



## One Day Workshop on Procedural Aspects in GST

Organized By: GST & Indirect Taxes Committee



Date & Time	Venue
.....	.....
<b>Registration &amp; Tea: 09:30 A.M. to 10:00 A.M.</b>	
Timing	Topics & Speakers
10:00 A.M to 11:30 A.M	<p><b><u>Registration</u></b></p> <ul style="list-style-type: none"><li>➤ Who needs to be registered?</li><li>➤ Is voluntary registration possible and its consequences?</li><li>➤ What is time limit of registration and effect of delayed registration?</li><li>➤ How to apply for registration, grant of registration certificate and when amendment needed, how to make amendment?</li><li>➤ Multiple registration and multiple location</li><li>➤ Registration as person opting for Composition Levy</li></ul> <p><b>Speaker: ... ..</b></p>
11:30 A.M to 11:45 A.M	Tea Break
11:45 A.M to 1:15 A.M	<p><b><u>Returns including payment</u></b></p> <ul style="list-style-type: none"><li>➤ Type of returns, when to file return</li><li>➤ How to file returns and relevant forms including input tax matching and ISD return mechanism</li><li>➤ Classification of eligible / ineligible credit voluntarily and error in such classification (credit wrongly reversed)</li><li>➤ Consequences of non-filing of return</li><li>➤ How to make payment and procedure of correction of adjustment of wrong payment.</li></ul> <p><b>Speaker: ... ..</b></p>
<b>Lunch – 01.15 P.M TO 02.15 P.M</b>	
Timing	Topics & Speakers
2:15 P.M to 03:45 P.M	<p><b><u>E- Bill way and Invoicing</u></b></p> <ul style="list-style-type: none"><li>➤ Requirement for issuance of E-bill for transporter and procedure of issuance of relevant form therein</li><li>➤ How to issue invoice or bill of material, challan and relevancy of HSN code and accounting code therein</li></ul> <p><b>Speaker: ... ..</b></p>

03.45 P.M to 04.00 P.M	<i>Tea Break</i>		
04.00 P.M to 05.30 P.M	<p><b><u>Refund and Accounts &amp; Records</u></b></p> <ul style="list-style-type: none"> <li>➤ <i>How to file refund claim and compliance requirement therein</i></li> <li>➤ <i>Refund under earlier law</i></li> <li>➤ <i>Unjust enrichment – applicable and inapplicable cases</i></li> <li>➤ <i>What are the records are required to be maintained which also help in assess for compliance of audit and assessment including the filing of Audit &amp; Reconciliation statement certification by Chartered Accountant?</i></li> <li>➤ <i>Updating information on GSTN and validation</i></li> </ul> <p><i>Speaker: ... ..</i></p>		
<p><b>Programme Chairman</b> CA. Rajendra Kumar P, GST &amp; Indirect Taxes Committee ☎ +91 0120-3045954 ✉ <a href="mailto:gst@icai.in">gst@icai.in</a></p>	<p><b>Programme Convener</b></p>	<p><b>Programme Co-ordinator</b></p>	<p><b>Contact for Registration</b></p>

***Limited Seats, registration will be on first come-first serve basis.***

**1. Fees:**

*For Member: ..... /--.*

**2. 6 CPE Hours will be granted subject to attendance**

**3. Background Material for every participant**

**4. Mode of Payment: - Cash/ Cheque/DD drawn in favour of “ ..... ” payable at ..... .**