



One Day Workshop on Procedural Aspects in GST

Organized By: GST & Indirect Taxes Committee



Date & Time	Venue
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Registration & Tea: 09:30 A.M. to 10:00 A.M.	
Timing	Topics & Speakers
10:00 A.M to 11:30 A.M	<p><u>Registration</u></p> <ul style="list-style-type: none">➤ 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 <p>Speaker:</p>
11:30 A.M to 11:45 A.M	Tea Break
11:45 A.M to 1:15 A.M	<p><u>Returns including payment</u></p> <ul style="list-style-type: none">➤ 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. <p>Speaker:</p>
Lunch – 01.15 P.M TO 02.15 P.M	
Timing	Topics & Speakers
2:15 P.M to 03:45 P.M	<p><u>E- Bill way and Invoicing</u></p> <ul style="list-style-type: none">➤ Requirement for issuance of E-bill for transporter and procedure of issuance of relevant form therein➤ How to issue invoice or bill of material, challan and relevancy of HSN code and accounting code therein <p>Speaker:</p>

03.45 P.M to 04.00 P.M	<i>Tea Break</i>		
04.00 P.M to 05.30 P.M	<p><u>Refund and Accounts & Records</u></p> <ul style="list-style-type: none"> ➤ <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> <p><i>Speaker:</i></p>		
<p>Programme Chairman Chairman, GST & Indirect Taxes Committee ☎ +91 0120-3045954 ✉ gst@icai.in</p>	<p>Programme Convener</p>	<p>Programme Co-ordinator</p>	<p>Contact for Registration</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