

Processing of refund applications for UIN entities

Circular No: 36/10/2018-CT

F. No: 349/48/2017-GST

Classification: Refund

Date: 13-03-2018

Subject: Processing of refund applications for UIN entities

The GST Council, in its 23rd meeting held at Guwahati on 10th November 2017, has decided that the entities having Unique Identity Number (UIN) may be given centralized registration at the option of such entities. Further, it was also decided that the Central Government will be responsible for all administrative compliances in respect of such entities.

2. In order to clarify some of the issues and to ensure uniformity of implementation across field formations, the Board, in exercise of its powers conferred under section 168 (1) of the Central Goods and Services Tax Act, 2017 (hereinafter referred to as "CGST Act") hereby clarifies the following issues:

3. Status of registration for UINs:

i. Entities having UINs are given a special status under the CGST Act as these are not covered under the definition of registered person. These entities have been granted UINs to enable them to claim refund of GST paid on inward supply of goods or services or both received by them. Therefore, if any such entity is making supply of goods or services or both in the course or furtherance of business then such entity will need to apply for GSTIN as per the provisions contained in the CGST Act read with the rules made thereunder.

ii. The process for applying for UIN has been outlined under Rule 17 of the Central Goods and Services Tax Rules, 2017 (hereinafter referred to as "CGST Rules"). As stated in the said rule, any person covered under clause (a) of sub-section (9) of section 25 of the CGST Act may submit an application electronically in FORM GST REG-13 on the common portal. Therefore, Specialised agency of the United Nations Organisation or any Multilateral Financial Institution and Organisation notified under the United Nations (Privileges and Immunities) Act, 1947, Consulate or Embassy of foreign countries shall apply for grant of UIN electronically by filling FORM GST REG-13.

iii. Due to delays in making available FORM GST REG-13 on the common portal, an alternative mechanism has been developed. Entities covered under clause (a) of sub-section (9) of Section 25 of the CGST Act may approach the Protocol Division, Ministry of External Affairs in this regard, who will facilitate grant of UINs in coordination with the Central Board of Excise and Customs (CBEC) and GSTN.

iv. It is clarified that the facility of single UIN is optional and an entity may seek more than one UIN.

4. Filing of return by UIN agencies:

i. The procedure for filing returns by UIN entities is specified under sub-rule (1) of Rule 82 of the CGST Rules. The UIN entity is required to file details of inward supplies in FORM GSTR-11.

ii. It may be noted that return in FORM GSTR-11 is required to be filed only for those tax periods for which refund is being claimed. In other words, if an UIN entity is not claiming refund for a particular period, it need not file return in FORM GSTR-11 for that period.

5. Applying for refund by UIN agencies:

i. All the entities who have been issued UINs and are notified under Section 55 of the CGST Act will be eligible for refund of inward supply of goods or services in terms of notification No. 16/2017-Central Tax (Rate)

ii. It may be noted that the conditions specified under the said notification need to be complied with while applying for refund claims. Further, field officers are hereby instructed to ensure that all the certificates / undertaking etc. as stipulated in the said notification be duly checked while processing the refund claims.

iii. The procedure for filing a refund application has been outlined under Rule 95 of the CGST Rules which provides for filing of refund on quarterly basis in FORM RFD-10 along with a statement of inward invoices in FORM GSTR-11. It is hereby clarified that FORM GSTR-11 along with FORM GST RFD-10 has to be filed separately for each of those quarters for which refund claim is being filed.

iv. Agencies which have been allotted UINs may visit User Manual / FAQ section on the common portal (www.gst.gov.in) for step by step instructions on how to file FORM GSTR-11 and FORM RFD-10.

v. It is hereby clarified that all the entities claiming refund shall submit the duly filled in print out of FORM RFD-10 to the jurisdictional Central Tax Commissionerate. All refund claims shall be processed and sanctioned by respective Central Tax offices. In order to facilitate processing of refund claims of UIN entities, a nodal officer has been designated in each State details of whom are given in Annexure A. Application for refund claim may be submitted before the designated Central Tax nodal officers in the State in which the UIN has been obtained.

vi. There may be cases where multiple UINs existed for the same entity but were later merged into one single UIN. In such cases, field formations are requested to process refund claims for earlier unmerged UINs also. Hence, the refund application will be made with the single UIN only but invoices of old UINs may be declared in the refund claim, which may be accepted and taken into account while processing the refund claim.

6. Passing of refund order and settlement of funds:

i. The facility of centralized UIN ensures that irrespective of the type of tax (CGST, SGST, IGST or Cess) and the State where such inward supply of goods or services have been procured, all refunds would be processed by Central authorities only. Therefore, field formations are advised that all refunds are to be processed on merits irrespective of where and which type of tax is paid on inward supply of goods or services or both by such entities.

ii. A monthly report as prescribed in Annexure B is required to be furnished to the Director General of Goods and Services Tax by the 30th of the succeeding month.

iii. Field officers shall send a copy of the order passed for such refunds to their State counterparts for information purposes only.

7. It is requested that suitable trade notices may be issued to publicize the contents of this circular.

8. Difficulty, if any, in implementation of the above instructions may please be brought to the notice of the Board. Hindi version would follow.

| Annexure A | | | | | |
|-------------------|----------------|-----------------------|---|--|---|
| S.No. | State/UT | Nodal Commissionerate | Contact Address of the Commissionerate | Nodal Officer | Phone number and E-mail id of Nodal Officer |
| 1 | Andhra Pradesh | Guntur CGST | GST Bhavan, Kannavarithota, Guntur-522004 | Mr. K. Mahipal Chandra, Assistant Commissioner | 0863-2234713, mahipal.chandra@gov.in |

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|----|---------------------------|-------------------|--|--|--|
| 2 | Andaman & Nicobar Islands | Haldia | Assistant Commissioner of Central Tax. A & N Division, Kandahar Marg (VIP Road), Port Blair – 744103 | Mr. T Inigo, Assistant Commissioner, Andaman & Nicobar | Inigo.timothy@gov.in |
| 3 | Arunachal Pradesh | Itanagar | CGST & CX Commissionerate, Itanagar-791110 | Mr. N.K.Nandi, Assistant Commissioner | 0360-2351213, nknandi2014@gmail.com |
| 4 | Assam | Dibrugarh | CGST & CX Commissionerate, Dibrugarh-786003 | Mr. B.B.Baruah, Assistant Commissioner | 0373-2314082, Bbhusan.baruah@gov.in |
| 5 | Assam | Guwahati | CGST & CX Commissionerate, Guwahati-781005 | Mr. Sanjeet Kumar, Assistant Commissioner | 0361-2465197, sanjeet.kumar@icegate.gov.in |
| 6 | Bihar | Patna-II | 4th Floor, C.R.Building (Annexe), Bir Chand Patel Path, Patna-800001 | Mr. Suhrit Mukherjee, Assistant Commissioner | 0612-2504814, suhrit9933@gmail.com |
| 7 | Chandigarh | Chandigarh | Plot No. 19 Sector 17-C, C.R Building Chandigarh | Ms.Mamta Saini, Deputy Commissioner | 0172-2704196, mamtasaini.india@gmail.com |
| 8 | Chhattisgarh | Raipur | Division-II, CGST Bhawan Civil Lines, Raipur | Mr. Sumit Kumar Agrawal, Assistant Commissioner | 0771-2425636 sumitk.agrawal@gov.in |
| 9 | Dadra and Nagar Haveli | Daman | 2nd Floor, Hani's Landmark, Vapi-Daman Road, Chala, Vapi, Gujarat | Mr. B.P. Singh, Additional Commissioner, Daman | 0260-2460502, binay.singh@icegate.gov.in |
| 10 | Daman and Diu | Daman | 2nd Floor, Hani's Landmark, Vapi-Daman Road, Chala, Vapi, Gujarat | Mr. B.P. Singh, Additional Commissioner, Daman | 0260-2460502, binay.singh@icegate.gov.in |
| 11 | Goa | Goa | GST Bhavan, EDC Complex, Patto, Panaji-403001 | Mr. S. K. Sinha, Additional Commissioner | 0832-2437190, sanjay1.sinha@icegate.gov.in |
| 12 | Gujarat | Gandhinagar | O/o the Commissioner, CGST, Gandhinagar Custom House, Near All India Radio, Navrangpura, Ahmedabad-380009. | Dr. Amit Singal, Joint Commissioner | 079-27540424, singalamit@rediffmail.com |
| 13 | Haryana | Gurugram | Plot No. 36-37, Sector-32, Gurugram | Mr. Raj Karan Aggarwal, Assistant Commissioner | 0124-2380269, Aggarwalrajkaran@gmail.com |
| 14 | Himachal Pradesh | Shimla | Camp at Plot No. 19 Sector 17-C, C.R Building Chandigarh | Mr.Nikhil Kumar Singh, Assistant Commissioner | 0172-2704196, nikhil.singh@icegate.gov.in |
| 15 | Jammu and Kashmir | Jammu | OB-32, Rail Head Complex, Jammu | Mr.Prakash Choudhary, Assistant Commissioner | 0191-2475320, prakash.online1984@gmail.com |
| 16 | Jharkhand | Ranchi | 5th Floor, C.R.Building, 5-A, Main Road, Ranchi-834001 | Mr. Debabrata Chatterjee, Assistant Commissioner | 0651-2330218, debabrata.chaterjee@gmail.com |
| 17 | Karnataka | Bengaluru (South) | Bengaluru South Commissionerate, C.R. Building, Queen's Road, Bengaluru-560001 | Mrs. Gayathri Chandra Menon, Assistant Commissioner | 080-25522370 sd07_gst@gov.in |
| 18 | Kerala | Kochi | Central Revenue Building, I.S. Press Road, Kochi-682018 | Mr. Ashwin John George, Assistant Commissioner | 0484-2533169 ashwinjohngeorge@gmail.com |
| 19 | Lakshadweep | Kochi | Central Revenue Building, I.S. Press Road, Kochi-682018 | Mr. Ashwin John George, Assistant Commissioner | 0484-2533169 ashwinjohngeorge@gmail.com |
| 20 | Madhya Pradesh | Bhopal | Division – I Bhopal, Jail Road Paryawas Bhawan, Bhopal | Mr. Piyush Thorat, Assistant Commissioner | 0755-2761620, piyushthorat19@gmail.com |
| 21 | Maharashtra | Mumbai Central | 4 th Floor, GST Bhavan, 115, M.K.Road, Opp Churchgate Station, Mumbai-400020 | Ms. Manpreet Arya, Additional Commissioner | 022-26210384, manpreetarya@yahoo.co.in |
| 22 | Manipur | Imphal | CGST & CX Commissionerate, Imphal-795001 | Mr. R.K.Shurchandra Singh, Assistant Commissioner | 0385-2460735, shurchandra.rk@gov.in |
| 23 | Meghalaya | Shillong | CGST & CX Commissionerate, Shillong-793001 | Mr. Om Prakash Tiwary, Assistant Commissioner | 0364-2506758, tiwary.op@gov.in |
| 24 | Mizoram | Aizawl | CGST & CX Commissionerate, Aizawl-796001 | Mr. L.Ralte, Deputy Commissioner | 0389-2346515, lal.ralte@icegate.gov.in |
| 25 | Nagaland | Dimapur | CGST & CX Commissionerate, Dimapur-797112 | Mr. Gopeswar Chandra Paul, Assistant Commissioner | 0386-2351772, paul.gopeswar3@gmail.com |
| 26 | NCT of Delhi | Delhi (South) | 2nd & 3rd Floor, EIL Annexe Building, Bhikaji Cama Place, New Delhi, Delhi 110066 | Mr. Shikhar Pant, Assistant Commissioner | 011-40785842 shikhar.pant@gov.in |
| 27 | Odisha | Bhubaneshwar | C.R. Building, (GST Bhawan), Rajaswa Vihar, Bhubaneshwar-751007 | Mr. Sateesh Chandar, Joint Commissioner | 0674-2589694 sateesh.chandar@nic.in |
| 28 | Puducherry | Puducherry | I, Goubert Avenue (Beach Road), Puducherry -605001. | Joint Commissioner | 0413-2224062, 0413-2331244, pondycex.gst@gov.in |
| 29 | Punjab | Ludhiana | Central Excise House, F-Block, Rishi Nagar, Ludhiana. | Mr.Neeraj Soi, Deputy Commissioner | 0161-2679452, soineeraj@gmail.com |
| 30 | Rajasthan | Jaipur | N.C.R. Building, Statue Circle, Jaipur | Mrs. Ruchita Vij, Additional Commissioner | 0141-2385342 ruchitavij@gmail.com |
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| 31 | Sikkim | Siliguri | Gangtok CGST Division, Indira Bypass Road, Sichey Near District Court, Gangtok – 737101 | Mr. Puran Lama, Assistant Commissioner, Sikkim (Gangtok) | 03592-284182, Gtk_div@rediffmail.com |

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|----|---------------|-----------------|--|---|---|
| 32 | Tamil Nadu | Chennai (North) | GST Bhawan, 26/1, Mahatma Gandhi Road, Nungambakkam, Chennai – 600034 | Additional Commissioner | 044-28331177, 044-28331188, commr-cexchnl@nic.in |
| 33 | Telangana | Hyderabad | O/o the Principal Commissioner of Central Tax, Hyderabad GST Commissionerate, GST Bhawan, L B Stadium Road, Basheerbagh, Hyderabad - 500004. | Mr. P. Anand Kumar, Additional Commissioner | 040-23240725, ak.pulapaka@gov.in |
| 34 | Tripura | Agartala | CGST & CX Commissionerate, Agartala-799001 | Mr. S.K.Mazumdar, Assistant Commissioner | 0381-2304099 , sanjoymaz85@gmail.com |
| 35 | Uttar Pradesh | Lucknow | 7-A, Ashok Marg, Lucknow-226001 | Mr. Avijit Pegu, Assistant Commissioner | 0522-2233001, avijit.pegu@icegate.gov.in |
| 36 | Uttarakhand | Dehradun | Office of the Commissioner, Central Goods & Services Tax, E-Block, Nehru Colony, Dehradun | Mr. Sanjay Kumar Shukla | 0135-2668668, sanjay2.shukla@icegate.gov.in |
| 37 | West Bengal | Kolkata (North) | 180, Shanti Pally, Rajganda Main Road, Kolkata | Mr. Shobhit Sinha, Assistant Commissioner | 033-24416813, Shobhitsinha.jsr@gov.in |

Annexure B

Office of the Commissioner -----

Report for the month of -----

| Name of the State | Details of the Entity | | Time Period | | Name of the State for which refund has been sanctioned | Central Tax | State Tax / UT Tax | Integrated tax | Cess |
|-------------------|-----------------------|-----|-------------|----|--|-------------|--------------------|----------------|------|
| | Name | UIN | From | To | | | | | |
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