



Records

Section 2(85)

Place of business includes—

1. a place from where the business is ordinarily carried on, and includes
2. a warehouse, a godown or any other place where a taxable person stores his goods,
3. supplies or receives goods or services or both; or
4. a place where a taxable person maintains his books of account; or
5. a place where a taxable person is engaged in business through an agent, by whatever name called;

Section 2(89)

Principal place of business

means the place of business specified as the principal place of business in the certificate of registration



Section 35(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

- Production or manufacture of goods;
- Inward and outward supply of goods or services or both;
- Stock of goods;
- Input tax credit availed;
- Output tax payable and paid; and
- Such other particulars as may be prescribed (Rule 56(1))

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

Proviso: the registered person may keep and maintain such accounts & other particulars in electronic form in manner prescribed under rule 57.

Clarification on maintaining the books of accounts in case of auction of tea, coffee, rubber.

Issue: Requirements for maintaining books of accounts and eligibility for input tax credit (ITC) in the auction of tea, coffee, rubber, etc.

Clarification:

- (i) Principals and auctioneers may declare warehouses as their additional places of business (APOB) for storing auctioned goods. Buyers must also declare these warehouses if storing purchased goods there.
- (ii) They must maintain books of accounts at each place of business but can keep records for APOB at their principal place of business (PPOB) if facing difficulties.
- (iii) They must inform their jurisdictional officer in writing about maintaining books of accounts at the PPOB instead of APOB.
- (iv) Principals and auctioneers are eligible to avail ITC for auctions, subject to CGST Act provisions and rules

Generation and maintenance of electronic records

Back-Up of Records: Maintain proper electronic back-up to ensure information can be restored after accidents or natural causes.

Produce E-Records on Demand: Registered Person must provide authenticated records/documents in hard copy or electronically readable format upon demand.

Provide Access to E-Records on Demand: Registered Person must give details of files, passwords, code explanations, and a sample print copy when accounts and records are stored electronically.



Rule 57

Section 35(2)

Owner/operator of warehouse & transporter to maintain records

1. Every owner/operator of warehouse/godown/any other place used for storage of goods and
2. every transporter,
3. irrespective of whether he is a registered person or not,
4. shall maintain records of the consigner, consignee and other relevant details of the goods in such manner as may be prescribed (Rule 58).

Records to be maintained by owner/operator of godown or warehouse and transporters

Unregistered warehouse owner or transporter –

- Submit the business details electronically in FORM GST ENR-01 and,
- Upon validation, a unique enrolment number shall be generated & communicated.

A transporter having multiple registration State/UT under same PAN,

- he may apply for a unique common enrolment number;
- Submit FORM GST ENR-02 using any one of his GSTINs;
- and upon validation, a unique common enrolment number shall be provided.

Rule 58



Rule 58

Once a unique common enrolment number has been obtained, he shall not be eligible to use any of the GSTINs.

Records to be maintained by transporter & owner/operator of warehouse/godown

Transporter shall maintain

- records of goods transported, delivered and goods stored in transit by him
- along with the GSTIN of registered consigner & consignee for each of his branches.

Every owner/operator of a warehouse or godown shall maintain

- books of account for the period for which particular goods remain in the warehouse,
- including particulars relating to dispatch, movement, receipt & disposal of such goods.
- Also he shall store the goods in such manner that they can be identified item-wise and owner-wise & shall facilitate any physical verification/inspection by the PO on demand.

Section 35(6)

Unaccounted goods shall be deemed supplied

If a registered person fails to account for goods/services/both as per the provisions,

- the Officer will determine the payable tax as if those goods/services/both were supplied.
- Sections 73 or 74 shall mutatis mutandis apply for determining the tax.

Section 36

Period of retention of accounts

- Every registered person required keeping & maintaining books of account/other records shall retain them
- until the expiry of 72 months from the due date of furnishing of Annual Return for the year pertaining to such accounts and records:

A registered person involved in an appeal, revision, or other proceedings, or under investigation, must retain relevant books of account and records

- for one year after the final disposal of such matters, or
- for the specified period (72 months), whichever is later.



RULE 56

Maintenance of accounts by registered persons

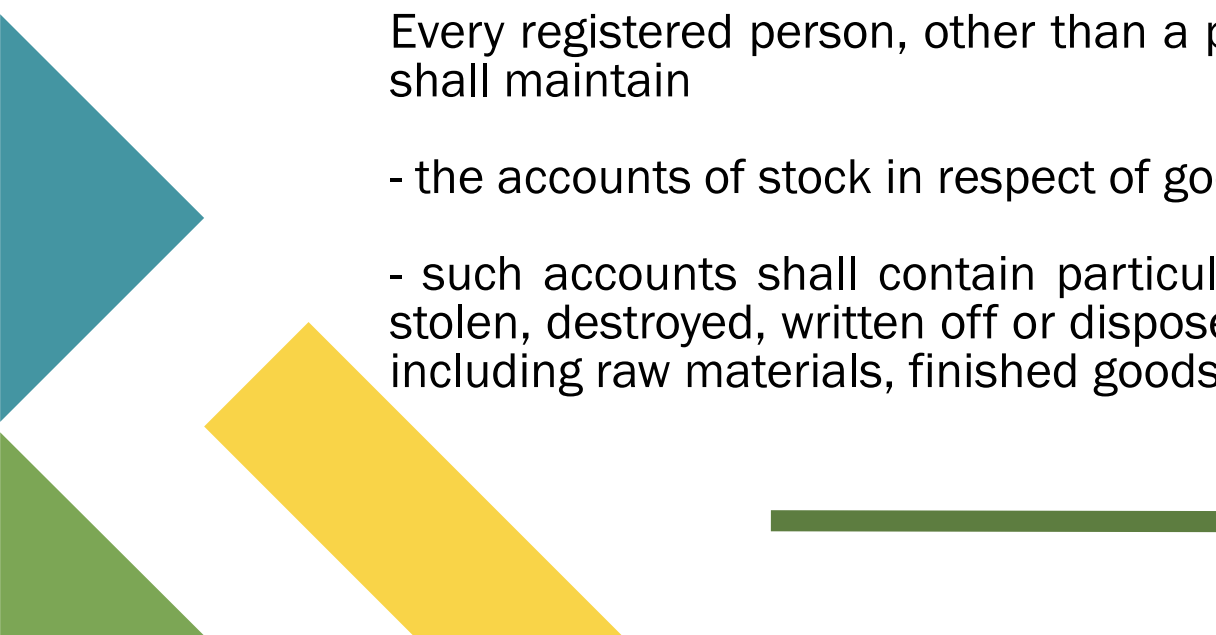
(1) Additional accounts to be maintained by registered person

Every registered person shall keep and maintain, in addition to the particulars mentioned in section 35(1),

- (a) a true and correct account of the goods/services imported or exported or
- (b) of supplies attracting payment of tax on reverse charge along with relevant documents,
- (c) including invoices, Cr & Dr notes, receipt, payment & refund vouchers.

(2) Registered person to maintain details of stock

Every registered person, other than a person paying tax under section 10 (composition dealer), 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/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) **Registered Person to maintain details of Input Tax and Outward Tax**

Every Registered Person, other than Composition dealer, shall keep and maintain an account, containing the details of tax payable (including tax payable under RCM), tax collected & paid, input tax, ITC claimed, together with a register of tax invoice, credit notes, debit notes, delivery challan issued or received during any tax period.

(5) **Registered Person to maintain details of suppliers, recipients and store house**

Every Registered Person shall keep the particulars of—

- names & complete addresses of suppliers from whom he has received the goods/services;
- names & complete addresses of the persons to whom he has supplied goods/services,
- 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 taxable goods not stored at declared place, deemed supply & Officer can issue demand

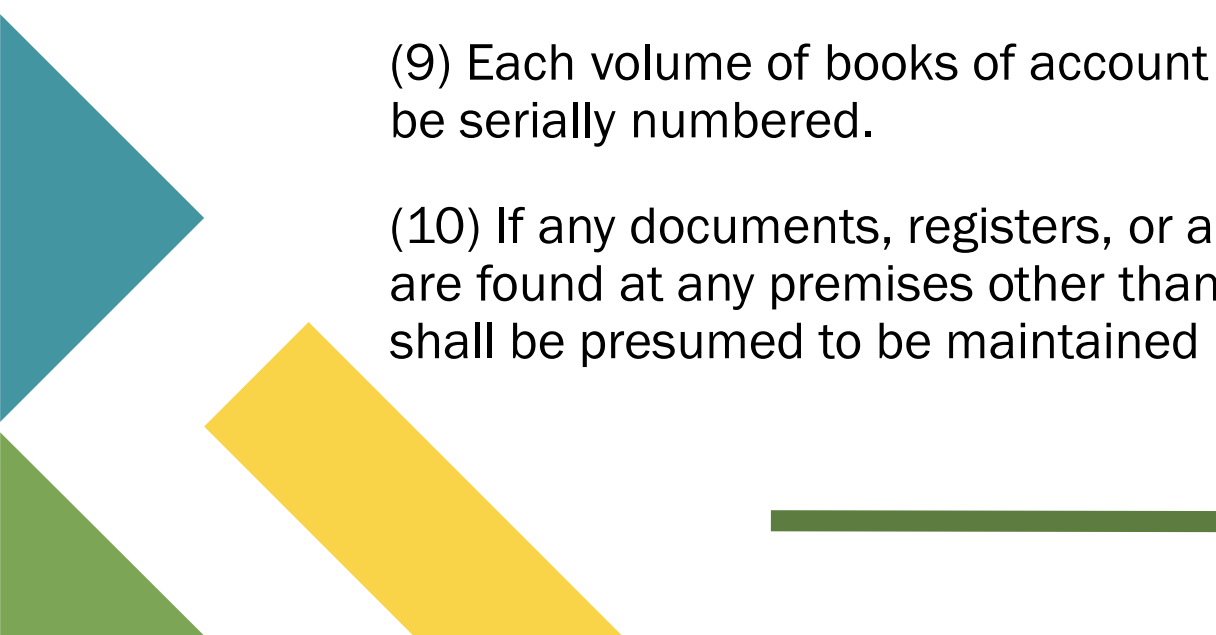
(7) Registered Person to keep books at Principal Place of Business & Additional Place of Business as per Registration Certificate (e-books may be maintained on e-device)

(8) Manner of correction of wrong entries

- No erasing, effacing, or overwriting of entries in registers, accounts, and documents.
- Incorrect entries (other than clerical errors) should be scored out under attestation.
- Correct entries should be recorded afterward.
- For electronic records, maintain a log of every edited or deleted entry.

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

(10) 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 Registration Certificate, they shall be presumed to be maintained by the said registered person.



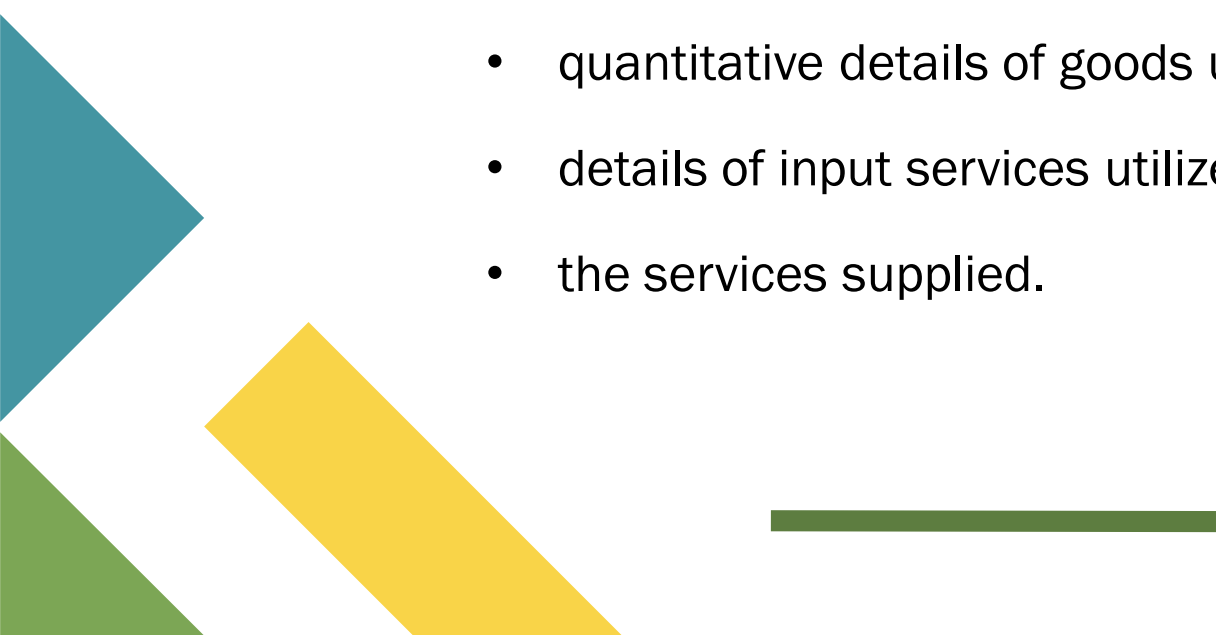
(12) Manufacturer to maintain production accounts

Every registered person manufacturing goods shall maintain

- monthly production accounts showing quantitative details of raw materials/services used
- quantitative details of goods so manufactured including the waste & by products thereof.

(13) Accounts to be maintained by supplier of service

Every registered person supplying services shall maintain the accounts showing

- quantitative details of goods used in the provision of services,
 - details of input services utilized and
 - the services supplied.
- 

(14) Books to be maintained by Works contractor

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 & quantity (wherever applicable) of g/s received for execution of WC;
- (c) description, value and quantity (wherever applicable) of g/s utilized in execution of WC;
- (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.

(15) Records may be maintained in electronic form & shall be authenticated by means of a digital signature.

(16) Period of retention of accounts as per section 36

Accounts maintained by the registered person together with all the invoices, Dr and Cr notes, relating to stocks, deliveries, inward supply & outward supply, shall be preserved for the period as provided in section 36.

where such accounts & documents are maintained manually, be kept at every related Place Of Business mentioned in the Registration Certificate &

where such accounts and documents are maintained digitally, be accessible at every related Place Of Business.

(17) Every registered person shall, on demand, produce the books of account.





Thank you

CMA Neeraj Kedia