

Maintenance of Proper Books of Accounts under GST

Theoretical and Practical Approach of GSTR9 and GSTR9C

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Chapter VIII of CGST Act – ACCOUNTS AND RECORDS - COVERAGE

| Section | Section Heading |
|---------|---------------------------------|
| 35 | Accounts and Other Records. |
| 36 | Period of Retention of Records. |



Chapter VII of CGST Rules – ACCOUNTS AND RECORDS - COVERAGE

| Rule | Rule Heading |
|------|---|
| 56 | Maintenance of Accounts by Registered Persons |
| 57 | Generation and maintenance of electronic records. |
| 58 | Records to be maintained by owner or operator of godown or warehouse and transporters |



Relevant Forms – Accounts and Records

| Form | Form Heading |
|-----------------|--|
| Form GST ENR-01 | Application for Enrolment under Section 35(2) |
| Form GST ENR-02 | Application for obtaining unique common enrolment number |

Relevant Definitions – Accounts and Records

Section 2(13) – Audit:

*“Audit” means the **examination of records, returns and other documents** maintained or furnished by the **registered person** under this Act, or the rules made thereunder or under any other law for the time being in force **to verify the correctness of turnover declared, taxes paid, refund claimed, and input tax credit availed, and to assess his compliance with the provisions** of this Act or the rules made thereunder.*

Section 2(8) – Appellate Authority:

“Appellate Authority” means an authority appointed or authorised to hear appeals as referred to in section 107.

Section 2(26) – Common Portal:

“Common Portal” means the common goods and services tax electronic portal referred to in section 146.

Relevant Definitions – Accounts and Records

Section 2(85) – Place of Business:

"place of business" includes-

*(a) a place from where the **business is ordinarily carried on**, and includes a warehouse, a godown or **any other place** where a taxable person stores his goods, supplies or receives goods or services or both; or*

*(b) a place where a taxable person **maintains his books of account**; or*

*(c) a place where a taxable person is **engaged in business through an agent**, by whatever name called;*

Section 2(89) – Principal Place of Business:

"principal place of business" means the place of business specified as the **principal place of business in the certificate of registration.**

Relevant Definitions – Accounts and Records

Section 2(94) – Registered Person:

"registered person" means a person who is registered under section 25 but does not include a person having a Unique Identity Number.

Section 2(41) – Document:

"document" includes written or printed record of any sort and electronic record as defined in clause (t) of section 2 of the Information Technology Act, 2000 (21 of 2000).

Clause (t) of section 2 of the Information Technology Act, 2000:

"electronic record" means data, record or data generated, image or sound stored, received or sent in an electronic form or microfilm or computer-generated micro fiche;



Illustrative list of Accounts and Records under GST as per CGST Act

Production / manufacture of goods.

Inward and Outward supply of goods or services or both.

Stock records of goods.

Input Tax Credit availed.

Output Tax payable and paid.

Such other particulars as may be prescribed in this regard.

Illustrative list of Accounts and Records under GST as per CGST Rules

The Goods or Services **imported or exported**.

Supplies **attracting payment of tax on RCM** along with relevant documents, including invoices, bills of supply, delivery challans, credit notes, debit notes, receipt vouchers, payment vouchers and refund vouchers.

Separate account of **advances received, paid and adjustments made** thereto.

Particulars of **names and complete addresses of suppliers** from whom the taxable person **has received** the goods or services chargeable to tax under the GST law.

Particulars of names and complete addresses of suppliers **to whom the taxable person has supplied** the goods or services chargeable to tax under the GST law.

Particulars of the complete address of the **premises where goods are stored** by the taxable person, including **goods stored during transit** along with the particulars of the **stock stored therein**.

Section 35 of the CGST Act – Accounts and Other Records

(1) Every registered person shall keep and maintain, at his principal place of business, as mentioned in the certificate of registration, a true and correct account of-

- (a) production or manufacture of goods;*
- (b) inward and outward supply of goods or services or both;*
- (c) stock of goods;*
- (d) input tax credit availed;*
- (e) output tax payable and paid; and*
- (f) such other particulars as may be prescribed:*

Provided that where more than one place of business is specified in the certificate of registration, the accounts relating to each place of business shall be kept at such places of business:

Provided further that the registered person may keep and maintain such accounts and other particulars in electronic form in such manner as may be prescribed.



Section 35 of the CGST Act – Accounts and Other Records

(2) Every owner or operator of warehouse or godown or any other place used for storage of goods and every transporter, irrespective of whether he is a registered person or not, shall maintain records of the consigner, consignee and other relevant details of the goods in such manner as may be prescribed.

(3) The Commissioner may notify a class of taxable persons to maintain additional accounts or documents for such purpose as may be specified therein.

(4) Where the Commissioner considers that any class of taxable person is not in a position to keep and maintain accounts in accordance with the provisions of this section, he may, for reasons to be recorded in writing, permit such class of taxable persons to maintain accounts in such manner as may be prescribed.

(5) Deleted.

(6) Subject to the provisions of clause (h) of sub-section (5) of section 17 , where the registered person fails to account for the goods or services or both in accordance with the provisions of sub-section (1), the proper officer shall determine the amount of tax payable on the goods or services or both that are not accounted for, as if such goods or services or both had been supplied by such person and the provisions of section 73 or section 74 , as the case may be, shall, mutatis mutandis, apply for determination of such tax.

Section 36 of CGST Act – Period of Retention of accounts

Every registered person required to keep and maintain books of account or other records in accordance with the provisions of sub-section (1) of section 35 shall retain them until the expiry of seventy-two months from the due date of furnishing of annual return for the year pertaining to such accounts and records:

Provided that a registered person, who is a party to an appeal or revision or any other proceedings before any Appellate Authority or Revisional Authority or Appellate Tribunal or court, whether filed by him or by the Commissioner, or is under investigation for an offence under Chapter XIX, shall retain the books of account and other records pertaining to the subject matter of such appeal or revision or proceedings or investigation for a period of one year after final disposal of such appeal or revision or proceedings or investigation, or for the period specified above, whichever is later.



Rule 56 of CGST Rules – Maintenance of accounts by Registered Persons

(1) Every registered person shall keep and maintain, in addition to the particulars mentioned in sub-section (1) of section 35 , a true and correct account of the goods or services imported or exported or of supplies attracting payment of tax on reverse charge along with the relevant documents, including invoices, bills of supply, delivery challans, credit notes, debit notes, receipt vouchers, payment vouchers and refund vouchers.

(2) Every registered person, other than a person paying tax under section 10 , shall maintain the accounts of stock in respect of goods received and supplied by him, and such accounts shall contain particulars of the opening balance, receipt, supply, goods lost, stolen, destroyed, written off or disposed of by way of gift or free sample and the balance of stock including raw materials, finished goods, scrap and wastage thereof.

(3) Every registered person shall keep and maintain a separate account of advances received, paid and adjustments made thereto.

(4) Every registered person, other than a person paying tax under section 10 , shall keep and maintain an account, containing the details of tax payable (including tax payable in accordance with the provisions of sub-section (3) and sub-section (4) of section 9), tax collected and paid, input tax, input tax credit claimed, together with a register of tax invoice, credit notes, debit notes, delivery challan issued or received during any tax period.

Rule 56 of CGST Rules – Maintenance of accounts by Registered Persons

(5) Every registered person shall keep the particulars of -

(a) names and complete addresses of suppliers from whom he has received the goods or services chargeable to tax under

the Act;

(b) names and complete addresses of the persons to whom he has supplied goods or services, where required under the

provisions of this Chapter;

(c) the complete address of the premises where goods are stored by him, including goods stored during transit along with

the particulars of the stock stored therein.

(6) If any taxable goods are found to be stored at anyplace(s) other than those declared under sub-rule (5) without the cover of any valid documents, the proper officer shall determine the amount of tax payable on such goods as if such goods have been supplied by the registered person.

(7) Every registered person shall keep the books of account at the principal place of business and books of account relating to additional place of business mentioned in his certificate of registration and such books of account shall include any electronic form of data stored on any electronic device.

Rule 56 of CGST Rules – Maintenance of accounts by Registered Persons

(8) Any entry in registers, accounts and documents shall not be erased, effaced or overwritten, and all incorrect entries, otherwise than those of clerical nature, shall be scored out under attestation and there after the correct entry shall be recorded and where the registers and other documents are maintained electronically, a log of every entry edited or deleted shall be maintained.

(9) Each volume of books of account maintained manually by the registered person shall be serially numbered.

(10) Unless proved otherwise, if any documents, registers, or any books of account belonging to a registered person are found at any premises other than those mentioned in the certificate of registration, they shall be presumed to be maintained by the said registered person.

(11) Every agent referred to in clause(5) of section 2 shall maintain accounts depicting the,-

(a) particulars of authorisation received by him from each principal to receive or supply goods or services on behalf of such principal separately;

(b) particulars including description, value and quantity(whenever applicable) of goods or services received on behalf of every principal;

(c) particulars including description, value and quantity(whenever applicable) of goods or services supplied on behalf of every principal;

(d) details of accounts furnished to every principal; and

(e) tax paid on receipts or on supply of goods or services effected on behalf of every principal.

Rule 56 of CGST Rules – Maintenance of accounts by Registered Persons

(12) Every registered person manufacturing goods shall maintain monthly production accounts showing quantitative details of raw materials or services used in the manufacture and quantitative details of the goods so manufactured including the waste and by products thereof.

(13) Every registered person supplying services shall maintain the accounts showing quantitative details of goods used in the provision of services, details of input services utilised and the services supplied.

(14) Every registered person executing works contract shall keep separate accounts for works contract showing -

(a) the names and addresses of the persons on whose behalf the works contract is executed;

(b) description, value and quantity (wherever applicable) of goods or services received for the execution of works contract;

(c) description, value and quantity (wherever applicable) of goods or services utilized in the execution of works contract;

(d) the details of payment received in respect of each works contract; and

(e) the names and addresses of suppliers from whom he received goods or services.

Rule 56 of CGST Rules – Maintenance of accounts by Registered Persons

(15) The records under the provisions of this Chapter may be maintained in electronic form and the record so maintained shall be authenticated by means of a digital signature.

(16) Accounts maintained by the registered person together with all the invoices, bills of supply, credit and debit notes, and delivery challans relating to stocks, deliveries, inward supply and outward supply shall be preserved for the period as provided in section 36 and shall, where such accounts and documents are maintained manually, be kept at every related place of business mentioned in the certificate of registration and shall be accessible at every related place of business where such accounts and documents are maintained digitally.

(17) Any person having custody over the goods in the capacity of a carrier or a clearing and forwarding agent for delivery or dispatch thereof to a recipient on behalf of any registered person shall maintain true and correct records in respect of such goods handled by him on behalf of such registered person and shall produce the details thereof as and when required by the proper officer.

(18) Every registered person shall, on demand, produce the books of accounts which he is required to maintain under any law for the time being in force.

Rule 57 of CGST Rules – Generation and maintenance of electronic records

(1) Proper electronic back-up of records shall be maintained and preserved in such manner that, in the event of destruction of such records due to accidents or natural causes, the information can be restored within a reasonable period of time .

(2) The registered person maintaining electronic records shall produce, on demand, the relevant records or documents, duly authenticated by him, in hard copy or in any electronically readable format.

(3) Where the accounts and records are stored electronically by any registered person, he shall, on demand, provide the details of such files, passwords of such files and explanation for codes used, where necessary, for access and any other information which is required for such access along with a sample copy in print form of the information stored in such files.

Rule 58 of CGST Rules – Records to be maintained by owner or operator of godown or warehouse or transporters

*(1) Every person required to maintain records and accounts in accordance with the provisions of sub-section (2) of section 35 , if not already registered under the Act, shall submit the details regarding his business electronically on the common portal in **FORM GST ENR-01** either directly or through a Facilitation Centre notified by the Commissioner and, upon validation of the details furnished, a unique enrolment number shall be generated and communicated to the said person.*

*(1A) For the purposes of Chapter XVI of these rules, a transporter who is registered in more than one State or Union Territory having the same Permanent Account Number, he may apply for a unique common enrolment number by submitting the details in **FORM GST ENR-02** using any one of his Goods and Services Tax Identification Numbers, and upon validation of the details furnished, a unique common enrolment number shall be generated and communicated to the said transporter:*

Provided that where the said transporter has obtained a unique common enrolment number, he shall not be eligible to use any of the Goods and Services Tax Identification Numbers for the purposes of the said Chapter XVI.

Rule 58 of CGST Rules – Records to be maintained by owner or operator of godown or warehouse or transporters

(2) The person enrolled under sub-rule(1) as aforesaid in any other State or Union territory shall be deemed to be enrolled in the State or Union territory.

*(3) Every person who is enrolled under sub-rule (1) shall, where required, amend the details furnished in **FORM GST ENR-01** electronically on the common portal either directly or through a Facilitation Centre notified by the Commissioner.*

4) Subject to the provisions of rule 56 ,-

(a) any person engaged in the business of transporting goods shall maintain records of goods transported, delivered and goods stored in transit by him along with the Goods and Services Tax Identification Number of the registered consigner and consignee for each of his branches.

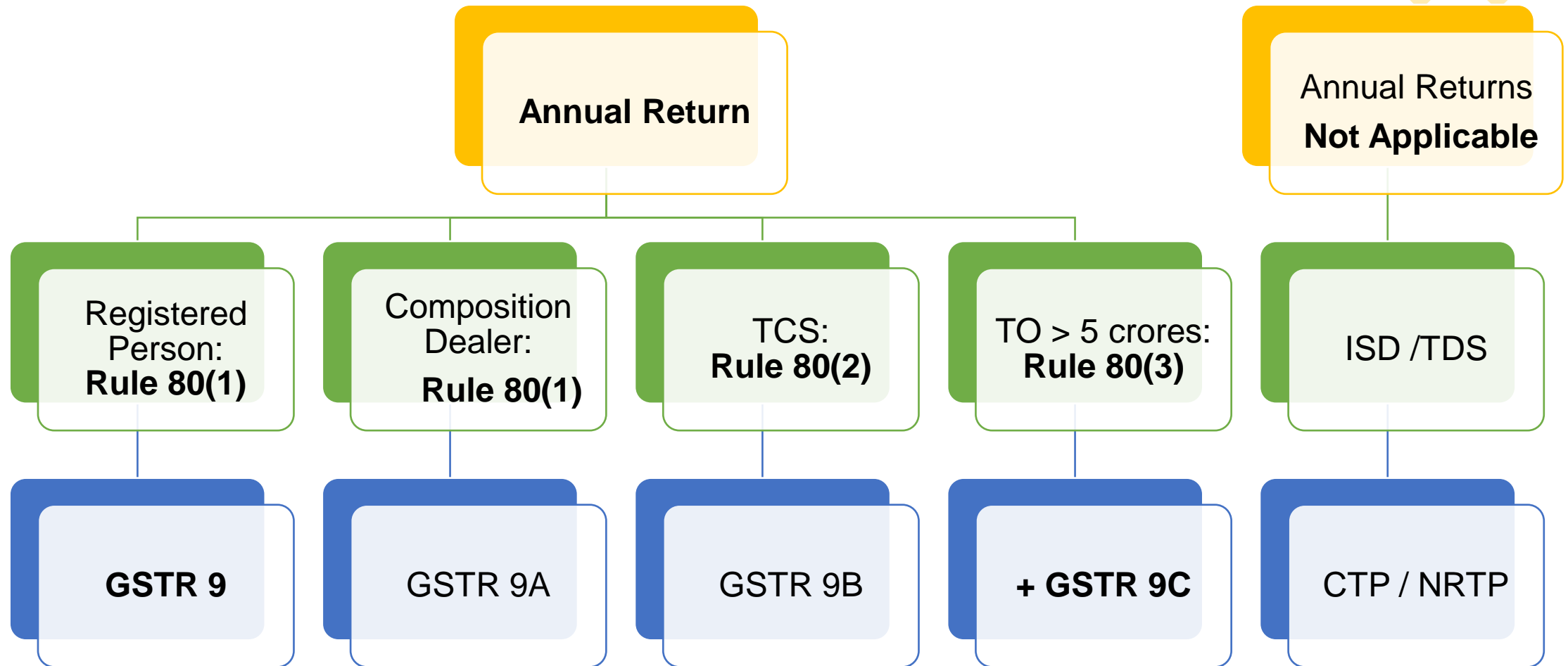
(b) every owner or operator of a warehouse or go down shall maintain books of accounts with respect to the period for which particular goods remain in the warehouse, including the particulars relating to dispatch, movement, receipt and disposal of such goods.

(5) The owner or the operator of the go down shall store the goods in such manner that they can be identified item-wise and owner-wise and shall facilitate any physical verification or inspection by the proper officer on demand.

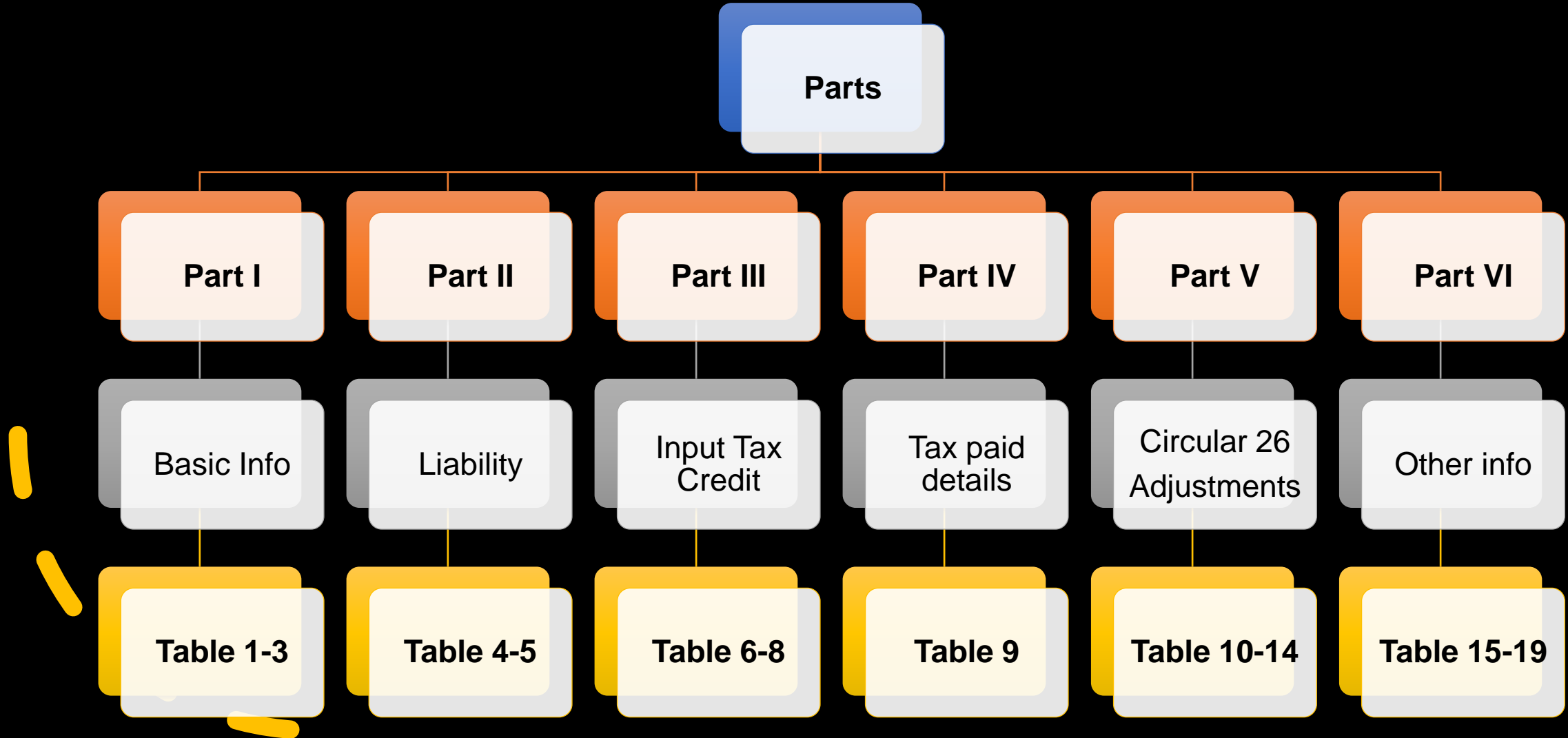


GSTR9 and GSTR9C

Annual Returns – GSTR9A, GSTR9B & GSTR9C



GSTR9 – Broad Overview – VI Part – 19 Tables



Tables in GSTR9

| Part | | Table | |
|--------|---|--------|---|
| Number | Heading | Number | Heading |
| I | Basic Details | 1 | Financial Year |
| | | 2 | GSTIN |
| | | 3A | Legal Name |
| | | 3B | Trade Name (if any) |
| | | | |
| II | Details of Outward and inward supplies made during the financial year | 4 | Details of advances, inward and outward supplies made during the financial year on which tax is payable |
| | | 5 | Details of Outward supplies made during the financial year on which tax is not payable |
| | | | |
| III | Details of ITC for the financial year | 6 | Details of ITC availed during the financial year |
| | | 7 | Details of ITC Reversed and Ineligible ITC for the financial year |
| | | 8 | Other ITC related information |

Tables in GSTR9

| Part | | Table | |
|--------|---|--------|---|
| Number | Heading | Number | Heading |
| IV | Details of tax paid as declared in returns filed during the financial year | 9 | Details of tax paid as declared in returns filed during the financial year |
| V | Particulars of the transactions for the financial year declared in returns of the next financial year till the specified period | 10 | Supplies / tax declared through Amendments (+) (net of debit notes) |
| | | 11 | Supplies / tax reduced through Amendments (-) (net of credit notes) |
| | | 12 | Reversal of ITC availed during previous financial year |
| | | 13 | ITC availed for the previous financial year |
| | | 14 | Differential tax paid on account of declaration in 10 & 11 above |
| VI | Other Information | 15 | Particulars of Demands and Refunds |
| | | 16 | Information on supplies received from composition taxpayers, deemed supply under section 143 and goods sent on approval basis |
| | | 17 | HSN Wise Summary of outward supplies |
| | | 18 | HSN Wise Summary of Inward supplies |
| | | 19 | Late fee payable and paid |

Overview of GSTR-9

Total Turnover

=

Table 4

+

Table 5

\pm
-

Table 10 /
Table 11

Total Tax Liability

=

Table 4

+

Table 10

-

Table 11

Total Tax Payment

=

Table 9

+

Table 14

Input Tax Credit

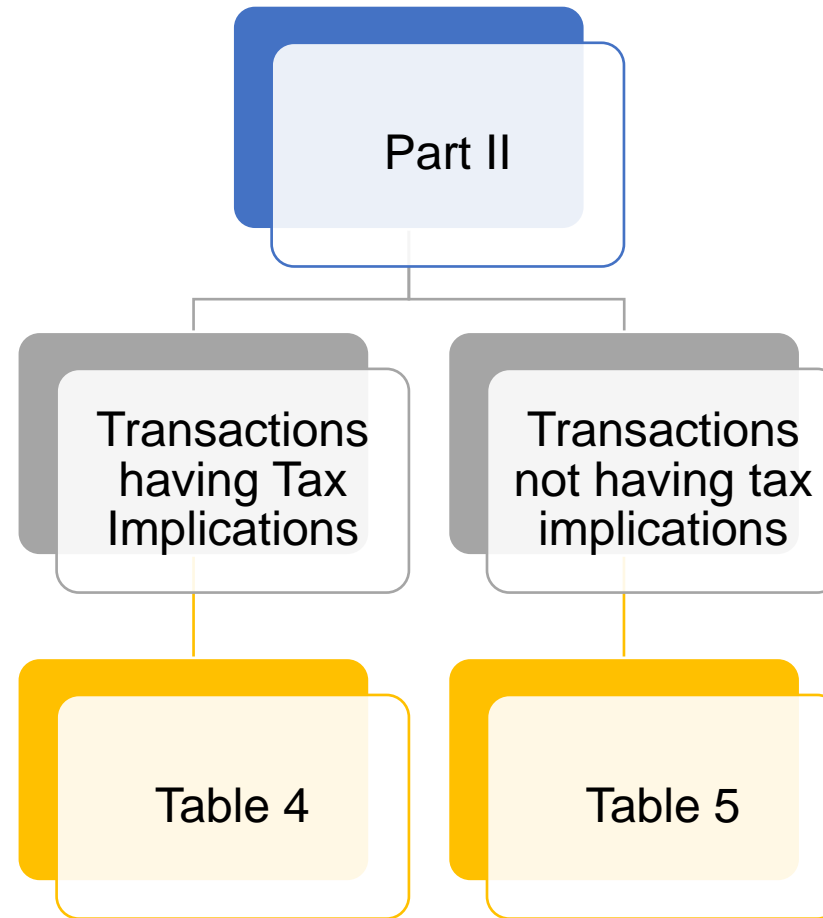
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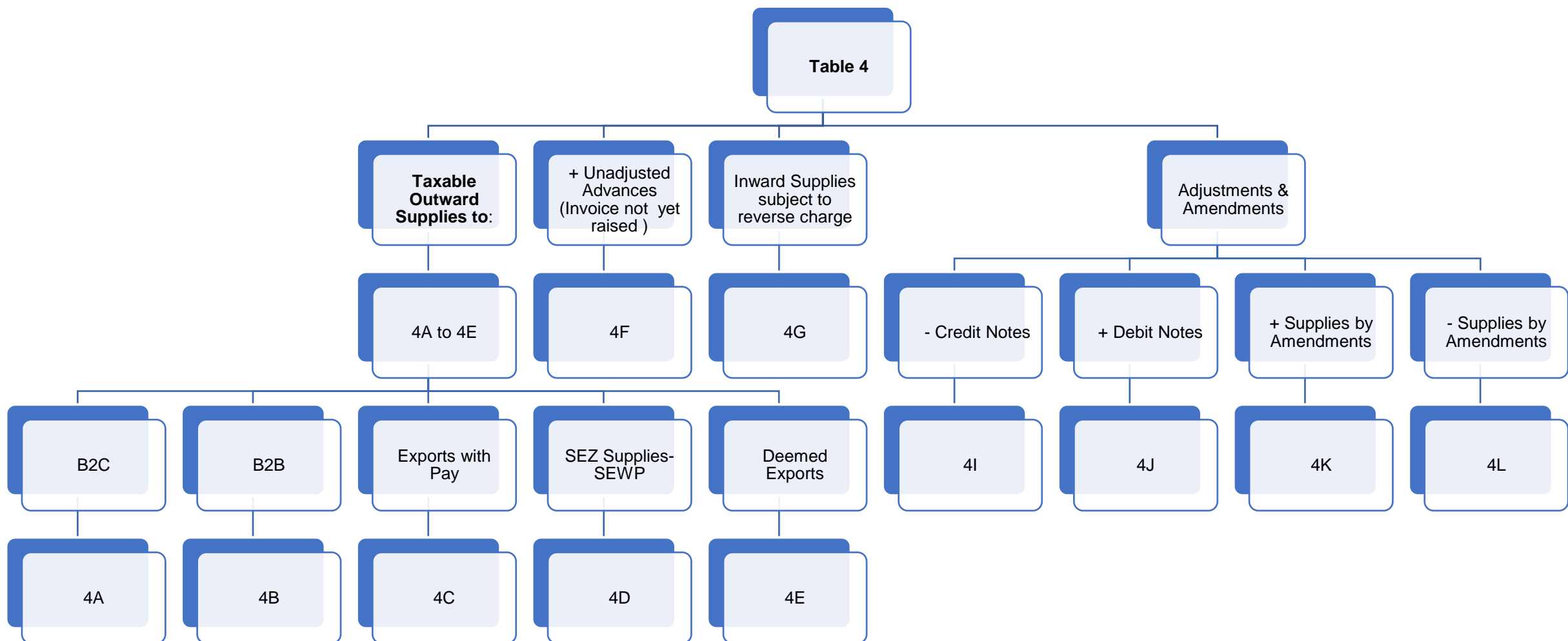
Table 6

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Table 7

Part II – Details of Outward and Inward supplies declared during the FY





Source of Information for Outward Supply

| No | Nature of Supply | Instructions |
|----|--|--|
| 4A | Supplies made to un-registered persons (B2C) | Aggregate value of supplies made to consumers and unregistered persons on which tax has been paid shall be declared here. These will include details of supplies made through E-Commerce operators and are to be declared as net of credit notes or debit notes issued in this regard. Table 5, Table 7 along with respective amendments in Table 9 and Table 10 of FORM GSTR-1 may be used for filling up these details. |
| 4B | Supplies made to registered persons (B2B) | Aggregate value of supplies made to registered persons (including supplies made to UINs) on which tax has been paid shall be declared here. These will include supplies made through E-Commerce operators but shall not include supplies on which tax is to be paid by the recipient on reverse charge basis. Details of debit and credit notes are to be mentioned separately. Table 4A and Table 4C of FORM GSTR-1 may be used for filling up these details. |

Source of Information for Outward Supply

| No. | Nature of Supply | Instructions |
|-----|--|---|
| 4C | Zero rated supply (Export) on payment of tax (except supplies to SEZs) | Aggregate value of exports (except supplies to SEZs) on which tax has been paid shall be declared here. Table 6A of FORM GSTR-1 may be used for filling up these details. |
| 4D | Supply to SEZs on payment of tax | Aggregate value of supplies to SEZs on which tax has been paid shall be declared here. Table 6B of GSTR-1 may be used for filling up these details. |
| 4E | Deemed Exports | Aggregate value of supplies in the nature of deemed exports on which tax has been paid shall be declared here. Table 6C of FORM GSTR-1 may be used for filling up these details. |
| 4F | Advances on which tax has been paid but invoice has not been issued (not covered under (A) to (E) above) | Details of all unadjusted advances i.e. advance has been received and tax has been paid but invoice has not been issued in the current year shall be declared here. Table 11A of FORM GSTR-1 may be used for filling up these details. |

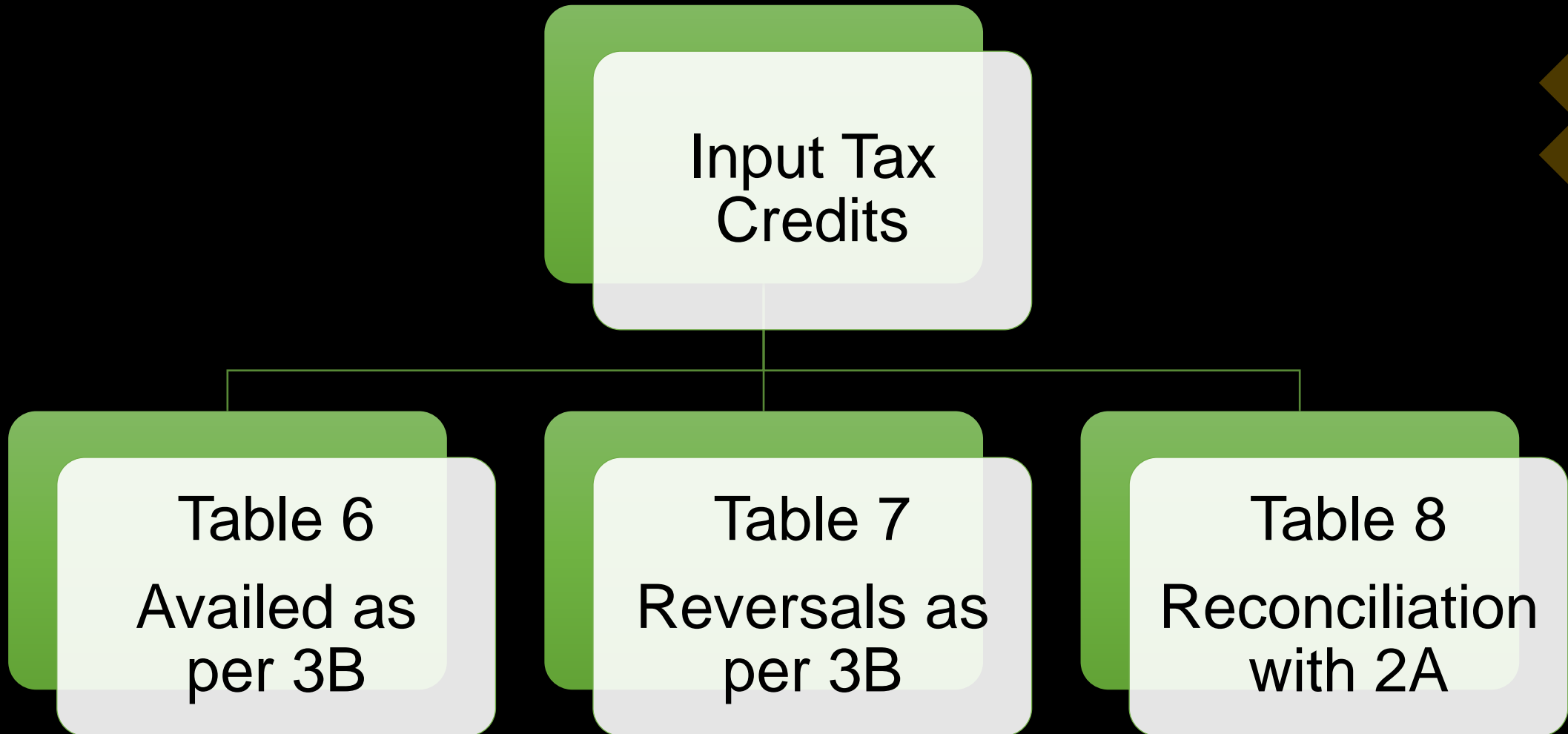
Source of Information for Outward Supply

| No. | Nature of Supply | Instructions |
|-----|--|--|
| 4G | Inward supplies on which tax is to be paid on reverse charge basis. | Aggregate value of all inward supplies (including advances and net of credit and debit notes) on which tax is to be paid by the recipient (i.e. by the person filing the annual return) on reverse charge basis. This shall include supplies received from registered persons, unregistered persons on which tax is levied on reverse charge basis. This shall also include aggregate value of all import of services. Table 3.1(d) of FORM GSTR-3B may be used for filling up these details. |
| 4I | Credit Notes issued in respect of transactions specified in (B) to (E) above (-) | Aggregate value of credit notes issued in respect of B to B supplies (4B), exports (4C), supplies to SEZs (4D) and deemed exports (4E) shall be declared here. Table 9B of FORM GSTR-1 may be used for filling up these details. 14[For 15[FY 2017-18, 2018-19 16[,2019-20 and 2020-21]], the registered person shall have an option to fill Table 4B to Table 4E net of credit notes in case there is any difficulty in reporting such details separately in this table] |

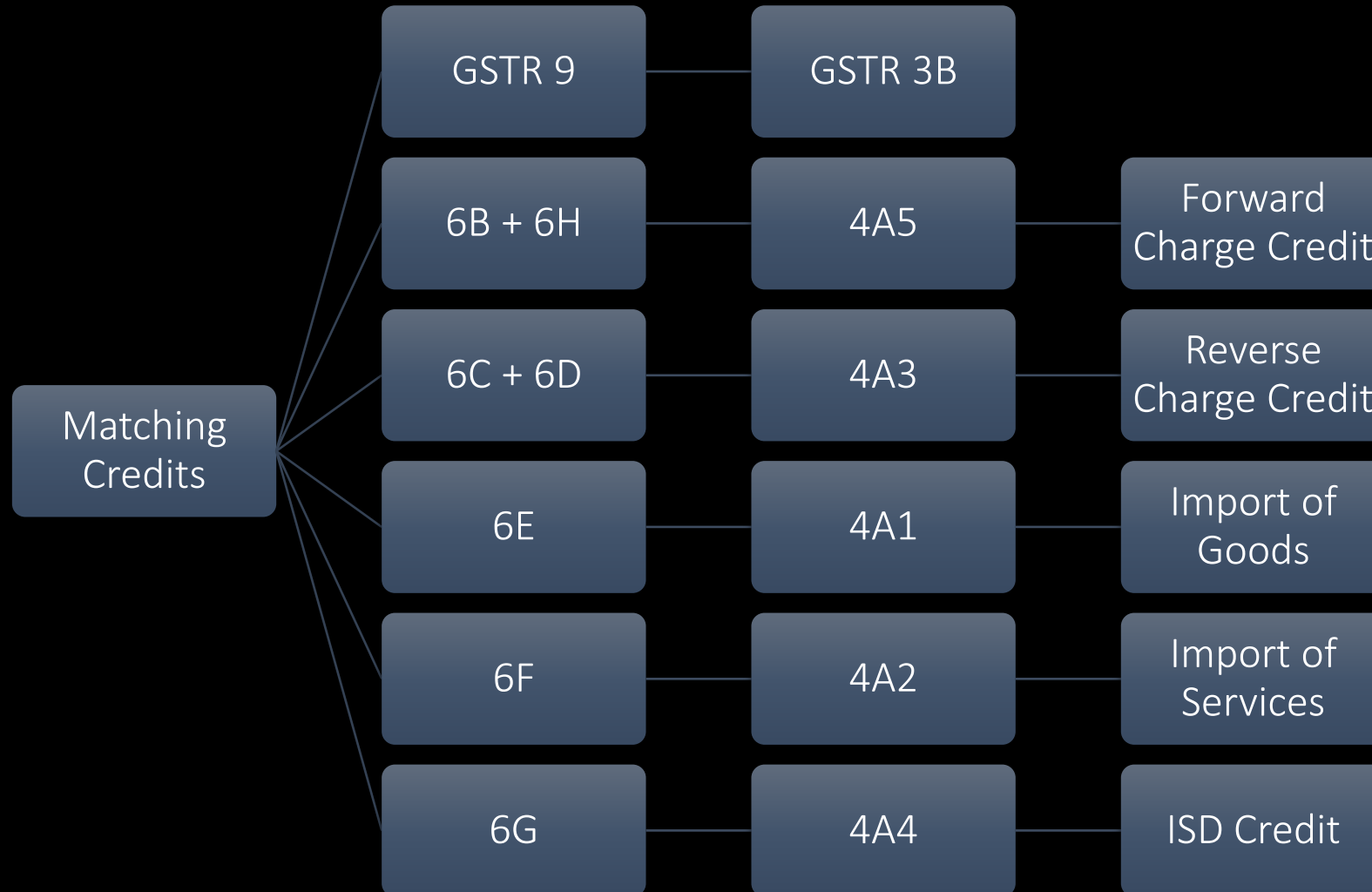
Source of Information for Outward Supply

| No. | Nature of Supply | Instructions |
|---------|--|--|
| 4J | Debit Notes issued in respect of transactions specified in (B) to (E) above (+) | <p>Aggregate value of debit notes issued in respect of B to B supplies (4B), exports (4C), supplies to SEZs (4D) and deemed exports (4E) shall be declared here. Table 9B of FORM GSTR-1 may be used for filling up these details.</p> <p>For FY 2017-18, 2018-19 2019-20 and 2020-21, the registered person shall have an option to fill Table 4B to Table 4E net of debit notes in case there is any difficulty in reporting such details separately in this table.</p> |
| 4K & 4L | <p>Supplies / tax declared through Amendments (+)</p> <p>Supplies / tax reduced through Amendments (-)</p> | <p>Details of amendments made to B to B supplies (4B), exports (4C), supplies to SEZs (4D) and deemed exports (4E), credit notes (4-I), debit notes (4J) and refund vouchers shall be declared here. Table 9A and Table 9C of FORM GSTR-1 may be used for filling up these details.</p> <p>For 21[FY 2017-18, 2018-19, 2019-20 and 2020-21, the registered person shall have an option to fill Table 4B to Table 4E net of amendments in case there is any difficulty in reporting such details separately in this table.</p> |

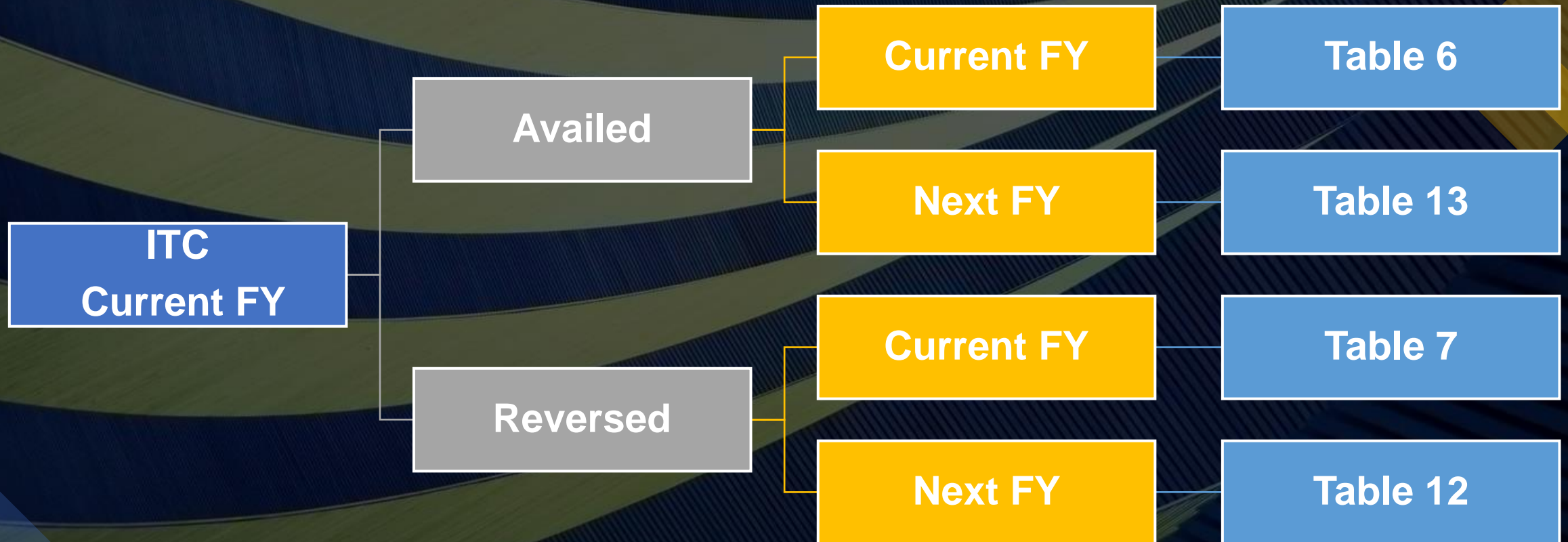
GSTR9 – Input Tax Credit (ITC)



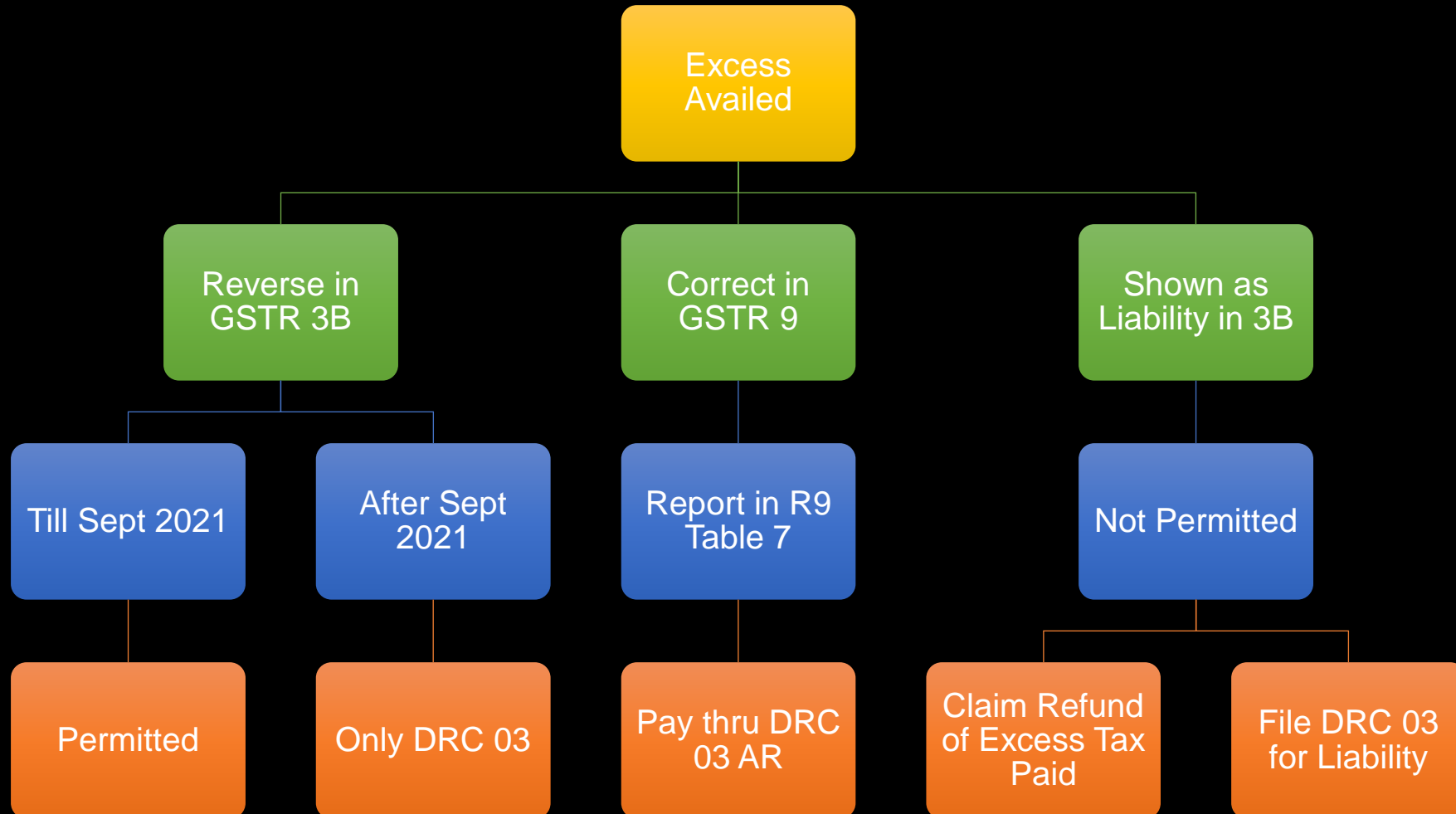
Flow of ITC from GSTR3B to GSTR9



Total ITC Reported in GSTR9



Excess Availing of ITC and Utilization thereof



ITC short availed in GSTR3B

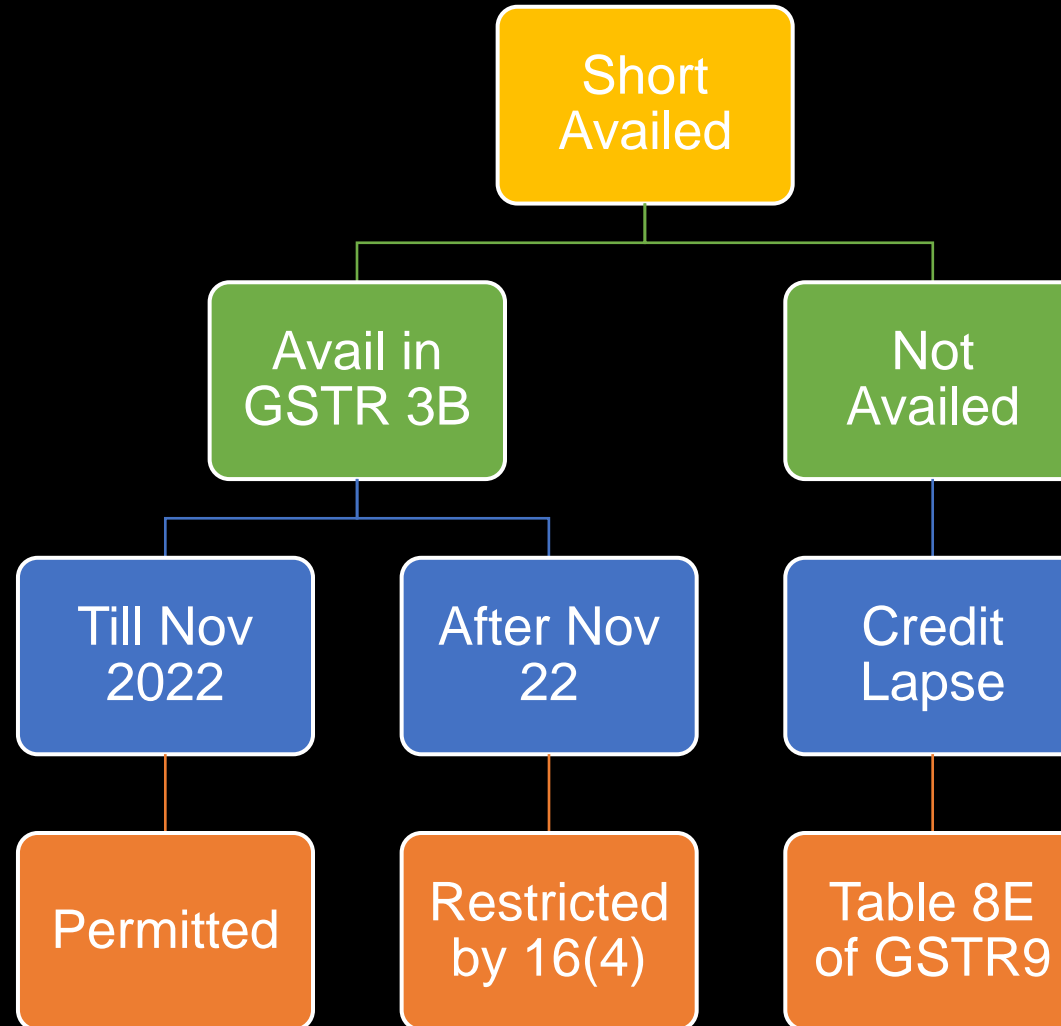


Table 8 – Other ITC-related Information – An Illustration

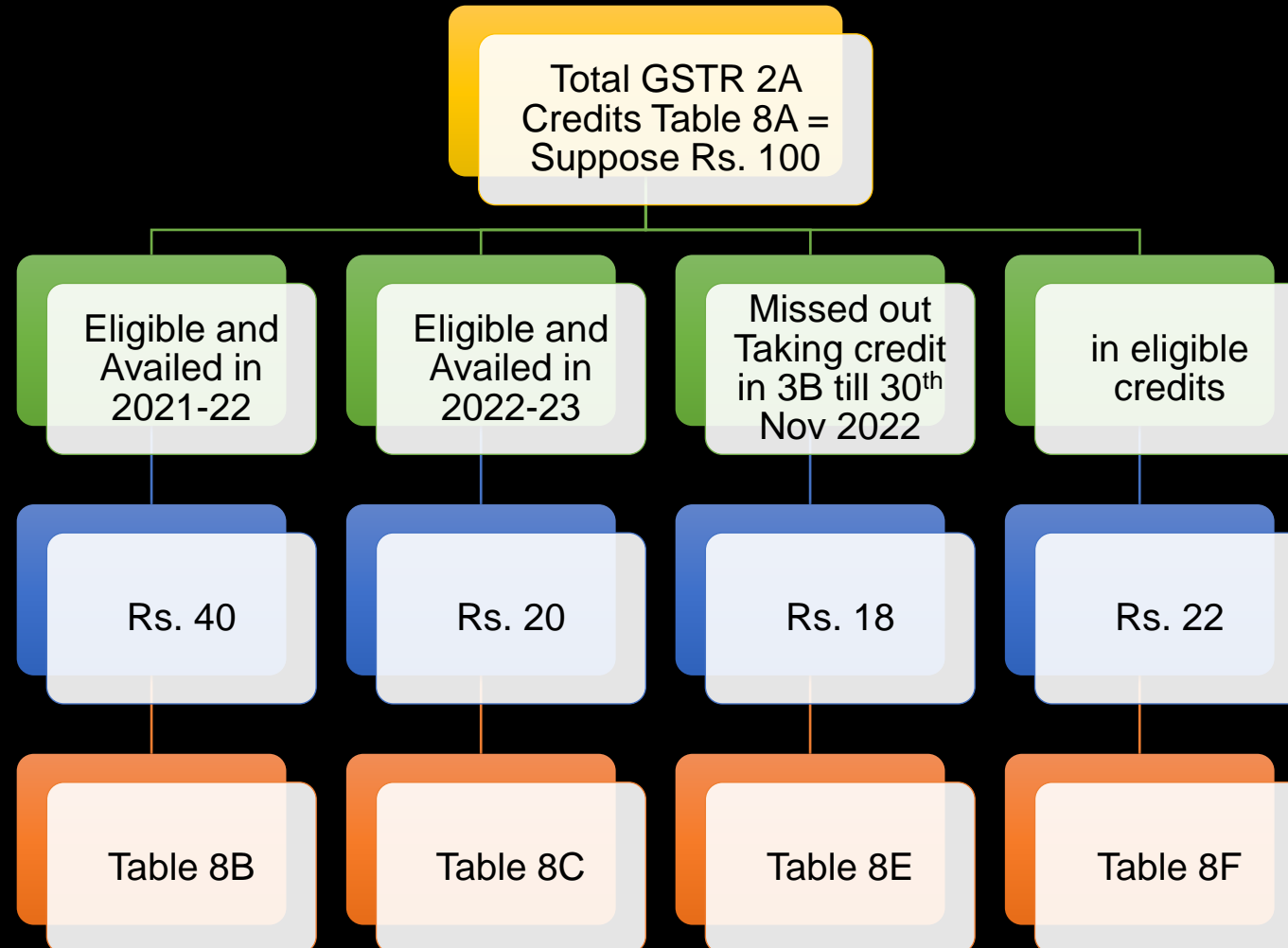


Table 15 – Particulars of Demands and Refunds

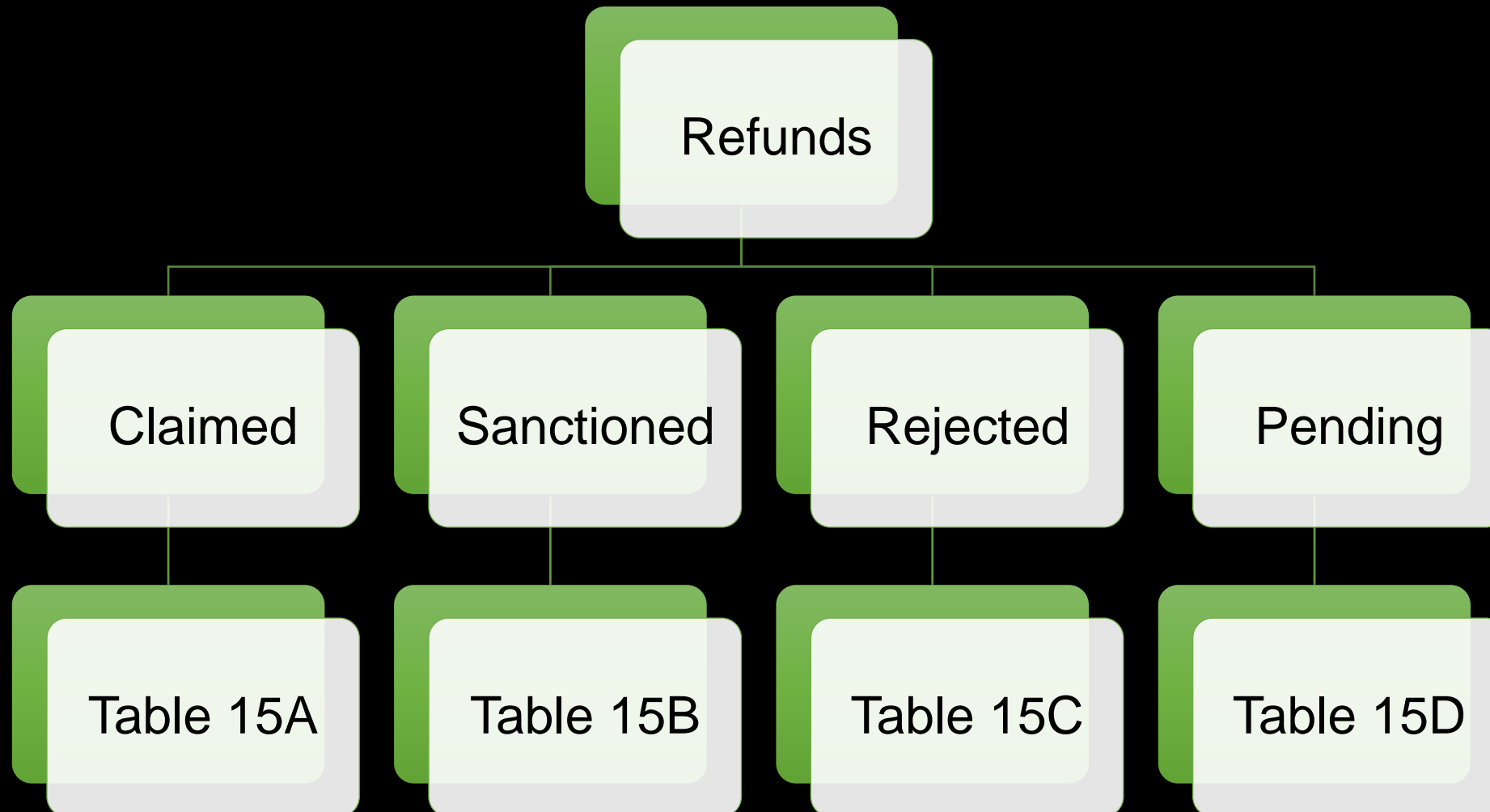
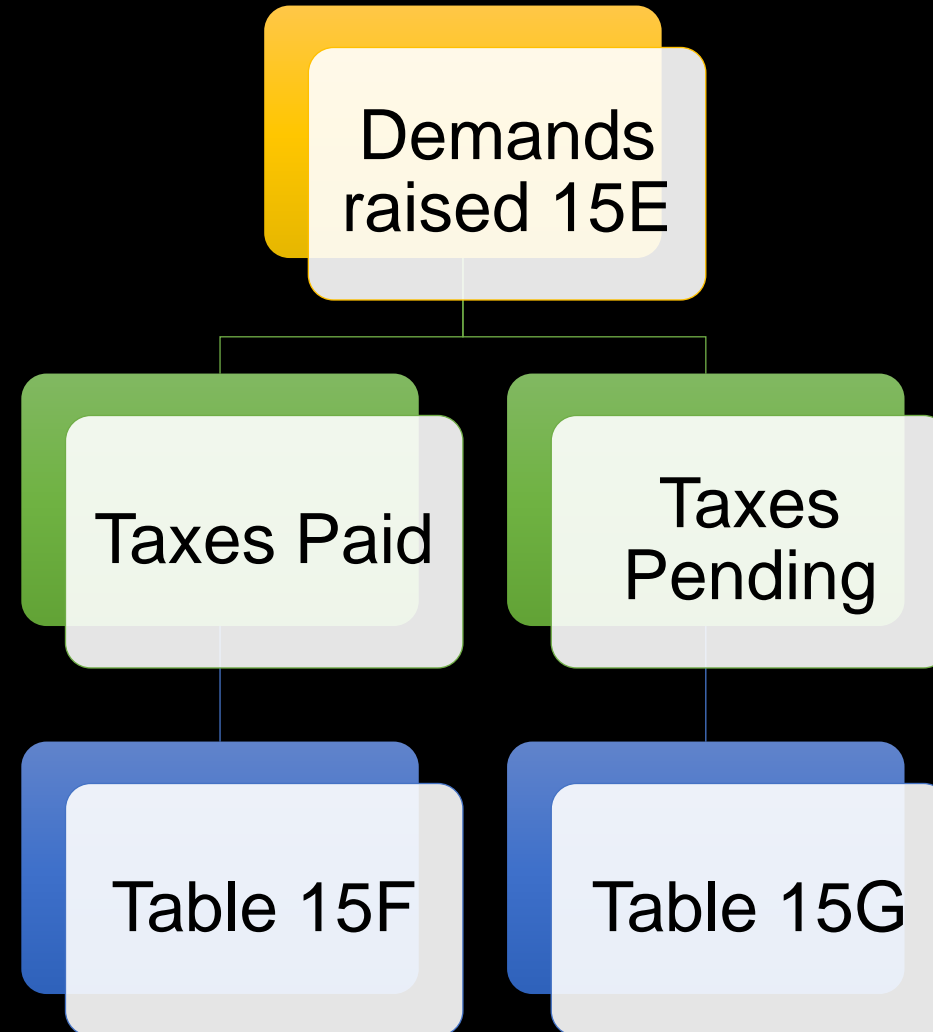
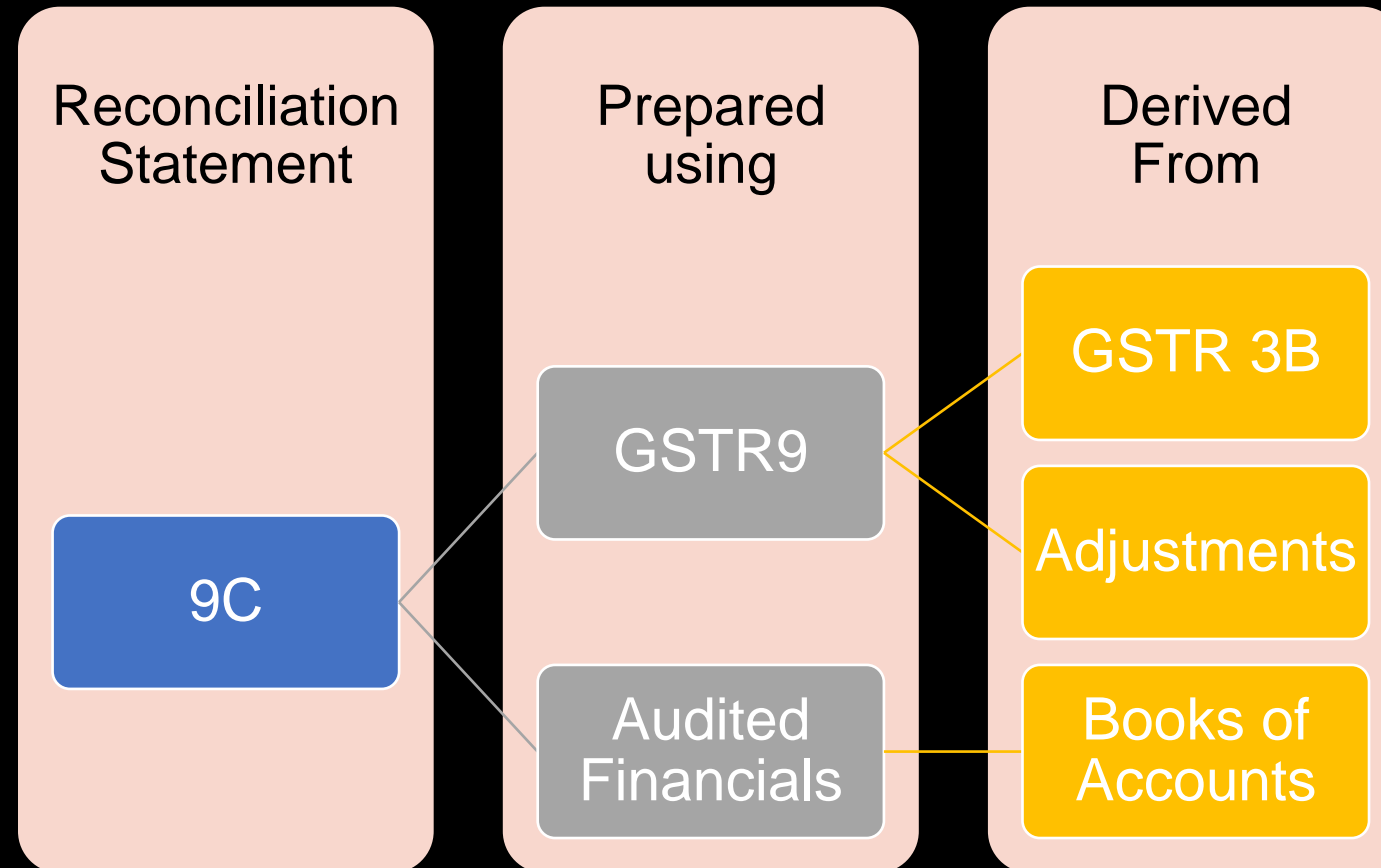


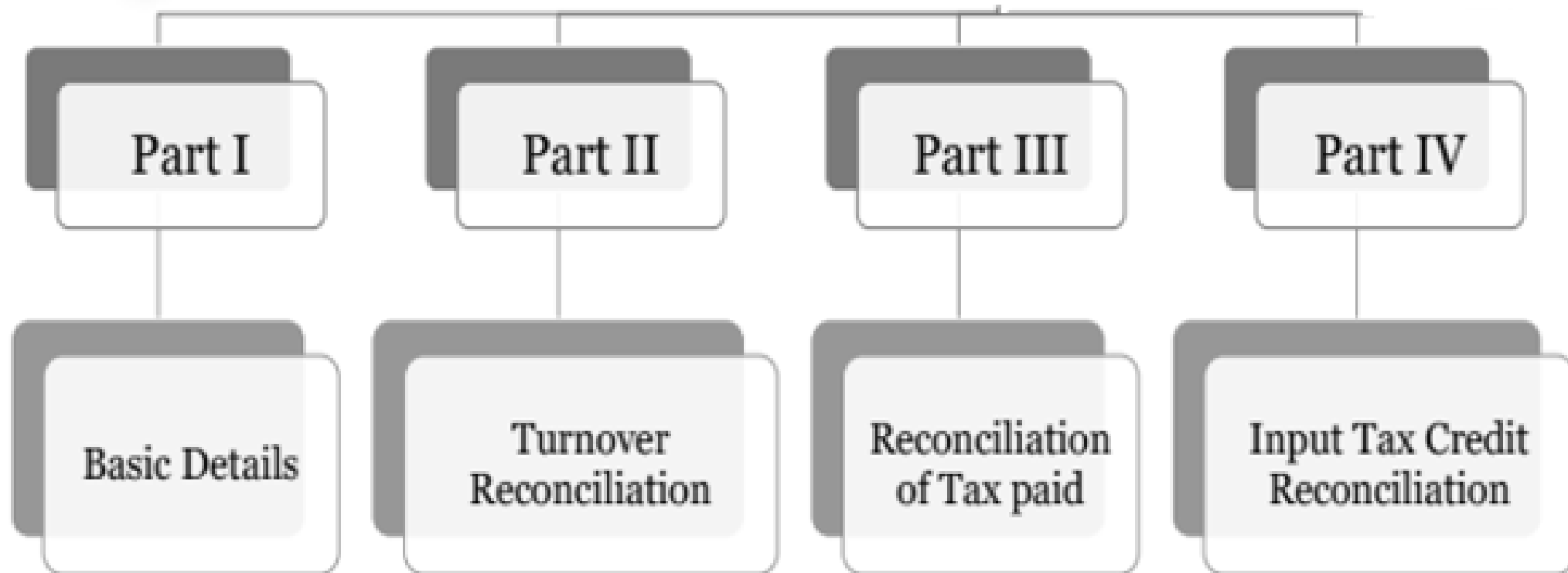
Table 15 – Particulars of Demands and Refunds



GSTR9C – Reconciliation Statement



GSTR9C – Reconciliation Statement



Tables in GSTR9C

| Parts | | Table | |
|--------|---|--------|---|
| Number | Heading | Number | Heading |
| I | Basic Details | 1 | Financial Year |
| | | 2 | GSTIN |
| | | 3A | Legal Name |
| | | 3B | Trade Name |
| | | 4 | Are you liable for audit under any Act? |
| | | | |
| II | Reconciliation of Turnover declared in audited Annual Financial Statement with turnover declared in Annual Return (GSTR9) | 5 | Reconciliation of Gross Turnover |
| | | 6 | Reasons for Un - Reconciled difference in Annual Gross Turnover |
| | | 7 | Reconciliation of Taxable Turnover |
| | | 8 | Reasons for Un - Reconciled difference in taxable turnover |

Tables in GSTR9C

| Part | | Table | |
|--------|--|--------|--|
| Number | Heading | Number | Heading |
| III | Reconciliation of tax paid | 9 | Reconciliation of rate wise liability and amount payable thereon |
| | | 10 | Reasons for un-reconciled payment of amount |
| | | 11 | Additional amount payable but not paid (due to reasons specified under Tables 6,8 and 10 above) |
| | | | |
| IV | Reconciliation of Input Tax Credit (ITC) | 12 | Reconciliation of Net Input Tax Credit (ITC) |
| | | 13 | Reasons for un-reconciled difference in ITC |
| | | 14 | Reconciliation of ITC declared in Annual Return (GSTR9) with ITC availed on expenses as per audited Annual Financial Statement or books of account |
| | | 15 | Reasons for un - reconciled difference in ITC |
| | | 16 | Tax payable on un-reconciled difference in ITC (due to reasons specified in 13 and 15 above) |
| V | Auditor's recommendation on additional Liability due to non-reconciliation | | |

Rule 80 of CGST Rules – Annual Return

*(1) Every registered person, other than those referred to in the second proviso to section 44 , an Input Service Distributor, a person paying tax under section 51 or section 52 , a casual taxable person and anon-resident taxable person, shall furnish an annual return for every financial year as specified under section 44 electronically in **FORM GSTR-9** on or before the thirty-first day of December following the end of such financial year through the common portal either directly or through a Facilitation Centre notified by the Commissioner:*

***Provided** that a person paying tax under section 10 shall furnish the annual return in **FORM GSTR-9A** .*

(1A) Notwithstanding anything contained in sub-rule (1), for the financial year 2020-2021 the said annual return shall be furnished on or before the twenty-eighth day of February 2022.

*(2) Every electronic commerce operator required to collect tax at source under section 52 shall furnish annual statement referred to in sub-section (5) of the said section in **FORM GSTR -9B** .*

Rule 80 of CGST Rules – Annual Return

*(3) Every registered person, other than those referred to in the second proviso to section 44 , an Input Service Distributor, a person paying tax under section 51 or section 52 , a casual taxable person and a non-resident taxable person, whose aggregate turnover during a financial year exceeds five crore rupees, shall also furnish a self-certified reconciliation statement as specified under section 44 in **FORM GSTR-9C** along with the annual return referred to in sub-rule (1), on or before the thirty-first day of December following the end of such financial year, electronically through the common portal either directly or through a Facilitation Centre notified by the Commissioner.*

(3A) Notwithstanding anything contained in sub-rule (3), for the financial year 2020-2021 the said self-certified reconciliation statement shall be furnished along with the said annual return on or before the twenty-eighth day of February 2022.

The books and other records specified U/S 35 of CGST Act need to be maintained at _____?

- A. the place where the books of account are maintained;
- B. the Principal Place of Business mentioned in the Registration Certificate;
- C. the Place of the Proprietor / Partner / Director / Principal Officer, etc.;
- D. any one or more of the alternatives (A) to (C) above as per the convenience of the taxable person;

Answer:- B

In case, where more than one Place of Business situated within a State are specified in the Registration Certificate, books and other records shall be maintained at _____?

- A. each Place of Business;
- B. at the Principal Place of Business mentioned in the Registration Certificate for all Places of Business in each State;
- C. the Place where the Books of Account are maintained for all places situated within a State.;
- D. any one or more place/s of business in a State pertaining to all places situated within that State;

Answer:- A

_____ of the following sentences is true?

- A. The registered person can maintain few records with prior permission of the Commissioner;
- B. The registered person is statutorily obligated to maintain such additional records as the Commissioner may notify;
- C. The registered person can maintain only records notified thereto by the Commissioner.;
- D. The specified class of registered person are obligated to maintain such additional or other records as the Commissioner may notify;

Answer:- D

_____ is the time-limit for maintenance / retention of books of account or the other records U/S 36 of CGST Act?

- A. Seventy-two months from the date of filing of Annual Return or due date of filing the Annual Return, whichever is earlier;
- B. Five years from the due date of filing of Annual Return;
- C. Seventy-two months from the due date of filing of Annual Return;
- D. Eight years from the due date of filing of Annual Return;

Answer:- C

_____ is the time-limit for maintenance / retention of records where the registered person is a party to any litigation matter / case?

- A. Till the final disposal of such Appeal or revision proceedings ;
- B. One year after final disposal of such Appeal or revision or proceeding, or the period specified for records U/S 36(1), whichever is earlier;
- C. Six months after final disposal of such Appeal or revision or proceeding, or the period specified for records U/S 47(1), whichever is earlier;
- D. One year after final disposal of such Appeal or revision or proceeding, or the period specified for records U/S 36(1), whichever is later;

Answer:- D

Can a Registered Person maintain its Accounts and other particulars in electronic form?

- A. No, the Registered Person needs to maintain Accounts and other particulars only in physical forms;
- B. Yes, provided the Registered Person has obtained special approval from the Commissioner;
- C. Yes, provided the manner of maintaining Accounts and other particulars in electronic form is prescribed;
- D. Yes, provided the Registered Person has obtained special approval from the GST Council;

Answer:- C

Every _____, other than those covered in exclusion list, shall furnish Annual Return in Form _____?

- A. Taxable Person; Form GSTR9C.
- B. Registered Person; Form GSTR9.
- C. Taxable Person; Form GSTR9C.
- D. Registered Person; Form GSTR9.

Answer:- C

Every Registered Person paying tax under Composition Scheme in terms of Section 10 of CGST Act, shall furnish Annual Return in _____ ?

- A. Form GSTR9C.
- B. Form GSTR9.
- C. Form GSTR9A.
- D. Form GSTR9B.

Answer:- C

Every Registered Person as Electronic Commerce Operator required to collect tax at source under in terms of Section 52 of CGST Act, shall furnish Annual Return in _____ ?

- A. Form GSTR9C.
- B. Form GSTR9.
- C. Form GSTR9A.
- D. Form GSTR9B.

Answer:- D

Every Registered Person, other than those covered in exclusion list, whose aggregate turnover during a financial year exceeds five crore rupees, shall also furnish a self-certified reconciliation statement in _____?

- A. Form GSTR9C.
- B. Form GSTR9.
- C. Form GSTR9A.
- D. Form GSTR9B.

Answer:- A

Every Registered Person, whose aggregate turnover during financial year 2020-2021 is up to _____ are exempt from filing Annual Return for the said FY?

- A. one crore rupees.
- B. two crore rupees.
- C. one crore fifty lakh rupees.
- D. three crore rupees.

Answer:- B

The Aggregate Turnover of M/s. X, a Registered Person, during FY 2020-2021 is Rs. 2.10 Crores, which is comprising of Rs. 1.90 Crores at its Branch One located in Gujarat and Rs. 0.20 Crore at its Branch Two located in Maharashtra. M/s. X need to file Annual Return in Form GSTR9 for FY 2020-2021 in _____?

- A. Gujarat.
- B. Maharashtra.
- C. In both States of Gujarat and Maharashtra.
- D. In none of the States of Gujarat and Maharashtra.

Answer:- C

The Aggregate Turnover of M/s. X, a Registered Person, during FY 2020-2021 is Rs. 3.80 Crores at its Branch One located in Punjab and Rs. 1.10 Crore at its Branch Two located in Madhya Pradesh. M/s. X need to furnish a self-certified Reconciliation Statement in _____?

- A. Punjab.
- B. Madhya Pradesh.
- C. In both States of Punjab and Madhya Pradesh.
- D. In none of the States of Punjab and Madhya Pradesh.

Answer:- D

The Annual Return in Form GSTR9 is broadly divided in to ____ Parts?

- A. IV.
- B. V.
- C. VI.
- D. VII.

Answer:- C

The self-certified Reconciliation Statement in Form GSTR9C is broadly divided in to ____ Parts?

- A. II.
- B. III.
- C. IV.
- D. V.

Answer:- D

This PPT is prepared purely for academic and knowledge sharing purposes with the aid of law provisions, information and documents freely available on the internet.

Thanks for your
Attention!!!

Any Questions???

