

Form GSTR
[See rule ----]
Quarterly return

Financial Year			
Tax period			

1.	GSTIN														
2.	(a)	Legal name of the registered person	<Auto>												
	(b)	Trade name, if any	<Auto>												
	(c)	ARN (after filing)	<Auto (after filing)>												
	(d)	Date of ARN	<Auto (after filing)>												

3. Summary of Supplies made and tax liability

(Amount in ₹ for all tables)

Sr. No.	Type of Outward Supplies	Value	Tax amount			
			Integrated tax	Central tax	State/ UT tax	Cess
1	2	3	4	5	6	7
10. Details of outward supplies						
1.	Taxable supplies made to consumer and un-registered persons (B2C) [table 3A]	<Auto>				
2.	Taxable supplies made to registered persons (Other than those attracting reverse charge) (B2B) [table 3B]	<Auto>				
3.	Exports with payment of tax [table 3C]	<Auto>				
4.	Exports without payment of tax [table 3D]	<Auto>				
5.	Supplies to SEZ units/developers with payment of tax [table 3E]	<Auto>				
6.	Supplies to SEZ units / developers without payment of tax [table 3F]	<Auto>				
7.	Deemed exports [table 3G]	<Auto>				
	Sub-total (A)	<Auto>				
B. Details of inward supplies attracting reverse charge						
1.	Inward supplies attracting reverse charge (net of debit & credit notes) [table 3H]	<Auto>				
2.	Import of services (net of debit notes and credit notes)[table 3I]	<Auto>				
	Sub-total (B)	<Auto>				
C. Details of Credit/Debit notes, Advances received/ adjusted /Other adjustments						
1.	Debit notes issued (Other than those attracting reverse charge)	<Auto>				
2.	Credit notes issued (Other than those attracting reverse charge)	<Auto>				
3.	Advances received (net of refund vouchers)	<User input>				

4.	Advances adjusted (net of refund vouchers)	<User input>				
5.	Adjustment of output tax liability on account of transition from composition levy to normal levy and any other liability (+/-)	<User input>				
	Sub-total (C) [1-2+3-4±5]	<Auto>				
	Total tax liability (A+B+C)	<Auto>				

4. Summary of inward supplies for claiming input tax credit (ITC)

Sr. No.	Description	Value	Input Tax Credit (ITC)			
			Integrated tax	Central tax	State/ UT tax	Cess
1	2	3	4	5	6	7
A. Details of Credit received based on auto-population						
1.	Inward supplies received (other than those attracting reverse charge) [table 3A of Annexure of inward supplies]	<Auto>				
2.	Inward supplies attracting reverse charge (net of debit notes and credit notes) [table 3H]	<Auto>				
3.	Import of services (excluding from SEZ Units) [table 3I]					
4.	Import of goods [table 3J]	<Auto>				
5.	Import of goods from SEZ units [table 3K]					
6.	ISD Credit (net of debit notes and credit notes) [table 4 of Annexure of inward supplies]	<Auto>				
7.	Debit notes received from suppliers [table 3A of Annexure of inward supplies]	<Auto>				
	Sub-total (A)	<Auto>				
B. Details of reversal, rejection, pendency and adjustment of credit						
1.	Inward supplies rejected by recipient (wrong GSTIN etc.)	<Auto> <editable>				
2.	Supplies not eligible for credit (including ISD credit)	<User input>				
3.	Credit notes received from suppliers (other than those attracting reverse charge only) [table 3A of Annexure of inward supplies]	<Auto> (editable)				
4.	Reversal of input tax credit (Rule 37, 39, 42 & 43) (net of reclaimed ITC, if any)	<User input>				
5.	Input tax credit claimed earlier, if any	<Auto>				
6.	Other ITC [including Adjustment of ITC on account of transition from composition to normal (+/-)]	<User input>				

Sr. No.	Description	Value	Input Tax Credit (ITC)			
			Integrated tax	Central tax	State/ UT tax	Cess
1	2	3	4	5	6	7
	Sub-total (B)	<Auto>				
	C. Net effect of amendment (+/-) (When an invoice is wrongly locked, this is relevant for correction. The recipient would reject the locked invoice, ITC effect then would come here and thereafter amendment of invoice would be allowed by the supplier)	<Auto> (editable)				
	Net ITC available (A-B+C)	<Auto>				

5. Amount of TDS and TCS credit received

Sr. No.	Type of tax	Integrated tax	Central tax	State /UT tax
1	2	3	4	5
1.	TDS			
2.	TCS			
	Total			

6. Interest and late fee liability details

Sr. No.	Description	Interest				Late fee	
		Integrated Tax	Central Tax	State/ UT tax	Cess	Central tax	State/ UT Tax
1	2	3	4	5	6	7	8
1.	Interest and late fee due to late filing of return (including late reporting of invoices of previous tax periods and including on excess ITC availed or short liability stated in month 1 or 2 of quarter) <i>(to be computed by system)</i>						
2.	Interest on account of reversal of input tax credit <i>(to be calculated by taxpayer)</i>						
3.	Interest on account of late reporting of reverse charge supplies <i>(to be calculated by taxpayer)</i>						
4.	Others interest liability <i>(to be specified)</i>						
	Total						

7. Payment of tax

Sr. No.	Description	Tax payable		Tax already paid, if any	Adjustment of negative liability of previous tax period	Paid through ITC				Paid in cash		
		Reverse charge	Other than reverse charge			Integrated tax	Central tax	State/ UT tax	Cess	Tax/ Cess	Interest	Late Fee
1	2	3	4	5	6	7	8	9	10	11	12	13

1.	Integrated tax											
2.	Central tax											
3.	State/UT tax											
4.	Cess											
	Total											

8. Refund claimed from Electronic cash ledger

Sr. No.	Description	Tax	Interest	Penalty	Fee	Other	Total
1	2	3	4	5	6	7	8
1.	Integrated tax						
2.	Central tax						
3.	State/UT tax						
4.	Cess						
	Total						

9. Verification

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

Place -
Date -

Signature
Name of Authorized Signatory
Designation /Status

Instructions (GSTR- Quarterly) –

- 1) Invoice Annexure would be akin to that of the main return. (Refer to page 13 to 17).
- 2) Instructions would be akin to that of the main return but concept of pending and missing invoices and therefore instructions which pertain to these does not apply for quarterly return filers as can be seen from the table 4.
- 3) Profile questionnaire would be akin to that of the main return. (Refer to page 12).
- 4) HSN information would be required to be submitted in the invoice annexure to the quarterly return also.
- 5) Information relating to such supplies which does not create liability such as non-GST supply is not required to be filed.
