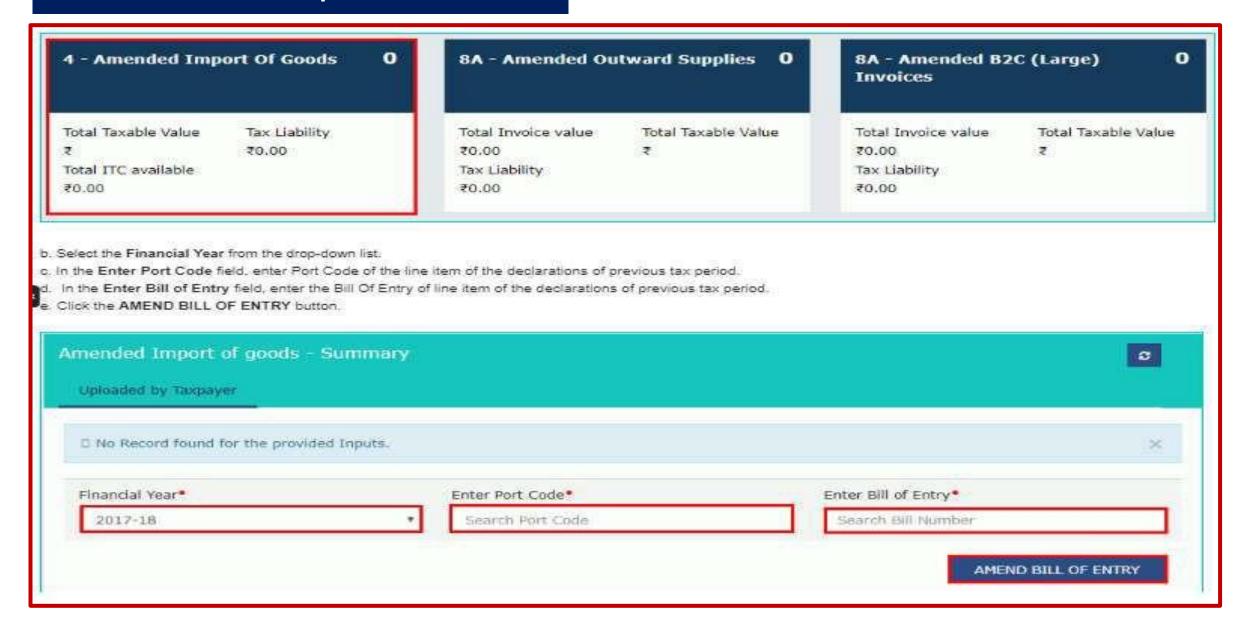
#### **Credit/ Debit Notes -Unregistered**



#### **Credit/ Debit Notes -Unregistered**



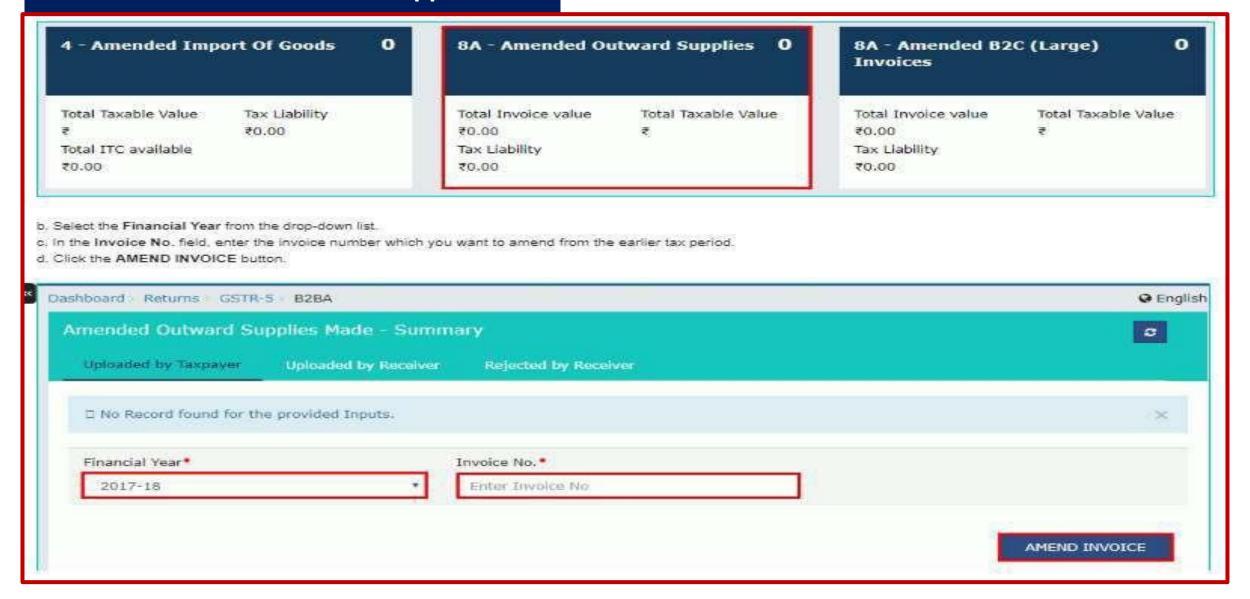
#### **Amendment – Import of Goods**



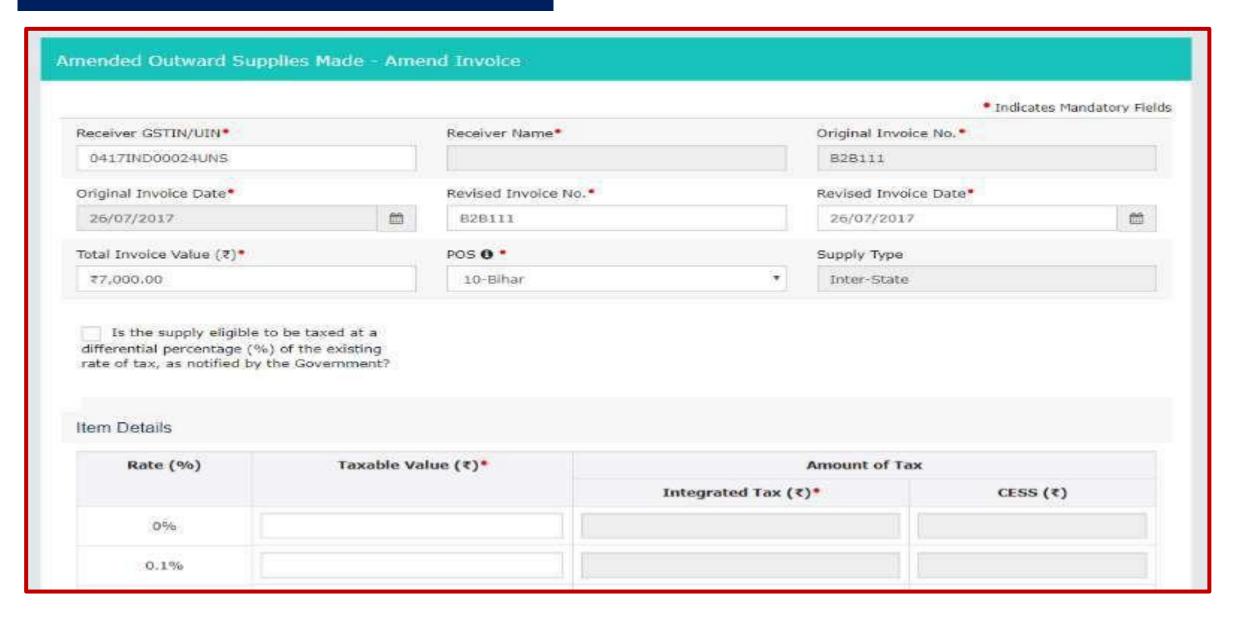
# Amendment – Import of Goods

						• Indica	ates Mandatory F
Port Code*		Original B	II of Entry No.*		Ori	ginal Bill of Entry Date*	
787878		700000	)		0	4/11/2017	
Original/Revi	sed Port Code	Revised/C	riginal Bill of Entry	/ No. •	Re	vised/Original Bill of Entry D	Date •
787878		700000	j.		0	4/11/2017	<b>a</b>
em Details	5		al percentage (%) x, as notified by ti				
	Taxable Value (₹)•	differenti	x, as notified by t	of the existing	or ITC*	Amount of ITC a	vailable
tem Details Rate (%)	The same same was all	differenti rate of ta	x, as notified by t	of the existing ne Government?	or ITC*	Amount of ITC a Integrated Tax (र)•	vailable CESS (₹)
tem Details Rate (%)	The same same was all	differenti rate of ta Amount o	x, as notified by the	of the existing ne Government?	or ITC*		
Rate (%)	The same same was all	differenti rate of ta Amount o	x, as notified by the	of the existing ne Government?	or ITC*		

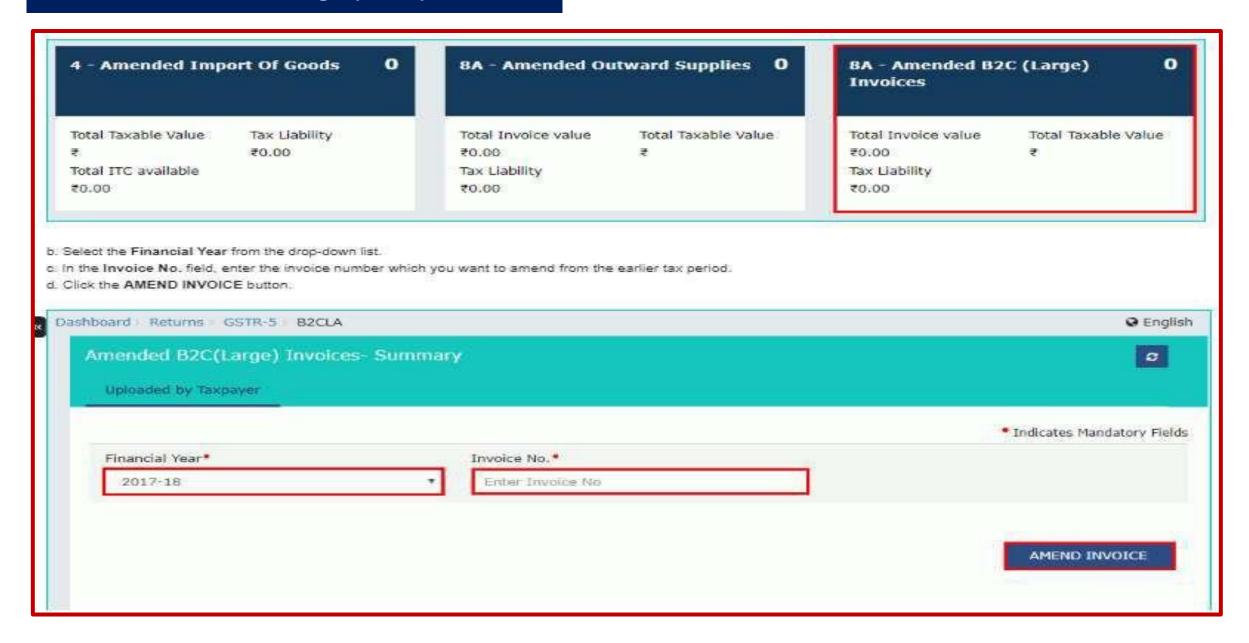
#### **Amendment – Outward Supplies**



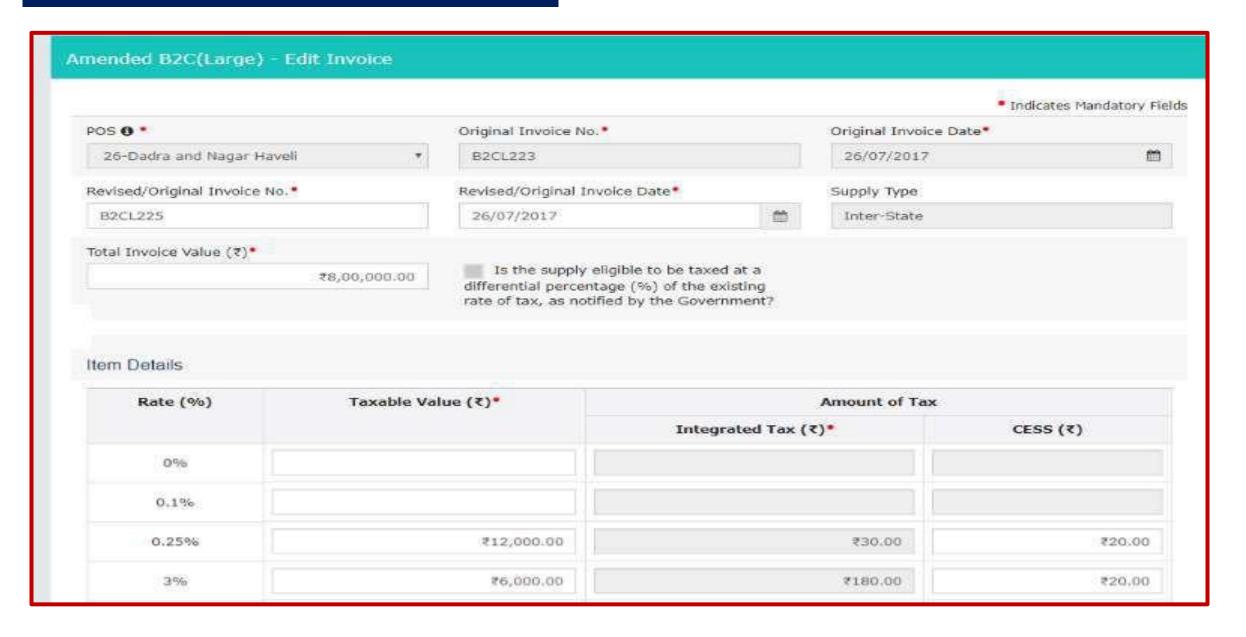
## **Amendment – Outward Supplies**



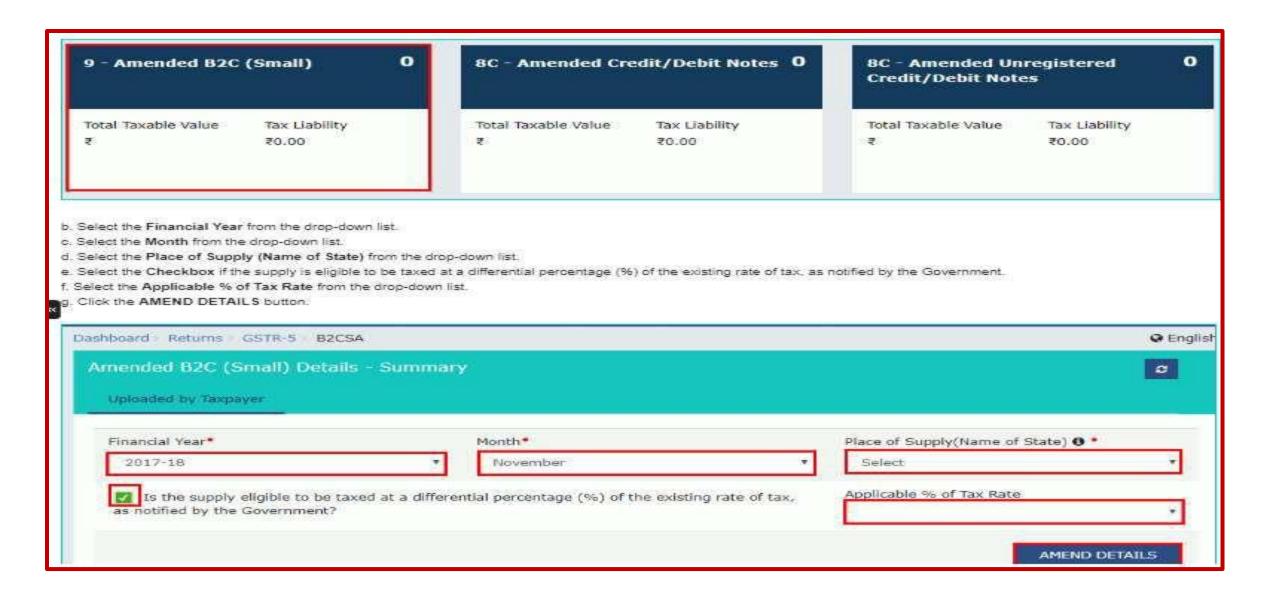
## Amendment – B2C Large (B2CL) Invoices



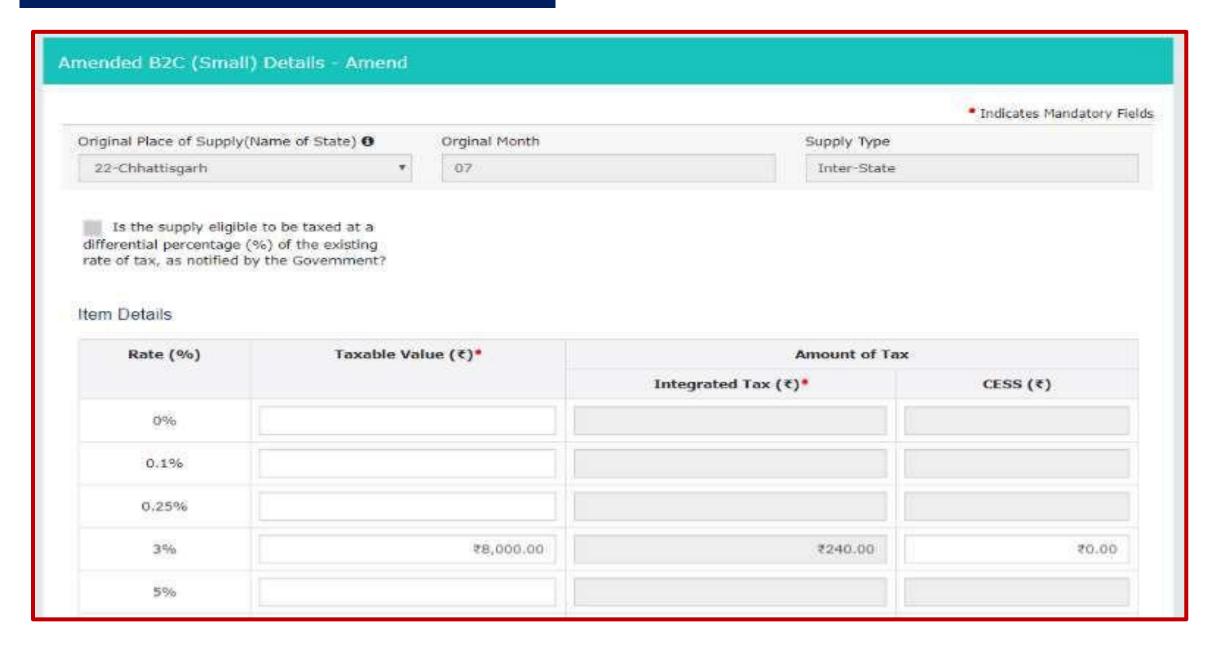
## Amendment – B2C Large (B2CL) Invoices



#### **Amendment – B2C Small (B2CS) Invoices**



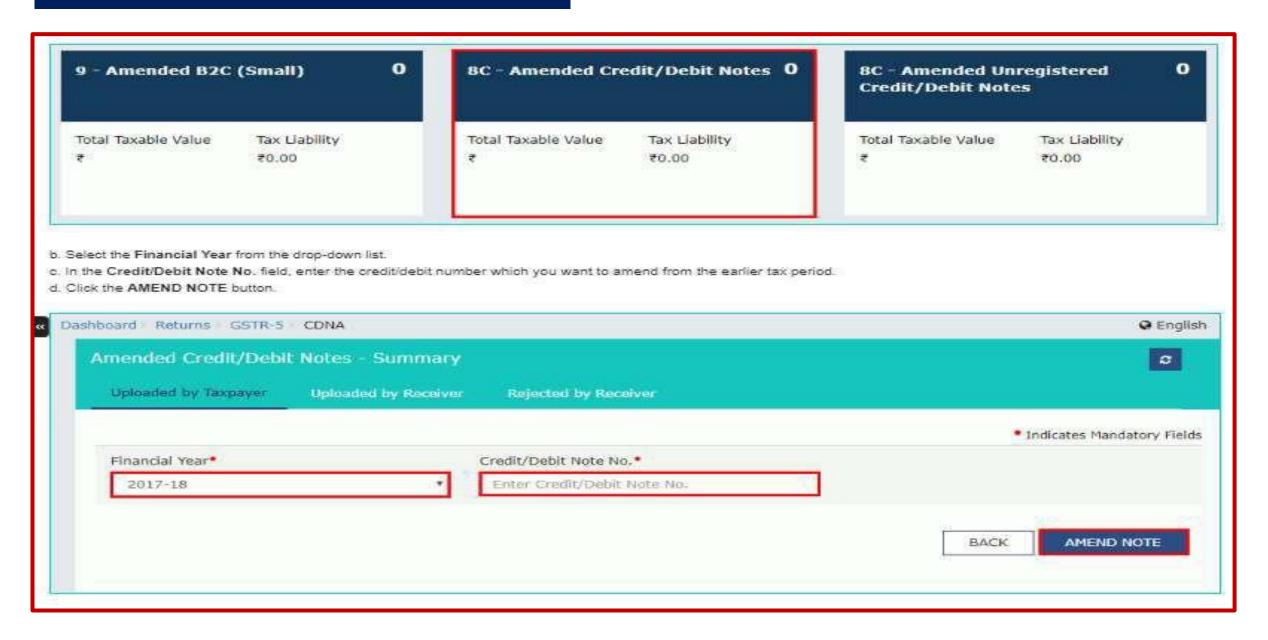
## Amendment – B2C Small (B2CS) Invoices



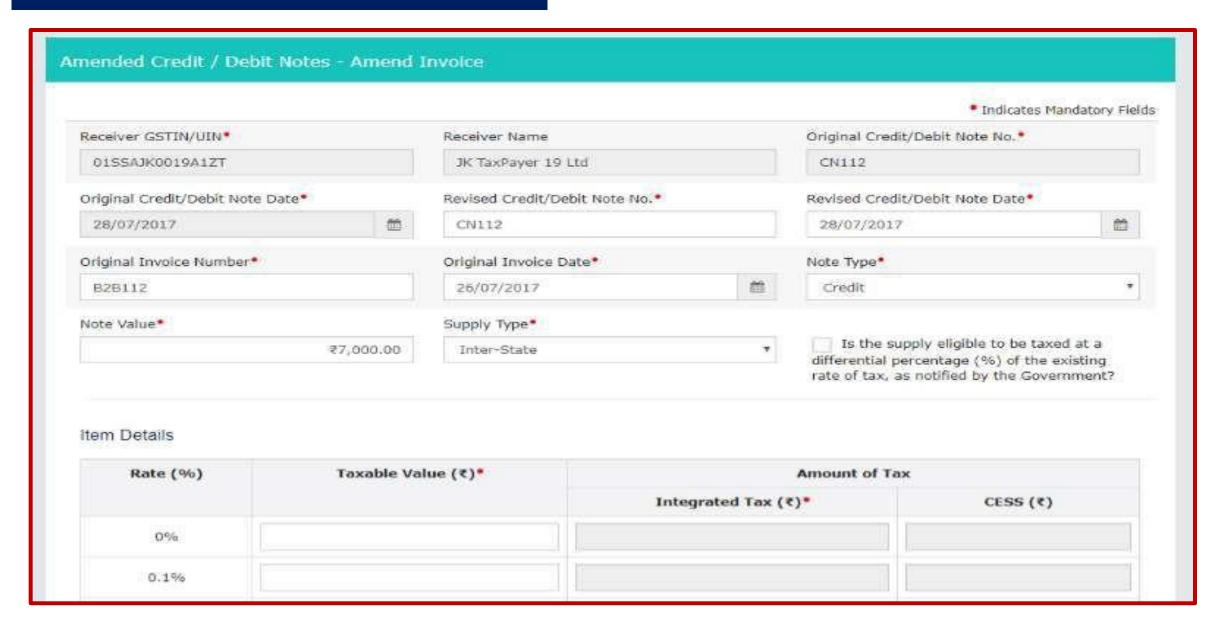
#### **Amendment – B2C Small (B2CS) Invoices**



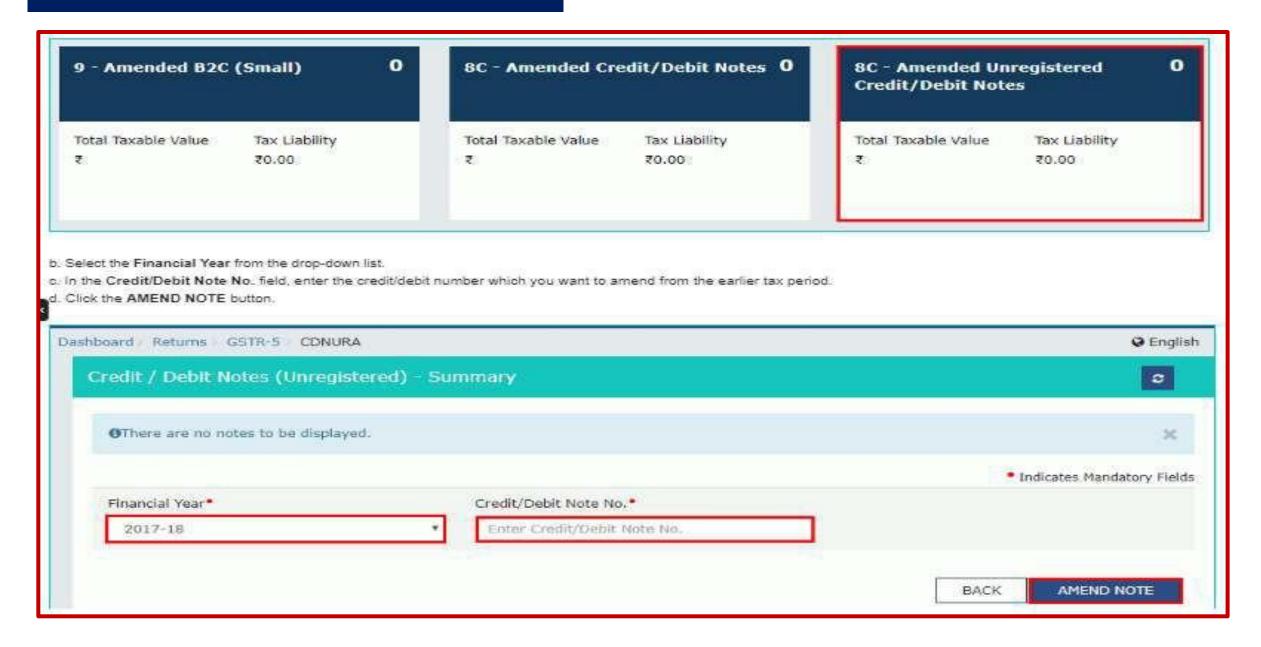
## Amendment - Credit/ Debit Notes - Reg



## **Amendment – Credit/ Debit Notes - Reg**



## Amendment - Credit/ Debit Notes - Unreg



## **Amendment – Credit/ Debit Notes - Unreg**

Original Debit/Credit Note	No.	Original Debit/Cri	edit Note Date		Revised			Tendetory Fie
539515		20/11/2017				Revised Debit/Credit Note No.*  AYU123		
Revised Debit/Credit Note		Original Invoice Number*						
22/11/2017	Date-	INVECTNOT	eumber -			Invoice Date*		I com
	The second secon					The state of the s		
Credit	-	Note Value*		₹50,000.		Supply Type Inter-State		
Cicos		~~~		¥30,000.	Julia Strates	State		
Is the supply eligible differential percentage (% rate of tax, as notified by	to be taxed at a	Applicable % of T 55%	ax Rate		<b>∵</b> ♥			
tem Details								
Rate (%)	Taxable Value	(₹)•			Amount	of Tax		
			300	tegrated	Tax (₹)*		CESS (₹)	011
0%								
			10					
0.196								
0.25%	Unregistered) - Sumi	mary						0
edit / Debit Notes (I	Jnregistered) - Sum	mary Credit/Debit Noti	e No. *				Indicates N	landatory Fie
0.25%	Jnregistered) - Sumi						Indicates N	-
edit / Debit Notes (I Financial Year* 2017-16		Credit/Debit Note						-
edit / Debit Notes (t Financial Year* 2017-16 Processed Invoices		Credit/Debit Note Enter Credit/De		Note Type	Taxable Value (₹)	Integrated Tax (Z)		landatory Fie
edit / Debit Notes (t	Revised Credit/Debit	Credit/Debit Note Enter Credit/De	Original			Integrated	AME	ND NOTE

#### **GSTR 5 – Preview of Return**

#### 10A, 10B - Tax Liability 11,12,14 - Tax Payable And Paid Payment of Tax Total Taxable Value Liability Paid in ITC Total Tax Anyount Liability Payable 70.00 ₹0.00 \$0.00 **\$0.00** Liability Paid in Cash **450.00** GENERATE GSTRS SUMMARY I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit. BACK PREVIEW

#### Form GSTR - 5

Return for Non-resident taxable person

1.GSTIN	0717IND00040NRR
2(a) Legal name of the registered person	MUKESH DHANJIBHAI KARSHALA
2(b).Trade name, if any	MUKESH

#### 3 - Import of goods

No. of Records	Total Taxable Value	Total IGST Tax Liability	Total Cess Tax Liability	Total IGST ITC available	Total CESS ITC available
1	32435	973.05	0	0	0

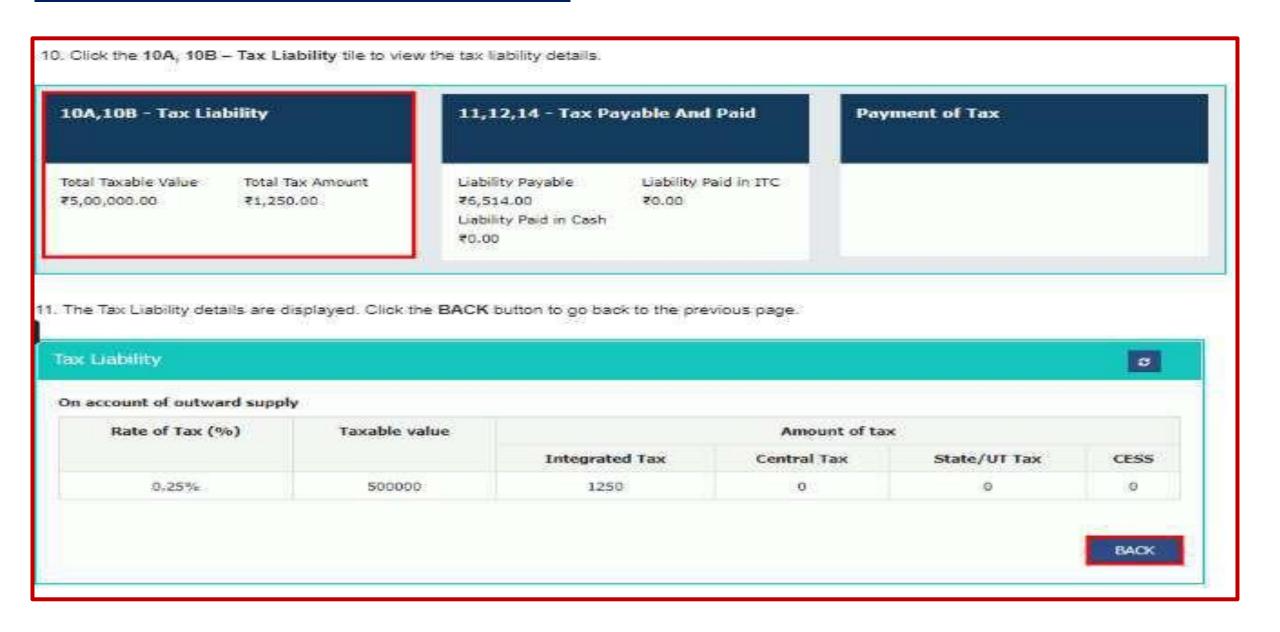
#### 5 - Outward Supplies Made

No. of	Total Taxable	Total Invoice	Total IGST Tax	Total CGST Tax	Total SGST/UT Tax	Total Cess Tax
Records	Value	Value	Liability	Liability	Liability	Liability
O	0	Q	0	0	0	0

#### 6 - B2C (Large) Invoices

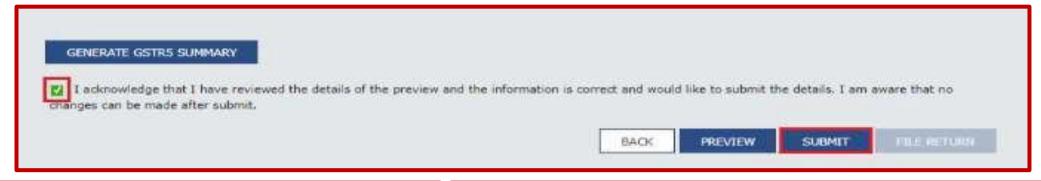
No. of Records	Total Taxable Value	Total Invoice Value	Total IGST Tax Liability	Total Cess Tax Liability
0	0	0	0	0

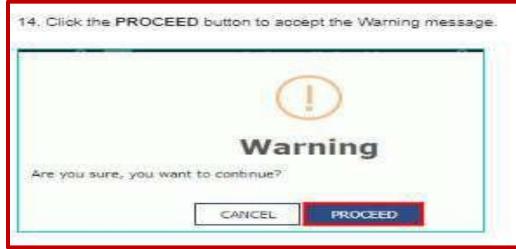
## **GSTR 5 – Tax Liability**

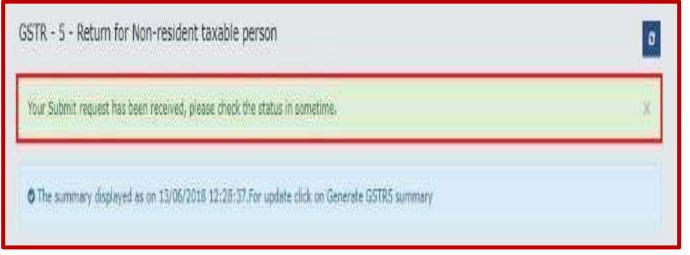


#### **GSTR 5 – Submit Return**

#### E. Acknowledge and Submit GSTR-5 to freeze data



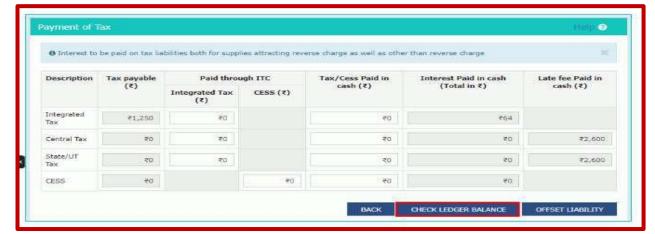






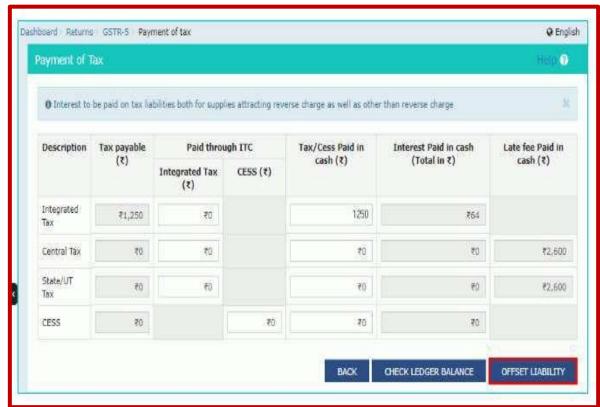
## **Payment of Tax and Offset Liability**

# 10A,10B - Tax Liability 11,12,14 - Tax Payable And Paid Payment of Tax Total Taxable Value Total Tax Amount #5,00,000.00 #1,250,00 #6,514.00 #0.00 Liability Paid in Cash #0.00

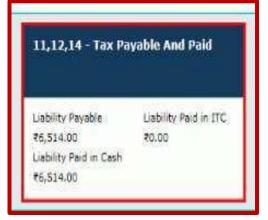




### **GSTR 5 – Return by Non Resident Foreign Tax-Payer**







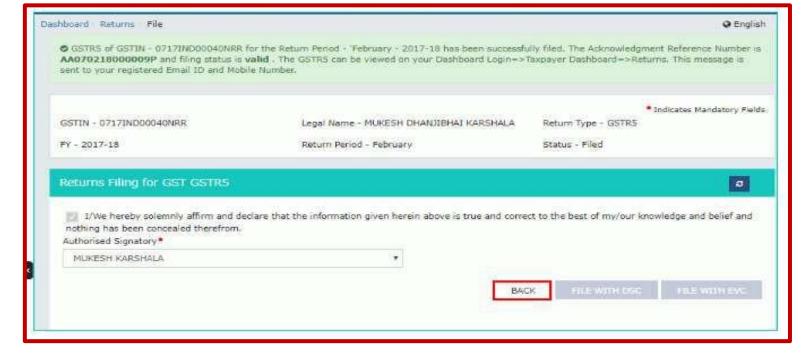
#### **GSTR 5 – Filing of Return**



#### **GSTR 5 – Return by Non Resident Foreign Tax-Payer**







# GSTR 5A Return by Online Information and Database Access Retrieval (OIDAR)Tax-Payer



#### **GSTR 5A – Know the Return**

#### What is GSTR-5A?

Form GSTR-5A is a Return to be furnished by Online Information and Database Access or Retrieval (OIDAR) services provider, of the services provided to un-registered person or customers, from a place outside India to a person in India.

#### Who needs to file GSTR-5A? Is it mandatory to file GSTR-5A?

Non-Resident Online Information and Database Access or Retrieval (OIDAR) services provider needs to file return in Form GSTR-5A. Filing of return is mandatory.

GSTR-5A needs to be filed even if there is no business activity (Nil Return) in the tax period.

#### By when do I need to file GSTR-5A?

Monthly Return(s) needs be filed by 20th of the month succeeding the Tax period to which the return pertains or by the date as may be extended by Commissioner.

#### What details are required to be furnished in GSTR-5A?

The taxpayer can furnish details of taxable outward supplies made to non-taxable persons/ consumers in India, amendment to the details furnished in preceding tax period(s) and to give details of interest, or any other amount to be paid by them and offset the liabilities etc. in their GSTR-5A.

#### Can OIDAR services provider claim ITC in GSTR-5A?

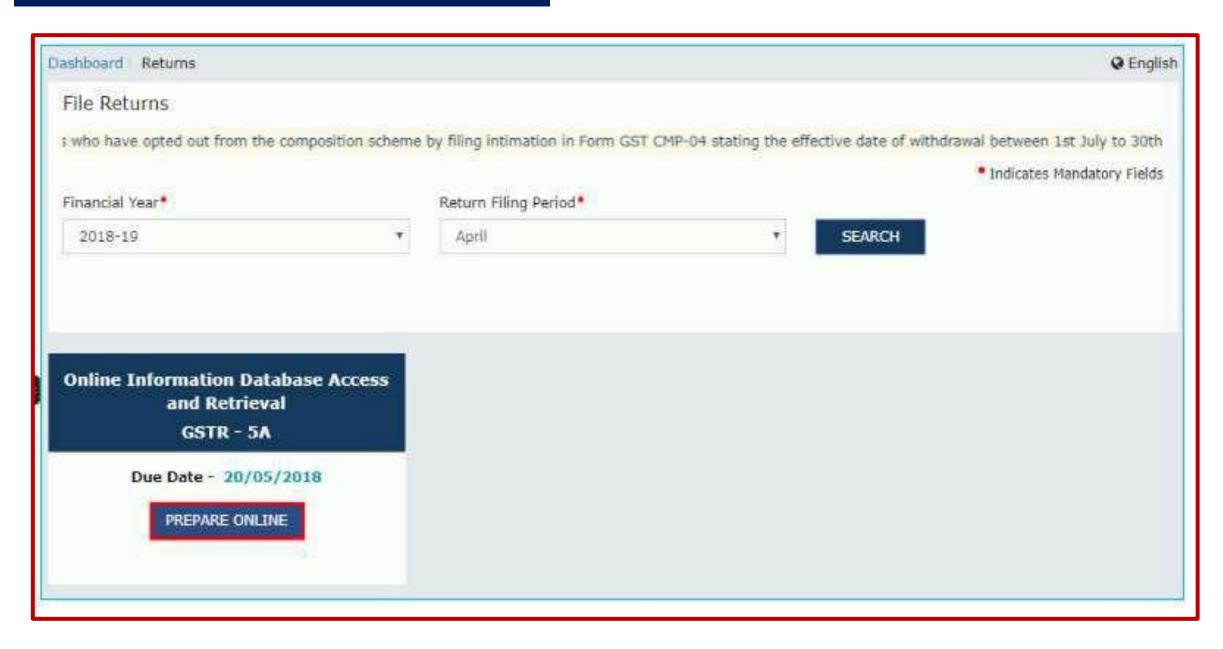
No, OIDAR services provider cannot claim any ITC in GSTR-5A.

I have already made payment on the CBEC Portal for GSTR-5A liabilities. Do I need to again make payment on the GST Portal? No, you do not need to make any payment on the GST Portal if you have already made payment on the CBEC Portal for GSTR-5A

Portal before filing GSTR-5A. Payment Reference number should be either numeric or alpha numeric and should be upto 25 digits.

liabilities. You just need to mention Payment Reference number and Date of the payment as generated in the CBEC Portal on the GST

### **GSTR 5A – Dashboard**



#### **GSTR 5A – Return Tables**

GSTR-5A - Details of supplies of online information and database access or retrieval services

GSTIN - 9918IND290650SK

Legal Name - TEST\_User\_UAT5

Return Period - April

Status - Not Filed

0

Name of the Authorised signatory in India filing the return -

Trade Name - TEST\_User\_UATS

Due Date - 20/05/2018

FY - 2018-2019

0

5 - Taxable outward supplies made to consumers in India

Total Taxable Value

70.00

Total Tax Liability

70.00

5A - Amendments to taxable outward supplies to non-taxable persons in India

Total Taxable Value

Total Tax Liability

20.00 70.00 7 - Tax, interest and any other amount payable and paid

Liability Payable

Liability Paid in Cash

20.00

70.00

#### Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, no modification will be allowed. Entries with respect to liabilities will get reflected in the respective ledgers.

Please ensure that you have sufficient balance in Cash ledger to offset your tax liability. In case it is not, create challan at GST portal and make payment. Payments so made shall get reflected in cash ledger, After that do the set off of liabilities and file GSTR-5A.

## **Taxable Outward Supplies**





## **Amendment to Taxable Outward Supplies**

#### **GSTR 5A – Return by OIDAR Service Provider**

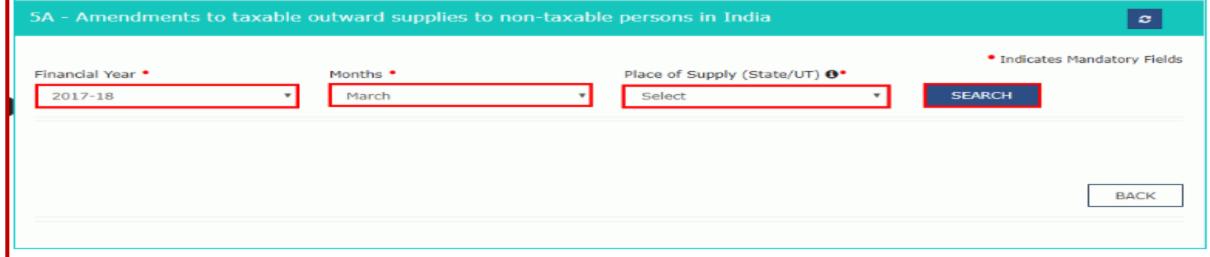




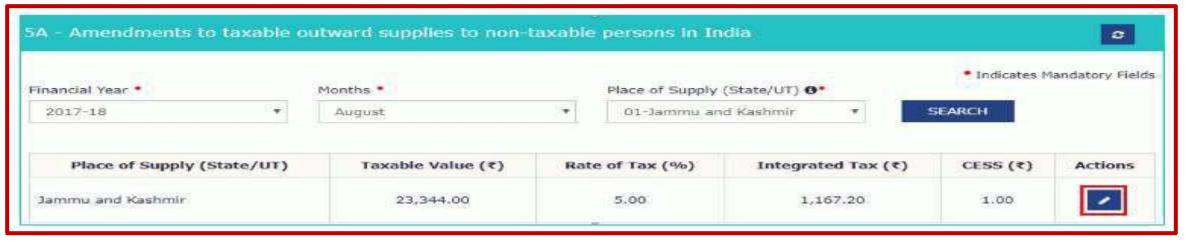


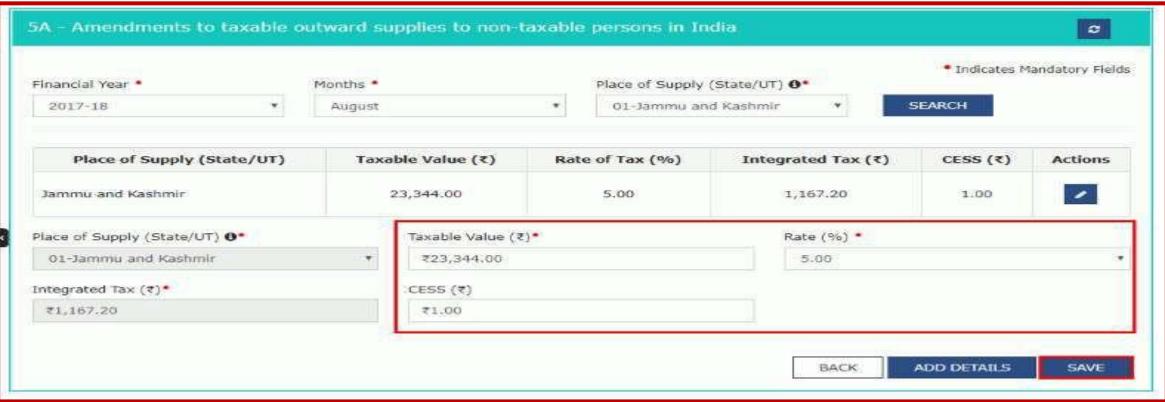
## **Amendment to Taxable Outward Supplies**





## **Amendment to Taxable Outward Supplies**





#### **Preview Draft Return**

#### **GSTR 5A – Return by OIDAR Service Provider**

5 - Taxable outward supplies made to consumers in India

Total Taxable Value Total Tax Liability

766,672.20

713,33,444.00

5A - Amendments to taxable outward supplies to non-taxable persons in India

Total Taxable Value Total Tax Liability 73,67,788.00 711,501.52 7 - Tax, interest and any other amount payable and paid

Liability Payable Liability Paid in Cash 20.00 70.00

#### Important Message

Once you fill the details in relevant Tables, please submit the Form. Please be informed that once "Submit" button is clicked, no modification will be allowed. Entries with respect to liabilities will get reflected in the respective ledgers.

Please ensure that you have sufficient balance in Cash ledger to offset your tax liability. In case it is not, create challan at GST portal and make payment. Payments so made shall get reflected in cash ledger. After that do the set off of liabilities and file GSTR-5A.

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

BACK

INITIATE FILING

VALO AT CBEC PORTA

FILE OSTR-5A WITH DSC

FILE GSTR-SA WITH EVO

PREVIEW DRAFT

### Form GSTR-5A

Sen rule 64

Details of supplies of online information and database access or retrieval services by a person located outside india made to non-taxable persons in India.

Year:	2018-2019
Month:	Agni

I GSTIN	WIND2906605X
2(a) Legal name of the registered person	TEST_User_UATS
2(b). Trade name, if any	TEST_Upor_UATS
3. Name of the Authorised representative in milia filing the return	10.00
4 Return Period	04001B

5 - Taxable outward supplies made to consumers in India

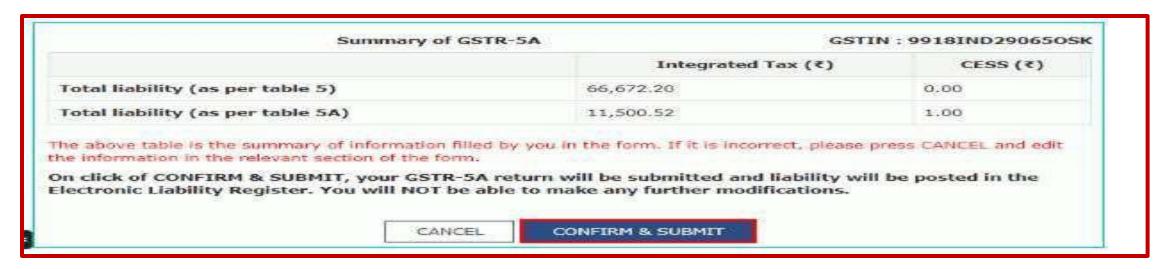
Place of Supply	Taxable Value	integrated Tax	Cess
,thankhand	1333444	66672.2	ALC:
Total	1333444	66672.2	0

5A - Amendments to taxable outward supplies to non-taxable persons in India

Yax Penod	Place of Supply	Insable Value	integrated fau	Ces
Mar-18	Herochal Production	346444	1093332	Û.
Aug-17	Jammy and Kashmir	20344	11672	N
6	Total	367788	11500.52	1

## **Initiate Filing of Return**





GSTIN - 9918IND29065OSK Legal Name - TEST\_User\_UAT5 Trade Name - TEST\_User\_UAT5

Return Period - April Status - Submitted Due Date - 20/05/2018

Name of the Authorised signatory in India filing the return - FY - 2018-2019

#### **GSTR 5A – Return by OIDAR Service Provider**

Success

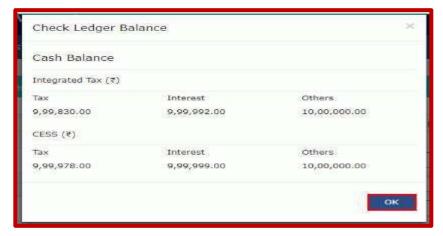
CLOSE

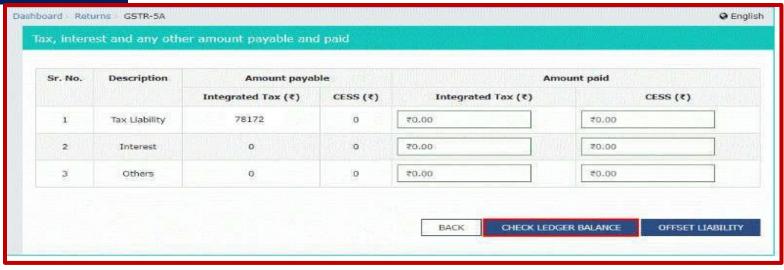
Debit number: DC0412170000013

#### **Off Set Liabilities**

7 - Tax, interest and any other amount payable and paid

Liability Payable Liability Paid in Cash
₹78,172.00 ₹0.00







BACK

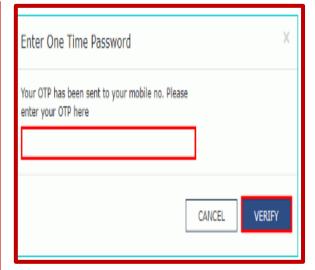
CHECK LEDGER BALANCE

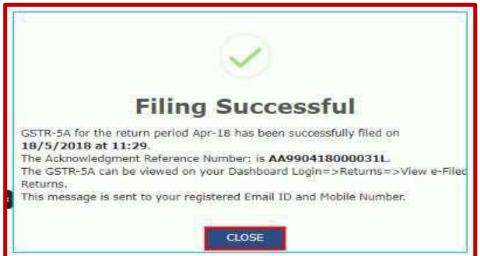
OFFSET LIABILITY

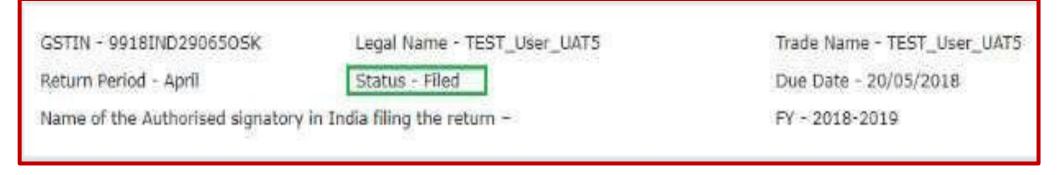
#### **File Return**











#### **Download Filed Return**

5 - Taxable outward supplies made to consumers in India

Total Taxable Value 13.33.444.00 Total Tax Liability ₹66,672.20 5A - Amendments to taxable outward supplies to non-taxable persons in India

Total Taxable Value ₹3,67,788.00 7 - Tax, interest and any other amount payable and paid

Liability Payable Liability Paid in Cash ₹0.00 ₹78,172.00

[2] I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

BACK

INCLUSION FOR THE

PAID AT ERFC PORTA

WE COTH AN WITH PAST

2

Total Tax Liability

₹11,501.52

FILE COTR-SA WITH EVE

DOWNLOAD FILED RETURN

#### Form GSTR-5A

[See rule 64]

Details of supplies of online information and database access or retrieval services by a person located outside India made to non-taxable persons in India

Year 2018-2019 Month April

1. GSTIN	9918IND290650SK
2(a). Legal name of the registered person	TEST_User_UAT5
2(b). Trade name, if any	TEST_User_UAT5
Name of the Authorised representative in India filing the return	- 1
4. Return Period	042018

#### 5 - Taxable outward supplies made to consumers in India

Place of Supply	Taxable Value	Integrated Tax	Cess
Jharkhand			0
Total	1333444	66672.2	0

#### 5A - Amendments to taxable outward supplies to non-taxable persons in India

Tax Period	Place of Supply	Taxable Value	Integrated Tax	Cess
Mar-18	Himachal Pradesh	344444	10333.32	0
Aug-17	Jammu and Kashmir	23344.	1167.2	3
- 4	Total	367788	11500.52	1

## GSTR 6 Return by Input Service Distributor (ISD)



### **GSTR 6 – Know the Return**







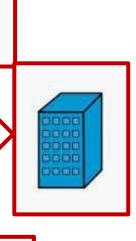


Receipt of
Tax Invoice
for Input
Services by
ISD



**Input Service Distributor** 

Distribution of ITC (CGST/ SGST /UTGST/ IGST) by issuing ISD Invoice



Suppliers of Service

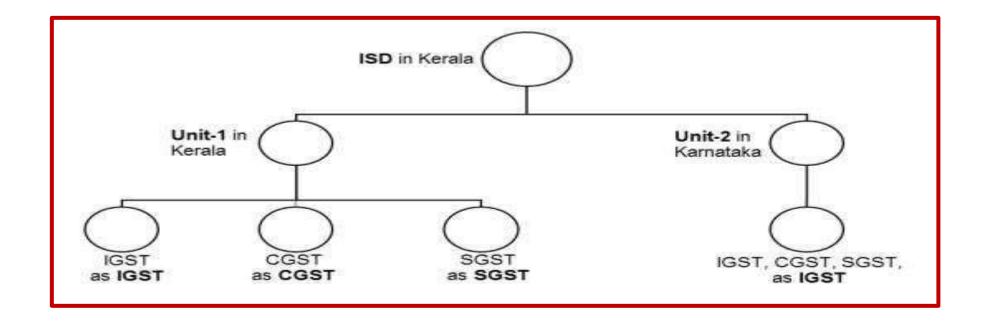
**Under Same PAN Number (both Head Office and Branches)** 

Offices/ Locations

#### What is Input Service Distributor (ISD)?

As per Section 2(61) of CGST Act, 2017, "Input Service Distributor" means an office of the supplier of goods or services or both which receives tax invoices issued under section 31 towards the receipt of input services and issues a prescribed document for the purposes of distributing the credit of central tax, State tax, integrated tax or Union territory tax paid on the said services to a supplier of taxable goods or services or both having the same Permanent Account Number as that of the said office.

- Section 20 of CGST Act, 2017 prescribes the Manner of distribution of credit by Input Service Distributor.
- Rule 39 (CGST Rules) Procedure for distribution of input tax credit by Input Service Distributor
- All other ITC-Input Tax credit on inter state and intra state purchases, stock transfer etc.



#### **GSTR 6 – Know the Return**

#### Who needs to file Form GSTR-6 and is it mandatory to file this form?

Only those persons who are registered as Input Service Distributor (ISD) need to file Form GSTR-6. It is a mandatory return, to be filed on monthly basis. A 'Nil' return must be filed in case of no ITC being available for distribution or no ITC is being distributed during the month.

#### What is Form GSTR-6?

Form GSTR-6 is a monthly return to be filed by all the Input Service Distributors (ISD) for distribution of credit (ITC) amongst its units.

#### Who needs to file Form GSTR-6 and is it mandatory to file this form?

Only those persons who are registered as Input Service Distributor (ISD) need to file Form GSTR-6. It is a mandatory return, to be filed on monthly basis. A 'Nil' return must be filed in case of no ITC being available for distribution or no ITC is being distributed during the month.

#### Form GSTR-6 comprises of which tables?

Form GSTR-6 Invoice Details:

- 1. Table 3: To enter details of input tax credit received for distribution.
- 2. Table 6B: To enter details of debit or credit notes received.
- 3. Table 6A: To make amendments to information furnished in earlier returns in Table 3.
- 4. Table 6C: To make amendments to debit or credit notes received. Form GSTR-6 ITC Distribution:
- 5. Table 4: To view details of ITC available and eligible and ineligible ITC distributed.
- 6. Table 5, 8: To enter details of distribution of input tax credit for ISD invoices and ISD Credit notes.
- 7. Table 9: To enter details of ITC available and eligible and ineligible ITC redistributed.

I have credit note in CGST & SGST, with no Input Tax Credit available in CGST & SGST, but credit in IGST is available. Hence, credit available for distribution in CGST & SGST is negative, what will be the implications?

If the reversal of Input Tax Credit exceeds the credit available under any of the major head, during a tax period, then sum under such head will become negative. The excess reversal, over available input tax credit is added to the liability. Consequentially the total credit available for distribution will be reduced accordingly.

Total credit available i.e. IGST+CGST+SGST will always be equal to total credit to be distributed (IGST+CGST+SGST), including the liability due to negative credit.

Hence, total credit available for distribution will be sum of -

I.Inward supplies received during the month (net of credit/debit notes and amendments of invoices and credit/debit notes).

II.Receipt of credit notes will reduce the ITC available for distribution while receipt of debit notes will increase the same.

III. Availability of ITC, due to issue of ISD credit notes to its units.

IV. Availability and distribution of Cess will always be the same as it is not cross utilised with any of the major heads.

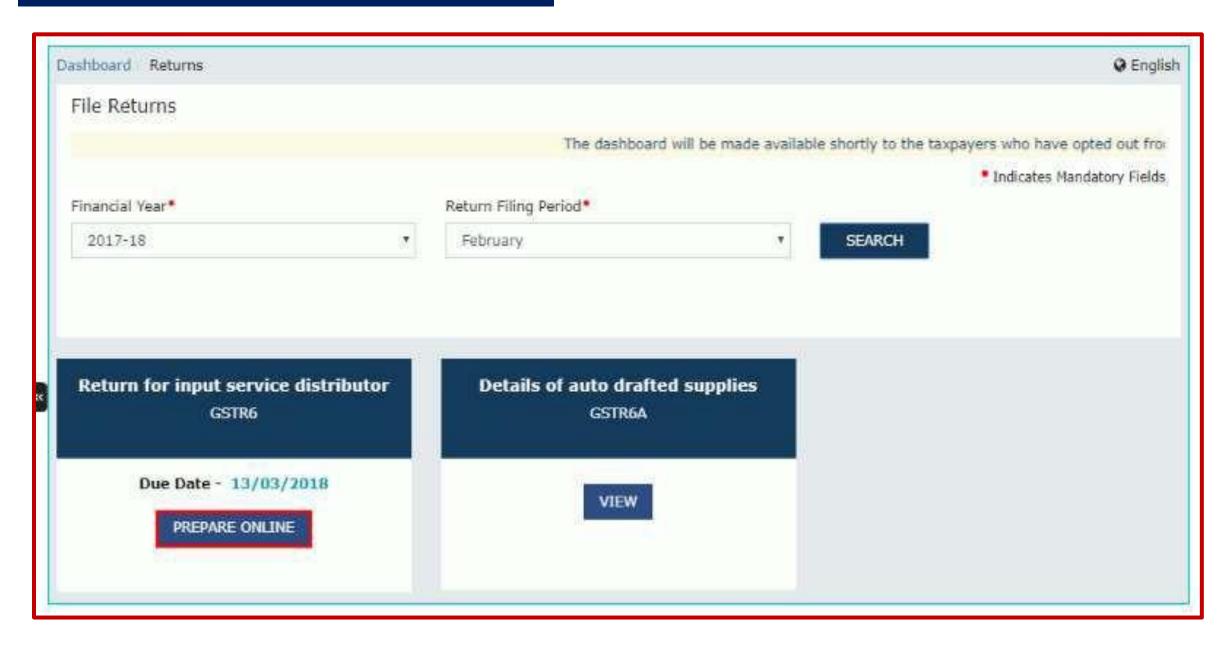
#### For example:-

Credit available in IGST - 1,08,000 INR

**Negative credit available in CGST & SGST** - 43,200 INR each (Amount of credit note is more than credit available in CGST & SGST)

**Total credit available for distribution** – [Sum of IGST=1,08,000, CGST= -43200 & SGST= -43200] = 21600 INR Total input tax credit available for distribution i.e. 21600 INR only will be bifurcated to the eligible and ineligible credit.

### **GSTR 6 – Return Dashboard**



#### GSTR-6 - Invoice Details

## 3 - Input tax credit received for distribution

Integrated Tax

₹0.00

₹250.00 State/UT Tax Central Tax

₹0,00 CESS ₹0.00

6C - Amendment of Debit Notes/Credit Notes received

Integrated Tax

₹2,400.00 State/UT Tax

20.00

Central Tax

₹0.00 CESS ₹100.00 6B - Debit Notes/Credit Notes received

6A - Amendment of information furnished in earlier returns in Table 3

@To Add / View Details in a Particular Table Please Click in the Respective Table.

Integrated Tax Central Tax ₹1,53,117.00 ₹0.00 
State/UT Tax CESS ₹0.00

#### GSTR-6 - ITC Distribution

#### 4 - Total ITC available and Eligible ITC/Ineligible ITC distributed

Total ITC available

Total Eligible ITC

₹0.00 ₹0.00 Total Ineligible ITC

20.00

5, 8 - Distribution of input tax credit (ISD Invoices & ISD Credit notes)

Total Eligible ITC ₹0.00

Total Ineligible ITC

70.00

9 - Redistribution of ITC distributed in earlier returns

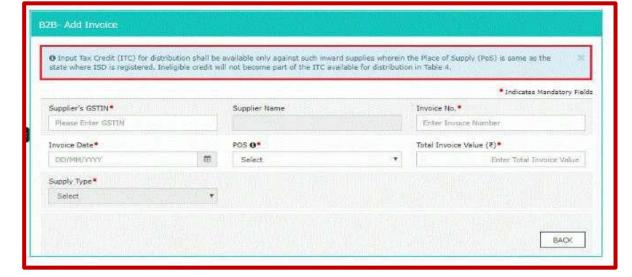
Total Eligible ITC ₹1,00,400.00 Total Ineligible ITC ₹50.00 GSTR-6 - Other Details

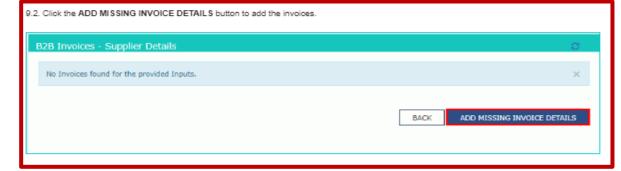
10 - Late Fee

Central Tax State/UT Tax \$0.00 \$0.00

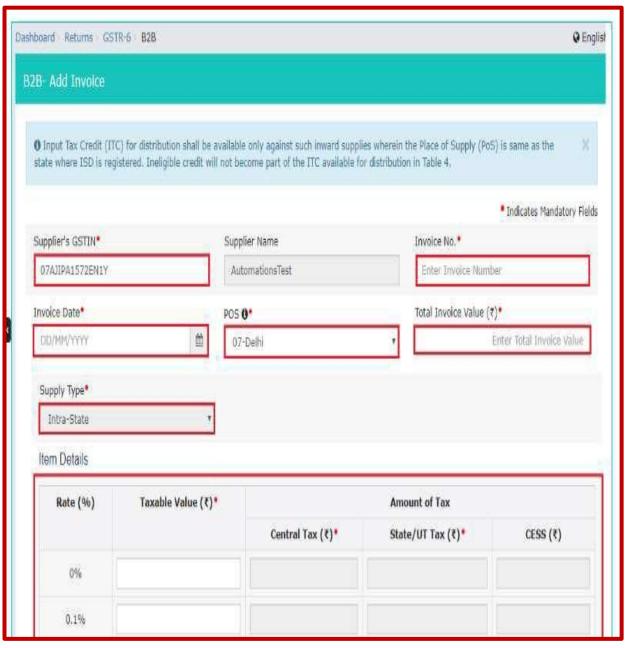
#### **ITC** received for distribution



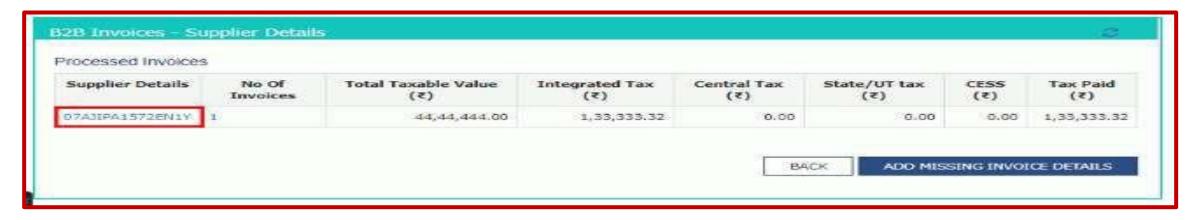




### **GSTR 6 – Return by Input Service Distributor**

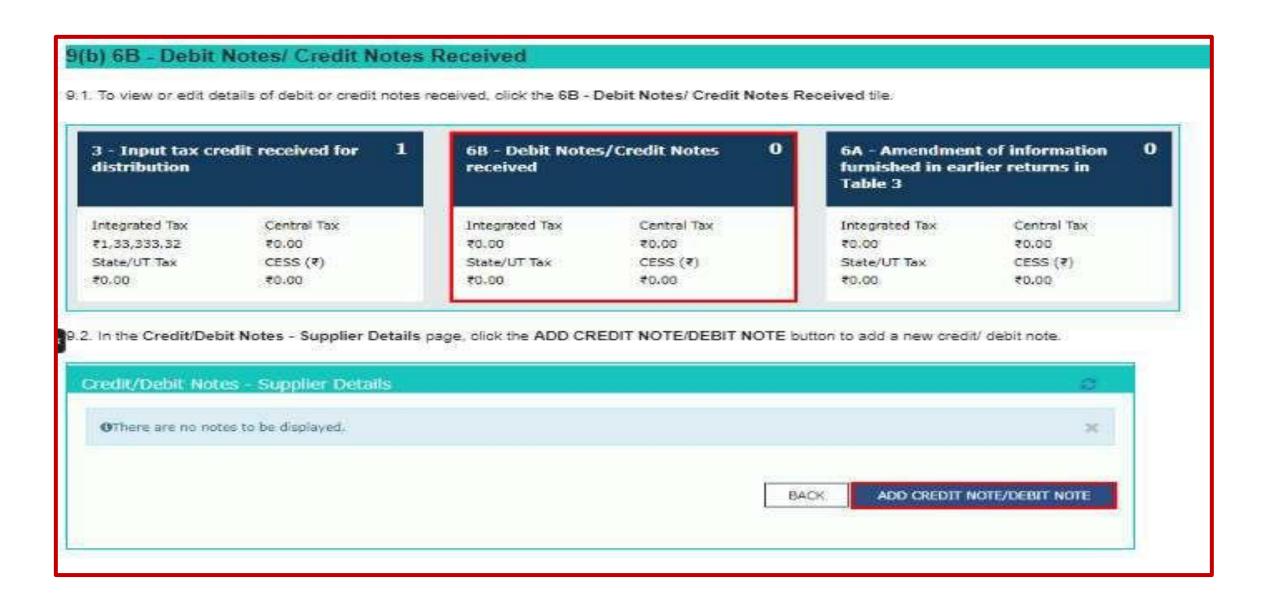


## **ITC** received for distribution

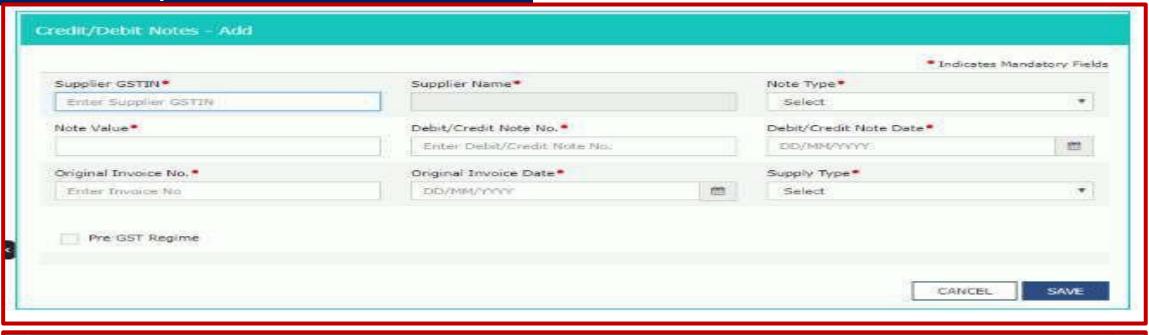


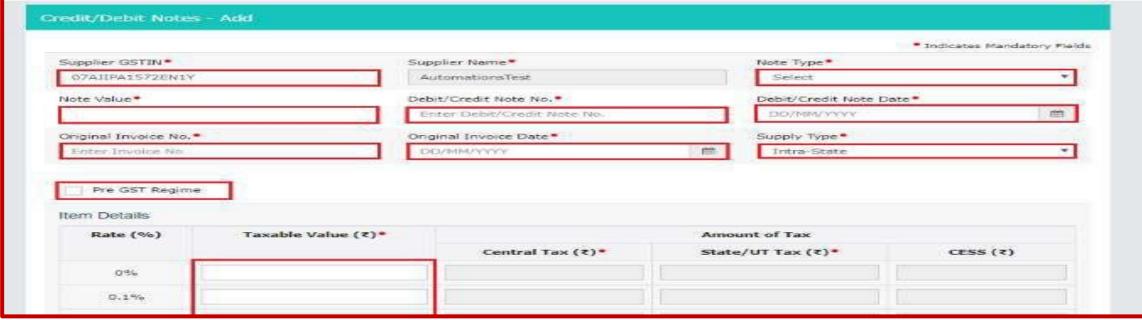


## **Debit / Credit Notes Received**



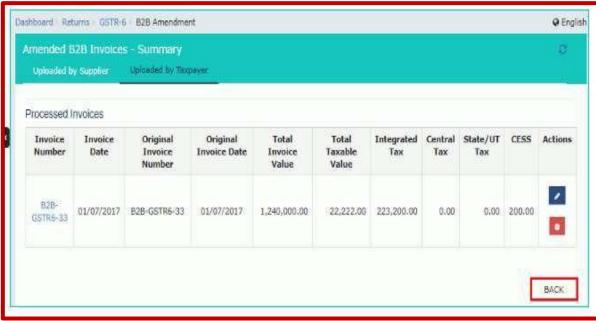
## **Debit / Credit Notes Received**

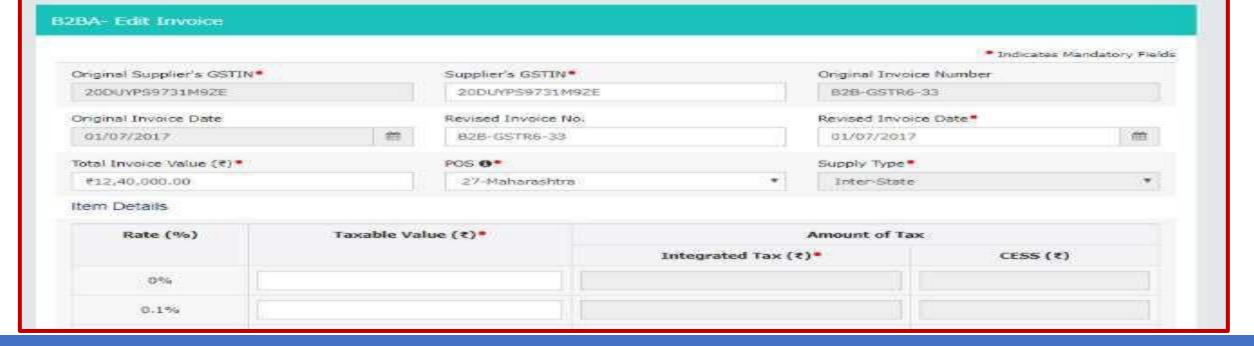




#### **Amendment – Invoices** 3 - Input tax credit received for 1 6B - Debit Notes/Credit Notes 6A - Amendment of information distribution furnished in earlier returns in received Integrated Tax Central Tax Integrated Tax Central Tax Integrated Tax Central Tax ₹1,33,666.65 ₹0.00 ₹1,33,333.32 ₹0:00 ₹0.00 00.05 CESS (₹) State/UT Tax CESS (₹) State/UT Tax CESS (₹) State/UT Tax ₹0.00 ₹0.00 70.00 20,00 70.00 70.00 Amend B2B Invoice Indicates Mandatory Fields Original Invoice No.\* Financial Year\* GSTIN\* 2017-18 Enter GSTIN Enter Invoice No

### **GSTR 6 – Return by Input Service Distributor**

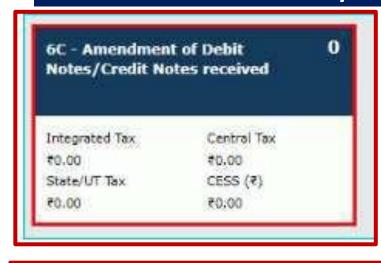


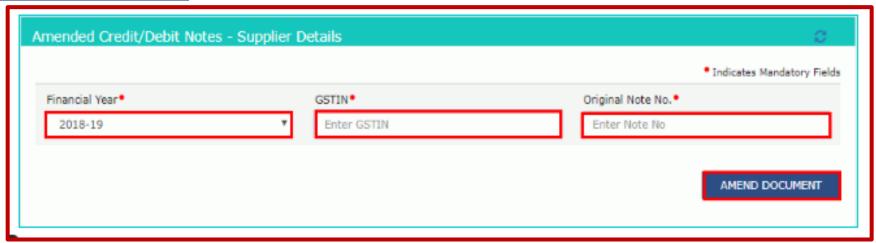


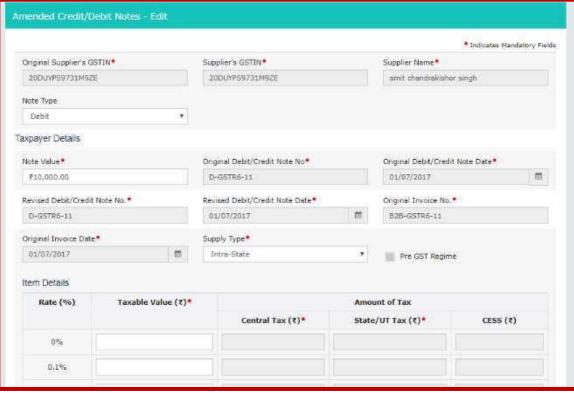
AMEND INVOICE

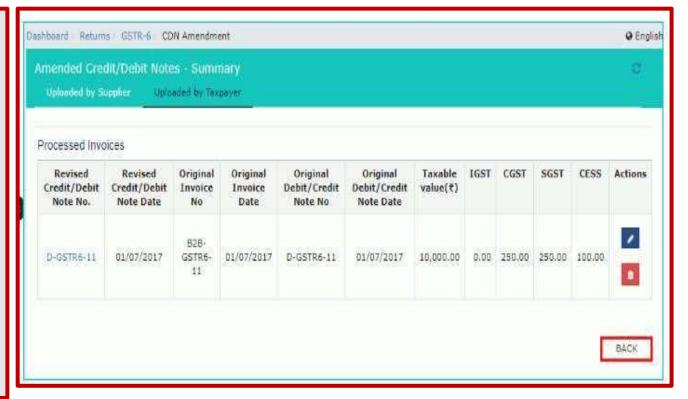
## **Amendment – Debit / Credit Notes**

### **GSTR 6 – Return by Input Service Distributor**









## Total ITC available and Eligible ITC/ Ineligible ITC distributed

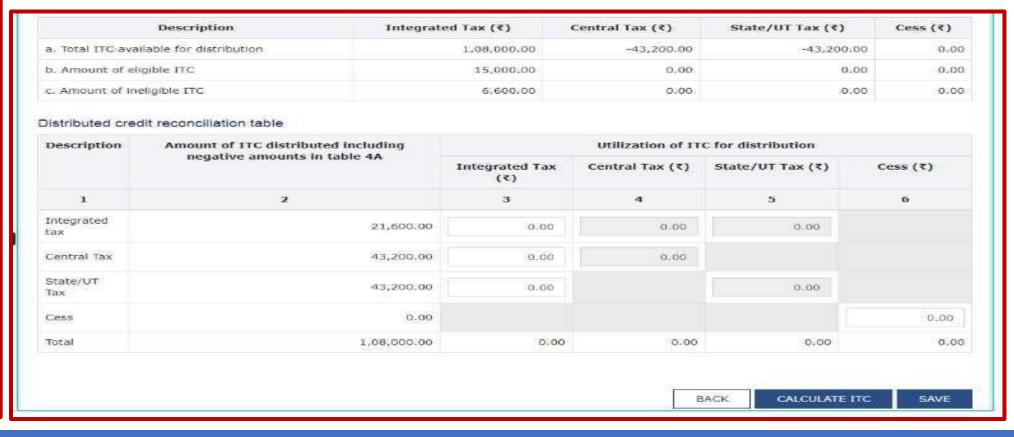
The **ITC Details** table contains the details from Table 5 & 8.

The below table (Distributed credit reconciliation table) contains details from ITC **Details** table.

If credit note is more than the invoice amount in Form GSTR-6, then it will create negative amount in CGST & SGST heads for distribution.

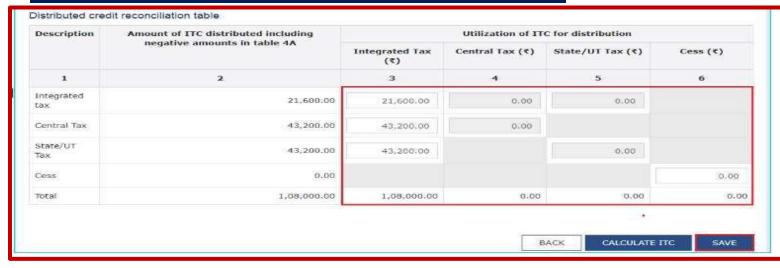
However, taxpayer will be able to distribute this amount as IGST, if they have sufficient IGST balance.





# **GSTR 6 – Return by Input Service Distributor**

# Total ITC available and Eligible ITC/ Ineligible ITC distributed





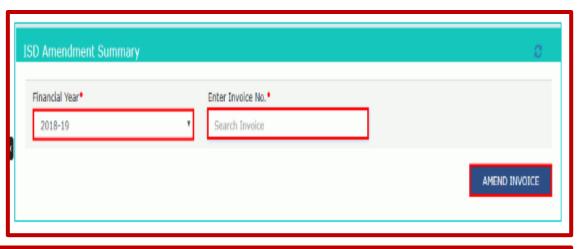


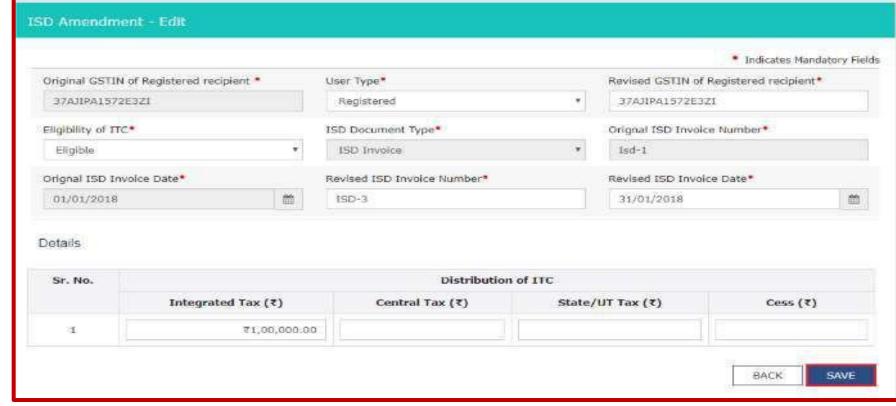


In case the ITC was earlier distributed to a wrong recipient and taxpayer wants to redistribute it afresh:

- 1.To enter details of redistribution of ITC available as eligible and ineligible ITC, click the 9 Redistribution of ITC distributed in earlier returns tile.
- 2.Select the **Financial Year** from the drop-down list.
  3.In the **Enter Invoice No.** field, enter the invoice number/Credit note number which you want to amend.
- 4.Click the **AMEND INVOICE** button.







### **Preview and Submit of GSTR 6**

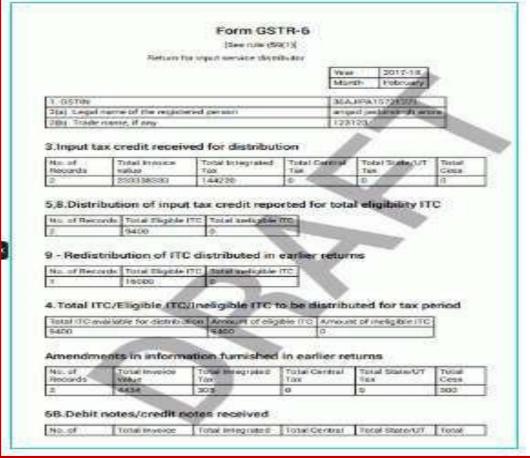
#### GENERATE GSTR6 SUMMARY

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

BACK PREVIEW SUBMIT FILE RETURN



Once you have entered all the details, click the **PREVIEW** button. This button will download the draft Summary page of your Form GSTR-6 for your review. It is recommended that you download this Summary page and review the summary of entries made in different sections carefully before submitting Form GSTR-6. The PDF file generated would bear watermark of draft as the details are yet to be submitted. **Note - The submit button will freeze the invoices uploaded in the Form GSTR-6 for that particular month. You will not be able to upload any further invoices for that month.** 

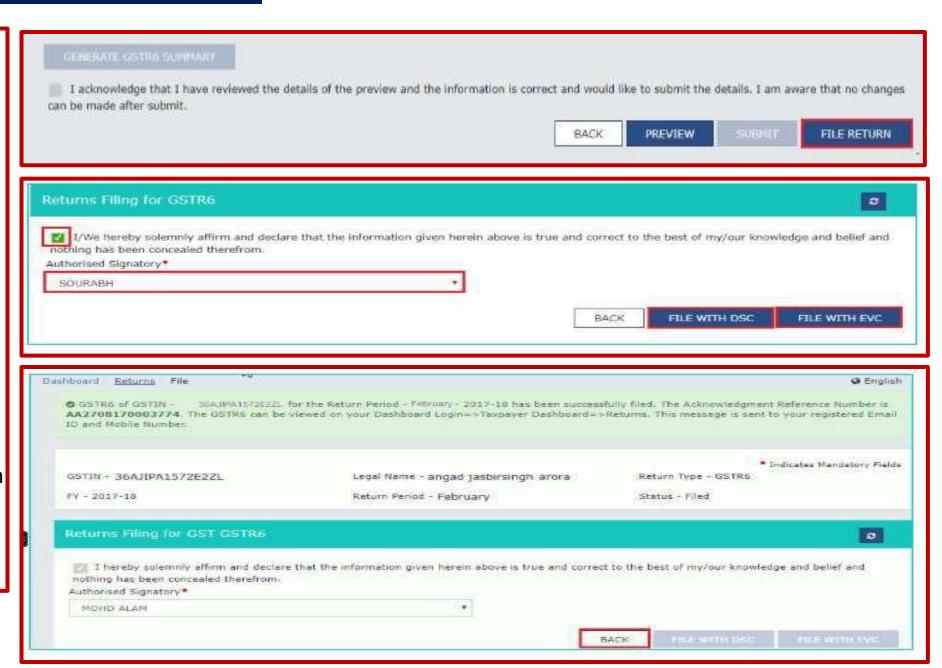


# File with EVC/ DSC

The Returns Filing for GSTR6 page is displayed. Select the Declaration checkbox. 23.In the Authorised Signatory drop-down list, select the authorized signatory. This will enable the two buttons - FILE WITH DSC or FILE WITH EVC.

24.Click the **FILE WITH DSC** or **FILE WITH EVC** button.

**Note**: On filing of the GSTR6, notification through e-mail and SMS is sent to the Authorized Signatory.



# GSTR 6A Details of auto drafted supplies



# **GSTR 6A – Know the Return**

#### What is GSTR-6A?

Form GSTR-6A is a system generated 'draft' Statement of Inward Supplies for an ISD (Input Service Distributor). Form GSTR-6A is a read only form. ISD cannot take any action in Form GSTR-6A.

Form GSTR-6A for a particular tax period changes, based on the details uploaded by the counter- party supplier, in their GSTR-1.

## When can I view GSTR-6A of a tax period?

You can view Form GSTR-6A of a tax period -

When the counterparty has saved/submitted/filed their Form GSTR-1, then the invoices will be available for view in Form GSTR-6A. When the counterparty has only uploaded invoice details, but has not submitted/filed their Form GSTR-1, then such saved documents will also be available for view in Form GSTR-6A.

#### Do I have to file the GSTR-6A?

No, you don't have to file the GSTR-6A. It is a read-only document provided to you so that you have a record of all the invoices received from various supplier taxpayers in a given tax period.

Can I modify/add an invoice in my GSTR-6A in case of any errors or omission in the details uploaded by my supplier taxpayers? **No, you cannot make any changes to the GSTR-6A**, as it is a read-only document. The information displayed in GSTR-6A is also available in GSTR-6 and any/all actions must be taken in the GSTR-6 by the receiver.

#### What are details available in GSTR-6A?

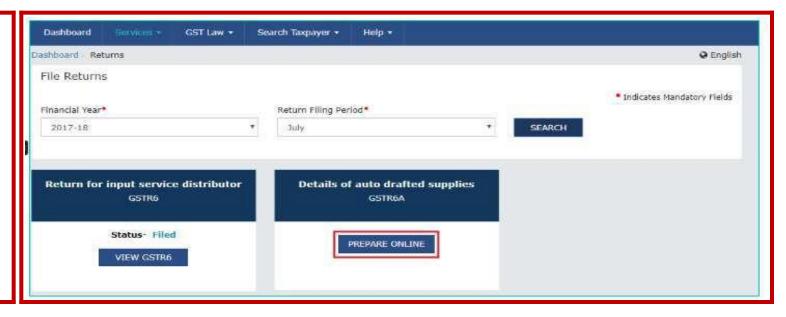
The details available in Form GSTR-6A are:

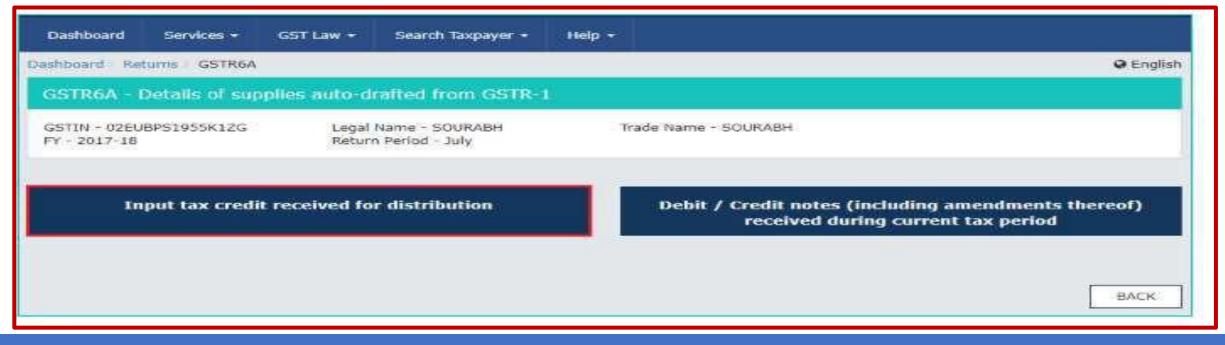
Input tax credit received for distribution by ISD: To view details of invoices uploaded by the supplier during the current tax period. Debit / Credit notes (including amendments thereof) received during current tax period: To view details of debit or credit notes uploaded by the supplier during current tax period.

# **Contents of Return**

In the GSTR6A - click the **PREPARE ONLINE** button if you want to prepare the return by making entries on the GST Portal. **Input tax credit received for distribution:** To view details of input tax credit received for distribution.

Debit / Credit notes (including amendments thereof) received during current tax period:
To view details of debit or credit notes received during current tax period.



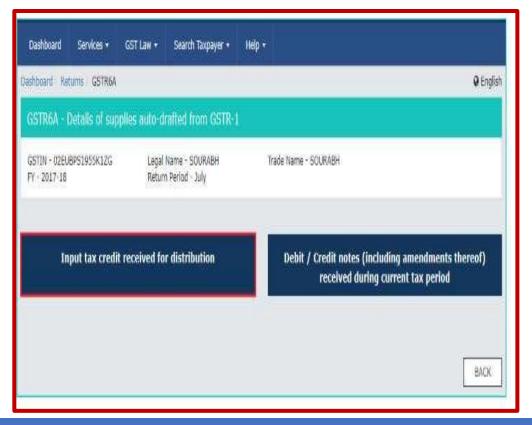


# **GSTR 6A – Details of Auto Drafted Supplies**

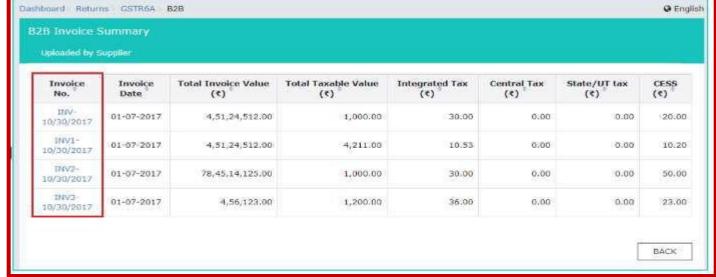
# **Input Received for Distribution**

Click the **Supplier's GSTIN** link under Supplier Details column and you will see a list of invoice line items under the "Uploaded by Supplier" tab.

Click the **Invoice No.** link under Invoice No. column.





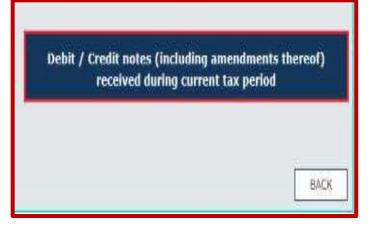




# DN / CN (incd amendments) received during current tax period

To view details of debit or credit notes received during current tax period, click the Debit / Credit notes (including amendments thereof) received during current tax period.

Click the **Supplier's GSTIN** link under Supplier Details column and you will see a list of invoice line items under the "Uploaded by Supplier" tab







Rate (%)	Taxable Value (₹)		Amount of Tax		
		Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS
3	1000	30	0	0	10

# **GSTR 10 Final Return**



# **GSTR 10 – Know the Return**

#### What is Form GSTR-10?

A taxable person whose GST registration is *cancelled or surrendered* has to file a return in Form GSTR-10 called as Final Return. This is **statement of stocks** held by such taxpayer on **day immediately preceding the date from which cancellation is made** 

effective.

This return should be filed within *three months of the date of cancellation or date of order of cancellation, whichever is later*.

This is intended to provide details of ITC involved in closing stock (incd. inputs and capital goods) to be reversed/paid by taxpayer.

#### Who needs to file Form GSTR-10?

Form GSTR-10 is required to be filed by *every taxpayer except*:

(i) Input Service Distributor (ii) Non-resident taxable persons

(iii) Persons required to deduct tax at source (TDS) under

section 51

(iv) Persons paying tax under section 10 (Composition Taxpayer) section 52

(v) Persons required to collect tax at source (TCS) under

# Is it mandatory to file Form GSTR-10?

Yes, it is mandatory to file Form GSTR-10 in cases when GST registration is cancelled or surrendered.

## I have applied for cancellation of registration. Can I still login to GST Portal to file Form GSTR-10?

Yes. Your log in will remain active for the remaining activities required to be fulfilled after cancellation.

# What happens after Form GSTR-10 is filed?

After Form GSTR-10 is filed:

(i)ARN is generated on successful filing of the Form GSTR-10 Return.

# **GSTR 10 – Prepare Online**

#### Help

- 1. It is mandatory to file form GSTR-10 for the taxpayers who are required to furnish return under section 39(1), once registration has been cardelled and or cardelletion order is issued.
- "Nil" return can be filed in case there are see inputs held in stock, inputs contained in semi-firmshed or finished goods held in stock and capital goods/plant, and machinery on which input tax credit is required to be reversed or the amount of tax required to be paid back to Government.



Due Date - 13/11/2018

PREPARE CHLINE

PREPARE OFFICIAL

#### Important Message

#### Prepare Online:-

Taxpayers with less than or equal to 500 records per table (Table 8A, 8B & 8C and Table BD) may make use of this facility.

Step to be taken

- . Click on 'Prepare Online'
- Update the Address for future correspondence and opload the CA cartificate. If required.
- . Fill the Invoices wise details (Table 8A, 8B & 9C) and without Invoices wise details (Table 8D).
- . Click on 'Proceed to File' and File GSTR-10.

#### Prepare Offline:-

Taxpayers with more than 300 records per table (Table BA, 88 & 80 and Table BD) can prepare their return by using the offline utility and subsequently upload on GST Common Portal.

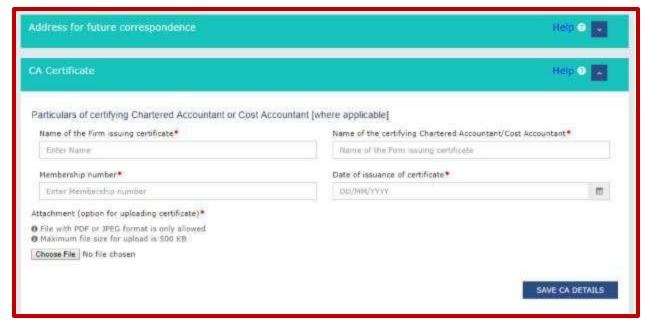
You can download the GSTR-10 offline tool from the 'Downloads' section in the pre-login page on the portal. You should have downloaded the Offline Tool and installed it on your computer.

- Follow instructions in "GSTR-10" office tool" to edd details and generate MON file for upload.
- Click on 'Prepare Offline' and select 'Upload' to upload ISON file and file the return with the help of instructions available on GSTR-10 dashboard.
- In case the uploaded file is processed with error an error file only with error eau records can be downloaded from the link available beside status "Processed with Error"
- You can download uploaded details as JSON file, from 'Download' section to view, update or add new details in Offline tool.

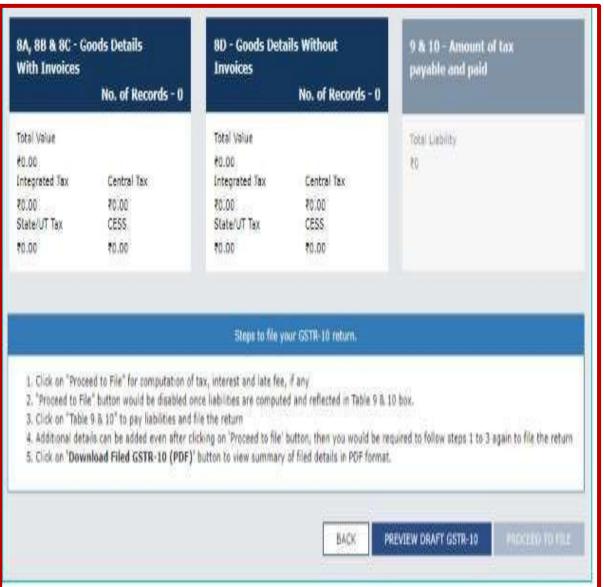
Taxpavers having records up to 300 can also use affiline utility for filing GSTR-10.

# **Final Return - Tables**





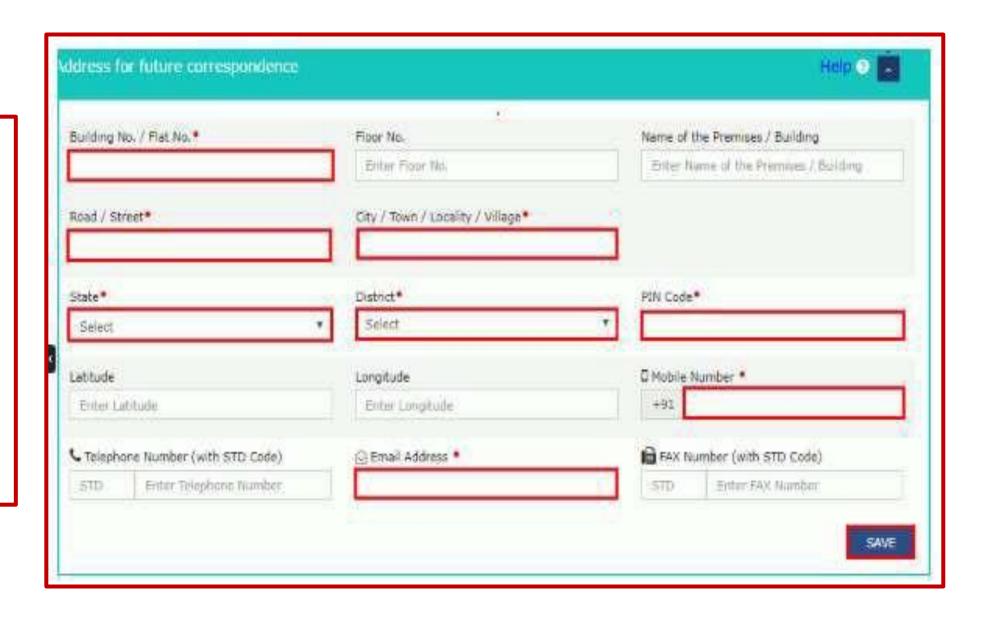
#### **GSTR 10 – Final Return**



Enter the address for future correspondence.

Note: In cases, where application for cancellation is filed in *Form REG-16*, address details would be autopopulated from Form REG-16 and is shown in *editable format*.

Click the **SAVE** button.



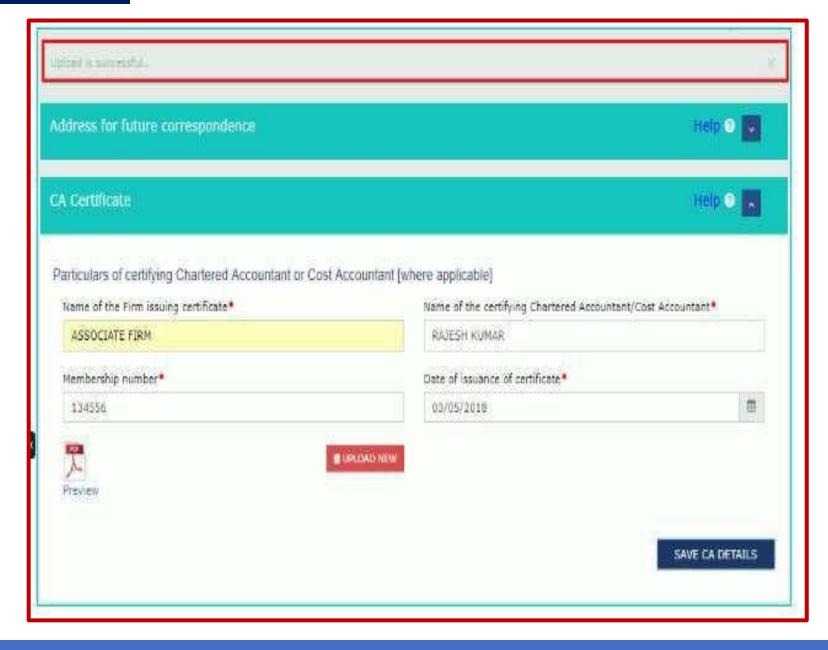
# Update Particulars of certifying Chartered Accountant or Cost Accountant (If applicable)

In case, you want to update details of Chartered Accountant or Cost Accountant, enter the following details (if applicable) under the section on Particulars of certifying Chartered Accountant or Cost Accountant:

- a) Name of the certifying accounting firm.
- b)Name of the certifying Chartered Accountant / Cost Accountant in the certifying firm.
- c)Membership number of the certifying firm.
- d)Date of certificate issued by the certifying accounting firm.

Attach a scanned copy of the certificate.

Click **SAVE CA** details.



**Table 8A, 8B & 8C** - Goods Details With Invoices: To add details of goods with invoices.

Goods Details With Invoices - to add details of goods with invoices of suppliers registered in GST or CX/VAT regime In case of supplier registered in GST regime:

i.In the **GSTIN** field, enter the GSTIN number of the supplier. ii.In the **Invoice/Bill of entry Number** field, enter the invoice or bill of entry number.

iii.Select the **Invoice/Bill of entry Date** using the calendar. iv.Enter the details of the item.

v.Click the ADD button and Click the SAVE button.

# In case of supplier registered in CX/VAT regime:

i.In the **CX/VAT Registration Number** field, enter the CX or VAT Registration number of the supplier.

ii.In the **Invoice/Bill of entry Number** field, enter the invoice number.

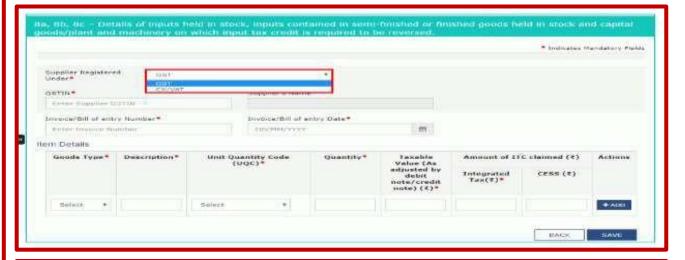
iii.Select the **Invoice/Bill of entry Date** using the calendar.

iv.Enter the details of the item.

v.Click the **ADD** button and Click the **SAVE** button.

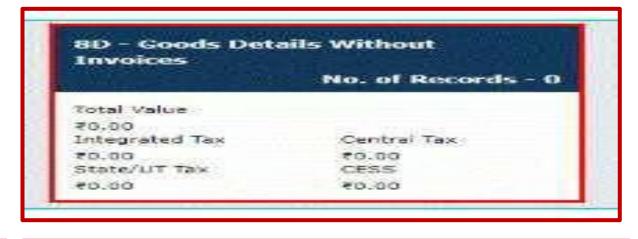
**Table 8D -** Goods Details Without Invoices: To add details of goods without invoices.

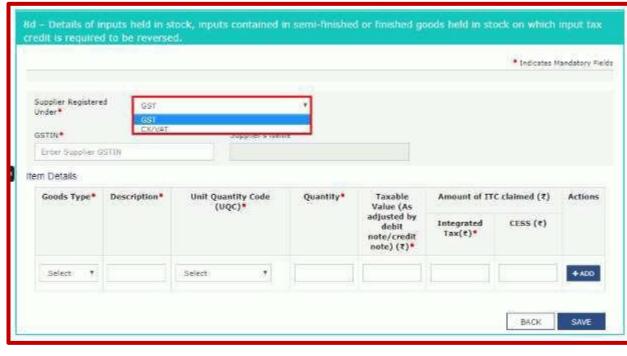


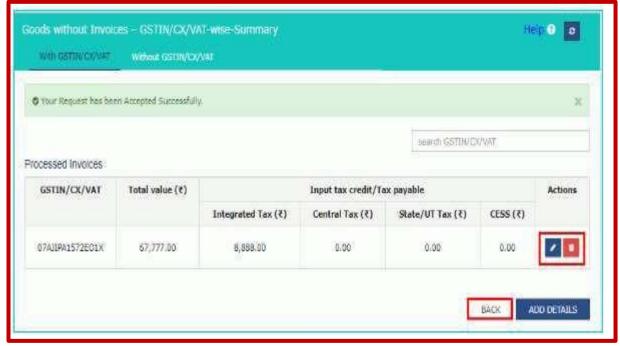


Your Request has	DECK ACCE	Ners Traccesse	any.					×
						search GSTIN/CX/V/	NT:	
ocessed Invoices	-	voice	Total value (₹)		Input tax credit/T	av navable	0H1888#	Actions
	No.	Date		Integrated Tax (₹)		State/UT Tax (₹)	CESS (₹)	
7AJIPA1572E01X	11475666	06/07/2018	6,66,666.00	1,000.00	0.00	0.00	1,000.00	

Click the **8D** - **Goods Details Without Invoices** tile to add details of goods without invoices of suppliers registered in GST or CX/VAT regime.







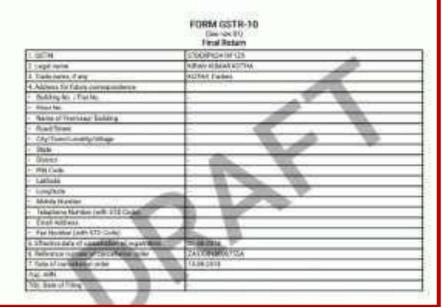
Once you have entered all the details, click the **PREVIEW DRAFT GSTR-10** button.

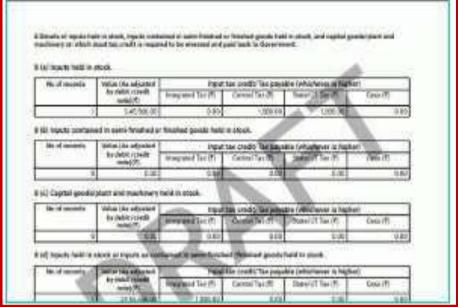
This button will download the draft Summary page of Form GSTR-10 for your review.

It is recommended that you download this Summary page and review the summary of entries made in different sections carefully.

The PDF file generated would bear watermark of draft as the details are yet to be filed.



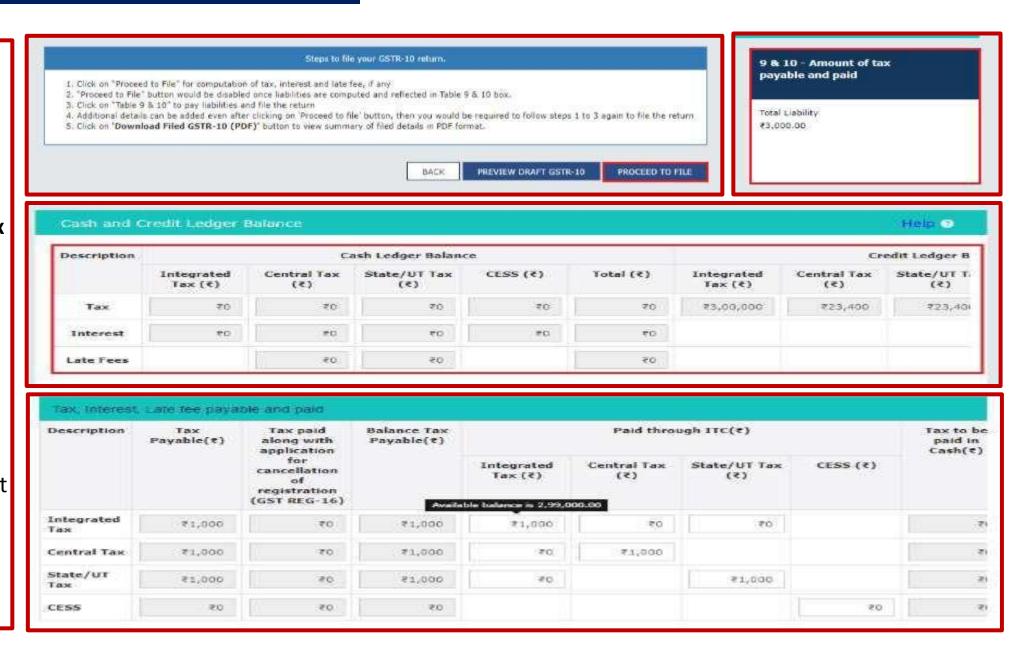




Click the **PROCEED TO FILE** button.

Once the status of Form GSTR-10 is Ready to File, 9 & 10 - Amount of tax payable and paid tile gets enabled. Click the 9 & 10 - Amount of tax payable and paid tile.

The cash and credit ledger balance as available on date are shown



Select

the **Declaration** checkbox.
Select the **Authorized Signatory** from the drop-down list.

Click the FILE GSTR-10 button.

#### **FILE WITH DSC:**

Select the certificate and click the **SIGN** button.

#### **FILE WITH EVC:**

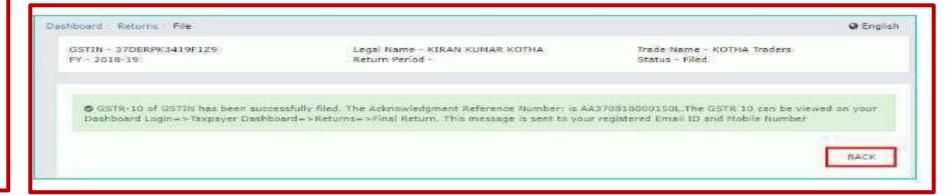
Enter the OTP sent on email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

The success message is displayed and ARN is displayed. Status of the Form GSTR-10 return changes to "Filed









# GSTR 11 Return by UIN holder



# **GSTR 11 – Know the Return**

#### What is Form GSTR-11?

Form GSTR-11 is to be filed by persons who have been assigned a Unique Identity Number (UIN). It is a statement of inward supply of goods or services or both received by an UIN holder.

#### Who needs to file Form GSTR-11?

Persons having Unique Identification Number (UIN) are required to file Form GSTR-11.

## By when do I need to file Form GSTR-11?

Form GSTR-11 is to be filed on Quarterly basis. However, the form is not mandatory to be filed for such period in which there is no inward supplies received by such UIN holder. However, before claiming refund through Form GST RFD-10, filing of Form GSTR-11 is necessary for that relevant quarter.

# Is there any due date to file Form GSTR-11?

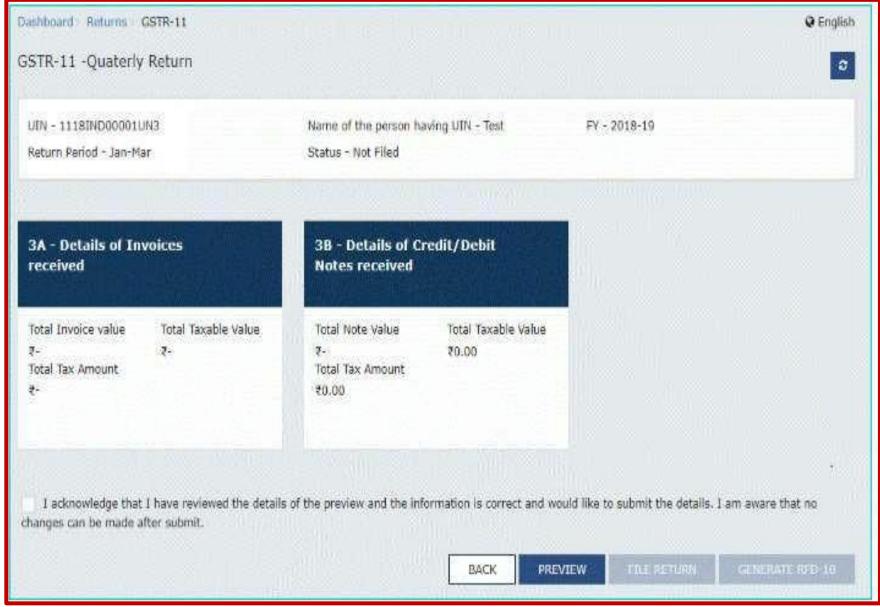
There is no due date for Filing of Form GSTR-11. UIN holder can file Form GSTR-11 any time after end of the relevant Quarter.

# Are there any ledgers maintained for UIN holders on GST Portal?

There are no Electronic Liability Register, Electronic Cash Ledger and Electronic Credit Ledger for UIN holders on GST Portal.

# **Return Dashboard**

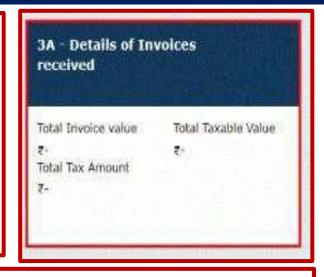




# **GSTR 11 – Statement of Inward supplies by UIN Holder**

# **Details of Inward Received**

Details of Invoices received tile to enter details of taxable inward supplies received from registered taxpayers.

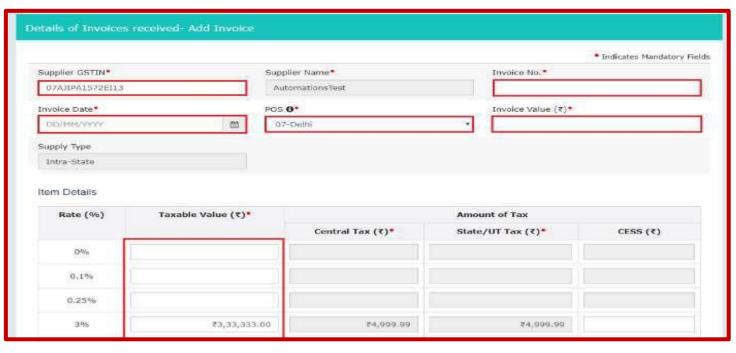


The Details of Invoices received-

Add Invoice page is displayed. In the Supplier GSTIN field, enter the GSTIN of the supplier. The field accepts only GSTIN of Normal taxpayer or Non Resident taxpayer.

Once the GSTIN of the supplier is entered, Supplier Name and Supply Type fields are autopopulated based on the GSTIN of the supplier.

Note: The Amount of Tax fields are autopopulated based on the values entered in Taxable Value fields respectively. The CESS field is not auto populated and has to be entered by the





taxpaver.

# **Details of Credit/Debit Notes received**

# **GSTR 11 – Statement of Inward supplies by UIN Holder**

Details of
Credit/Debit Notes
received - enter
details of
credit/debit notes
received from
registered
taxpayers.



In the **Supplier GSTIN** field, enter the GSTIN of the supplier.

In the Debit/Credit Note No., Debit/Credit Note Date, Note Value and Note Type fields, enter the number, date, value and type of the Debit/Credit Note.

Once the GSTIN of the supplier is entered, Supplier Name and Supply Type fields are auto-populated based on the GSTIN of the supplier.

The auto-populated POS is editable.

The CESS field is not auto populated and has to be entered by the taxpayer

				* Indicates Manda
plier GSTIN*		Supplier Name	Debit/Credit Note No.	ts.
AJIPA1572EI13		AutomationsTest		
it/Credit Note Da	te*	POS 0	Note Value*	
3/MM/YYYY		07-Delhi	*	
а Туре*		Supply Type	ISS NO.	
ebit	*	Intra-State		
n Details		1100 5010		
n Details	Taxable Value (₹)*		Amount of Tax	
	Taxable Value (₹)*	Central Tax (₹)*	Amount of Tax State/UT Tax (τ)*	CESS (₹)
	Taxable Value (₹)*			CESS (7)
Rate (%)	Taxable Value (₹)*			CESS (7)
Rate (%)	Taxable Value (₹)*			CESS (₹)



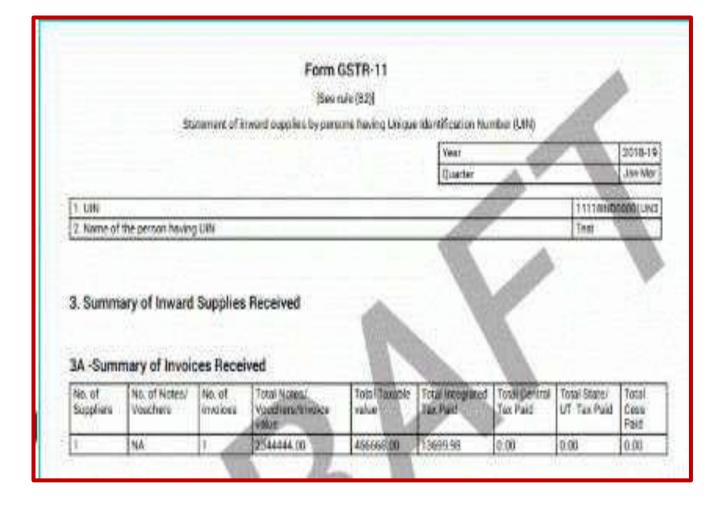
Once you have entered details, click **PREVIEW** button.

This button will download the draft Summary page of your GSTR-11 for your review.

It is recommended that you download this Summary page and review the summary of entries made in different sections before submitting the GSTR-11.

The PDF file is generated





# File GSTR-11 with DSC/ EVC

**GSTR 11 – Statement of Inward supplies by UIN Holder** 

**GENERATE RED-10** 

Select the **Declaration** checkbox.

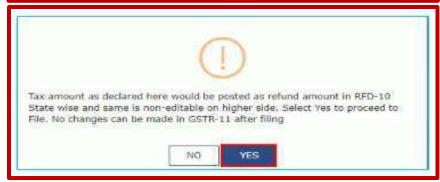
Click the **FILE RETURN** button.

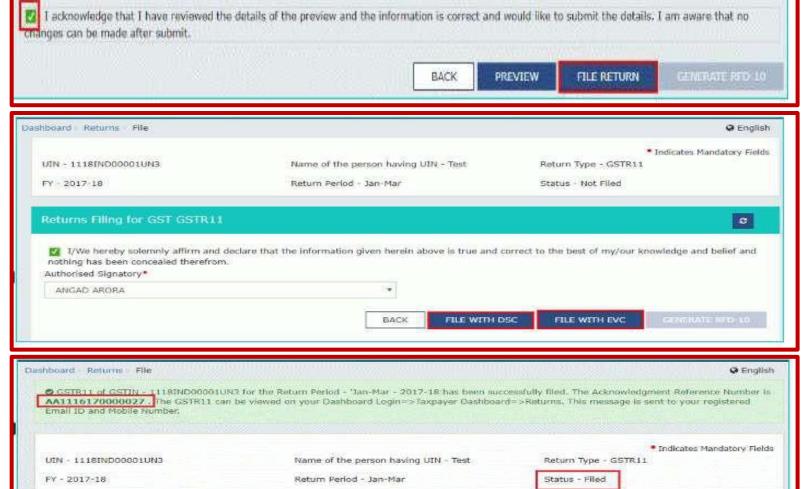
A message is displayed that "Tax amount as declared here would be posted as *refund amount in RFD-10 State wise* and same is non-editable on higher side. Select Yes to proceed to File.

No changes can be made in GSTR-11 after filing". Click the **YES** button

The success message is displayed and ARN is displayed. Status of the GSTR-11 return changes to "Filed".

You can click GENERATE RFD-10 button to generate GST RFD-10 application form of the same quarter for which Form GSTR-11 is filed.





I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and

Returns Filing for GST GSTR11

nothing has been concealed therefrom:

Authorised Signatory\*

ANGAD ARORA

# Queries Please

Thanks for your Patience and Time

