

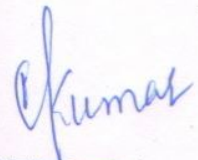
**INDIA TRADE PROMOTION ORGANISATION**  
(Finance & A/c Division)

**CIRCULAR**

June 14, 2017

Goods and Service Tax (GST) is to be implemented from 1<sup>st</sup> July 2017 that will have an impact on ITPO's business transactions like procurement, supply, marketing, logistics, etc. In order to be GST ready, certain information is required to be obtained from all our vendors/clients. In this regard, a requisition letter & Form 'A' required to be filled by vendors/clients is attached herewith.

All HODs are requested to instruct the concerned officials under their charge to obtain the required information from vendors as per Form 'A' by 25<sup>th</sup> June 2017. After that a consolidated statement may be submitted to the undersigned for further necessary action.



**(R.K.Thakur)**  
DGM (Fin.)

To:  
All HODs

Copy for information:

1. PS to CMD
2. PA to ED
3. FA&CAO

**Subject: Update on New Goods and Service Tax (GST) Law and action points for smooth transition to GST regime**

Dear All,

- We wish to inform you, that Indian business tax environment is witnessing its biggest transformation from existing complex and multiple Indirect taxes system to a new integrated tax on goods and services i.e. Goods and Service Tax. The new GST regimes likely to be implemented from 1 July 2017 and will have an impact on all business transactions like procurement, supply chain, marketing, logistics, etc.
- Furthermore, it is pertinent to note that Information Technology would play a pivotal role in implementation of GST Law in India, due to the fact that all taxable persons would be required to obtain registrations, report their business transactions online through periodic returns (invoice level reporting) and make online tax payments at nation-wide common GST portal named Goods and Service Tax Network ('GSTN').
- We, at **India Trade Promotion Organisation** have initiated our efforts for transition to the GST regime. Our endeavor is to be 'GST-ready' on the date of implementation with no business disruption. We expect you 'as our business partner' to have also commenced preparation for GST transition including transitioning of your existing indirect tax registrations to GST registrations for applicable GST compliances.
- **Immediate Action Points**

In order to take the first step such that our customer – vendor relationship is GST compliant, we request you to please send the details mentioned in **Form A** by 25<sup>th</sup> June **2017**.

We would also like to inform you that understanding and compliance with GST rules and procedures is one of the prerequisite to avail input tax credit and avoid blockage of working capital. We will be putting a clause in our purchase orders/contracts and you may in turn agree on such clauses with your suppliers that reimbursement of GST will only be done on compliance of GST rules and regulation and matching of data in GST Network.

Your support in providing the above details would ensure minimal mismatch of transactions, ease in transition and smooth GST returns compliance for both of us, thereby saving our valuable time and efforts in reconciliation.

Looking forward to your early revert and support.

## Form A

### Vendor checklist

#### Please fill in the following details:

- 1 Vendor Code
- 2 Vendor name
- 3 Vendor constitution (Company / Partnership Firm / Proprietary concern)
- 4 Registered Address
- 5 Fixed establishment
- 6 City
- 7 State
- 8 State Code
- 9 PAN
- 10 Contact personnel in your company who we can reach out, for issues / discussions on GST compliance

Particular	Name	Email Id	Mobile No.	Desk No.
SPOC* for GST				
Procurement Head				
CFO				

\* SPOC – Single point of contact

- 11 Please confirm whether you have applied for GSTN enrolment/ registration.
- 12 Please confirm whether you have obtained the provisional ID and 15 digit GSTIN enrolment number i.e. Application Reference Number.
- 13 Please provide your state-wise GST number in the following table:

#### State-wise GST registration details

Sl. No.	State	Address	VAT TIN No. / Excise registration no. / service tax registration no.	GST NO.	Remarks	Please attach a copy of GST NO.

- 14 Please provide the Harmonised System of Nomenclature (HSN code) / Service Accounting code (SAC) for all the goods and services respectively, dealt between us once these codes are notified by GST council.

#### Goods – Product HSN

Sl. No.	Product name	HSN code	Remarks

#### Services – Service Accounting code details

Sl. No.	Service name	SAC code	Remarks

- 15 Please advise the type of tax (CGST+SGST or IGST) you are planning to put on invoices to our company after GST implementation.
- 16 For invoices, if any, to be raised for supply of goods / services in FY 2016-17, please ensure that the same reaches us before 20<sup>th</sup> June 2017.