Refund process under GST

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**CATEGORY 1:**
Export of Goods with payment of IGST

**Application Form:** Shipping Bill

**Conditions:**
- Export Manifest/ Export Report is filed
- Valid Form 3B for the month has been filed
- GSTR 1 for the month has been filed

**Customs system to automatically** process refund and credit IGST paid electronically to bank account of applicant exporter

**Order regarding withholding of refund/ further sanction**
- to be done manually through FORM GST RFD-07/ FORM GST RFD-06
**Points to be noted:**

- **Correct Shipping Bill Number** must be given in Table 6A of GSTR 1
- **Invoice numbers** for GST (given in GSTR 1) and Customs (as mentioned in shipping bill) should **match**
- **IGST** paid amount given in GSTR 1 to **tally** with IGST amount in shipping bill
- **Export General Manifest** (EGM) should be filed online and information furnished in EGM and Shipping Bill should match
- **Correct Bank Account** should be available with Customs
- Shipping bills are available for viewing online on ICEGATE website
**CATEGORY 2:**

Export of Services with payment of IGST & Supply of Goods or Services with payment of IGST to a SEZ

**Application Form:** GST RFD – 01A

The form has to be filled manually

The form has to be submitted with the jurisdictional GST Officer – either at Centre or State

**Conditions:**

- The form has to be submitted **with only one officer** – either state or centre
- The form has to be accompanied by **Statement 2 or 4**, as applicable (annexed below)
- **Undertaking** is required to be submitted that the claim for sanction of refund has been made to only one authority

Once application is received, entry has to be made in the **refund register** maintained by the office of the Jurisdictional Officer

- Declaration to be submitted by claimant that no refund has been claimed against the relevant invoices
- Officer to check whether GSTR 3/ 3B has been filed.
- Deficiencies in documentation to be communicated
- Application to be resubmitted after rectifying deficiencies

Acknowledgement in **GST RFD – 02** to be issued within **15 days** from date of filing/ resubmission of application

- Declaration to be filed by applicant stating that it has not contravened Rule 91(1) of the CGST Rules
- Processing of grant of provisional refund to be completed within **7 days** – FORM GST RFD-04
- Payment Advice FORM GST RFD-05

**Final order** to grant refund to be issued within **60 days** from date of GST RFD – 02 – after due verification of documentary evidence and **detailed scrutiny**
## Statement 2

Refund Type: Exports of services with payment of tax

(Amount in Rs.)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Invoice details</th>
<th>Integrated tax</th>
<th>Cess</th>
<th>BRC/ FIRC</th>
<th>Integrated tax and cess involved in debit note, if any</th>
<th>Integrated tax and cess involved in credit note, if any</th>
<th>Net Integrated tax and cess (6+7+10 - 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Date</td>
<td>Value</td>
<td>Taxable value</td>
<td>Amt.</td>
<td>No.</td>
<td>Date</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

## Statement 4

Refund Type: On account of supplies made to SEZ unit or SEZ Developer (on payment of tax)

(Amount in Rs.)

<table>
<thead>
<tr>
<th>GSTIN of recipient</th>
<th>Invoice details</th>
<th>Shipping bill/ Bill of export/ Endorsed invoice by SEZ</th>
<th>Integrated tax</th>
<th>Cess</th>
<th>Integrated tax and cess involved in debit note, if any</th>
<th>Integrated tax and cess involved in credit note, if any</th>
<th>Net Integrated tax and cess (8+9+10 - 11)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. Date Value</td>
<td>No. Date Taxable value Amt.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>
CATEGORY 3:

Export of Services/ Goods or Supply of Goods or Services to SEZ without payment of IGST

Application Form: GST RFD – 01A

The form has to be filled online

Unutilised input tax credit will be claimed as refund

Amount claimed as refund will be debited in electronic credit ledger and ARN reflecting proof of debit shall be generated

Printout of the form has to be submitted manually with the jurisdictional GST Officer – either at Centre or State

Conditions:

- The form has to be submitted with only one officer – either state or centre
- The form has to be accompanied by Statement 5, (annexed below)
- The ARN will be mentioned on the FORM GST RFD-01A submitted manually
- Undertaking is required to be submitted that the claim for sanction of refund has been made to only one authority

Once application is received, entry has to be made in the refund register maintained by the office of the Jurisdictional Officer

- Declaration to be submitted by claimant that no refund has been claimed against the relevant invoices
- Officer to check whether GSTR 3/ 3B has been filed.
- Deficiencies in documentation to be communicated
- Application to be resubmitted after rectifying deficiencies

Acknowledgement in GST RFD – 02 to be issued within 15 days from date of filing/ resubmission of application

- Declaration to be filed by applicant stating that it has not contravened Rule 91(1)
- Processing of grant of provisional refund to be completed within 7 days – FORM GST RFD-04
- Payment Advice FORM GST RFD-05
- Refund to be made directly to bank account mentioned in registration

Final order to grant refund to be issued within 60 days from date of GST RFD – 02 – after due verification of documentary evidence and detailed scrutiny
### Statement 5

Refund Type: On account of supplies made to SEZ unit or SEZ Developer (without payment of tax)

(Amount in Rs.)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Invoice details</th>
<th>Goods/ Services (G/S)</th>
<th>Shipping bill/ Bill of export/ Endorsed Invoice No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Date</td>
<td>Value</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

### Statement 5A

Refund Type: On account of supplies made to SEZ unit / SEZ developer without payment of tax (accumulated ITC) – calculation of refund amount

(Amount in Rs.)

<table>
<thead>
<tr>
<th>Turnover of zero rated supply of goods and services</th>
<th>Net input tax credit</th>
<th>Adjusted total turnover</th>
<th>Refund amount (1×2÷3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
CATEGOR 4:
Deemed Exports

Application Form: GST RFD – 01A

The form has to be filled online

Unutilised input tax credit will be claimed as refund

Printout of the form has to be submitted manually with the jurisdictional GST Officer – either at Centre or State

Conditions:
- The form has to be submitted with only one officer – either state or centre
- The form has to be accompanied by Statement 5B (annexed below)
- The ARN will be mentioned on the FORM GST RFD-01A submitted manually
- Undertaking is required to be submitted that the claim for sanction of refund has been made to only one authority
- Acknowledgment by the jurisdictional Tax officer of the Advance Authorisation holder or Export Promotion Capital Goods Authorisation holder, as the case may be, that the said deemed export supplies have been received by the said Advance Authorisation or Export Promotion Capital Goods Authorisation holder, or a copy of the tax invoice under which such supplies have been made by the supplier, duly signed by the recipient Export Oriented Unit that said deemed export supplies have been received by it
- Undertaking by the recipient of deemed export supplies that he shall not claim the refund in respect of such supplies and that no input tax credit on such supplies has been availed of by him

Once application is received, entry has to be made in the refund register maintained by the office of the Jurisdictional Officer

- Declaration to be submitted by claimant that no refund has been claimed against the relevant invoices
- Officer to check whether GSTR 3/ 3B has been filed.
- Deficiencies in documentation to be communicated
- Application to be resubmitted after rectifying deficiencies
Acknowledgement in GST RFD – 02 to be issued within **15 days** from date of filing/resubmission of application

- Declaration to be filed by applicant stating that it has not contravened Rule 91(1)
- Processing of grant of provisional refund to be completed within **7 days** – FORM GST RFD-04
- Payment Advice FORM GST RFD-05
- Refund to be made **directly to bank account** mentioned in registration

**Final order** to grant refund to be issued within **60 days** from date of GST RFD – 02 – after due verification of documentary evidence and **detailed scrutiny**

**Statement 5B**

Refund Type: On account of deemed exports

(Amount in Rs.)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Details of invoices of outward supplies in case refund is claimed by supplier/ Details of invoices of inward supplies in case refund is claimed by recipient</th>
<th>Tax Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Integrated Tax</td>
</tr>
<tr>
<td>No.</td>
<td>Date</td>
<td>Taxable Value</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
DETAILED SCRUTINY

- Detailed scrutiny will be conducted after grant of provisional refund and before issue of final refund order
- The officer shall validate refund statement details with FORM GSTR 1
- The shipping bill details will be verified through ICEGATE SITE
- Details of IGST paid shall be verified with FORM GSTR – 3/ 3B
- Input Tax credit refundable shall be ascertained
- Order stating final refund amount shall be given in FORM GST RFD-06
- If sanctioned refund is less than the applied amount – notice for hearing will be issued
- After receiving reply and giving opportunity of being heard, final order shall be made in FORM GST RFD – 06
- According to the final order further refund shall be paid.
- According to the final order, any amount of credit rejected shall be re-credited to the credit ledger
- Interest, if any shall also be paid
- Pre-audit of manually processed refunds shall not be carried out irrespective of amount involved
- Post-audit of orders may continue.

* * * *

Acknowledgements

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- Indirect Taxes Committee