



One Day Workshop on Procedural Aspects in GST

Organized By: GST & Indirect Taxes Committee



Date & Time	Venue
... ..	
Registration & Tea: 09:30 A.M. to 10:00 A.M.	
Timing	Topics & Speakers
10:00 A.M to 11:30 A.M	<u>Registration</u> ➤ Who needs to be registered? ➤ Is voluntary registration possible and its consequences? ➤ What is time limit of registration and effect of delayed registration? ➤ How to apply for registration, grant of registration certificate and when amendment needed, how to make amendment? ➤ Multiple registration and multiple location ➤ Registration as person opting for Composition Levy Speaker:
11:30 A.M to 11:45 A.M	Tea Break
11:45 A.M to 1:15 A.M	<u>Returns including payment</u> ➤ Type of returns, when to file return ➤ How to file returns and relevant forms including input tax matching and ISD return mechanism ➤ Classification of eligible / ineligible credit voluntarily and ➤ error in such classification (credit wrongly reversed) ➤ Consequences of non-filing of return ➤ How to make payment and procedure of correction of adjustment of wrong payment. Speaker:
Lunch – 01.15 P.M TO 02.15 P.M	
Timing	Topics & Speakers
2:15 P.M to 03:45 P.M	<u>E- Bill way and Invoicing</u> ➤ Requirement for issuance of E-bill for transporter and procedure of issuance of relevant form therein

		➤ <i>How to issue invoice or bill of material, challan and relevancy of HSN code and accounting code therein</i> <i>Speaker:</i>	
03.45 P.M to 04.00 P.M		Tea Break	
04.00 P.M to 05.30 P.M		<u>Refund and Accounts & Records</u> ➤ <i>How to file refund claim and compliance requirement therein</i> ➤ <i>Refund under earlier law</i> ➤ <i>Unjust enrichment – applicable and inapplicable cases</i> ➤ <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 & Reconciliation statement certification by Chartered Accountant?</i> ➤ <i>Updating information on GSTN and validation</i> <i>Speaker:</i>	
<u>Programme Chairman</u> Chairman GST & Indirect Taxes Committee	<u>Programme Co-Chairman</u> Vice - Chairman GST & Indirect Taxes Committee	<u>Programme Co-ordinator</u> CA. Chairman Branch (..IRC)	<u>Contact Details</u> Branch (..IRC)/ Region ☎ : Email ID:

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