



M/s PRANJAL JOSHI & CO

CHARTERED ACCOUNTANTS

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud, Pune – 411 038. Tel – 020 – 25 43 02 76, contact@capranjaljoshi.com

Basic Procedures under Service Tax

Important Procedures under Service Tax are as under

Nature of compliance	Form and other details	Time Limit	Other provisions
Obtaining Registration as Service Provider, Service Receiver, Service Tax Distributor and Aggregator	ST-1 electronically through www.aces.gov.in	Within 30 days from the date of rendering of service or crossing of taxable turnover over Rs 30 Lacs which ever is earlier (for service provider).	<ul style="list-style-type: none">As per simplified procedure, registration shall be granted within 2 days.Self attested documents viz. PAN, Identity & Address proof, Bank details etc are to be submitted within 7 days. STC code i.e. registration number shall be granted which is a fifteen digit PAN based number.Single registration for all services rendered to be obtained. Also centralised registration for different premises can also be obtained.
Change Information in pertaining to ST 1	ST-1 electronically through www.aces.gov.in	Within 30 days from the date of change	<ul style="list-style-type: none">Documents to support changes sought for are to be submitted.
Cancellation / of surrender registration	Electronically through www.aces.gov.in		<ul style="list-style-type: none">Request letter may also be submitted.Assessee to file up to date returns and then apply for registration
Issue of Invoice by Service Provider	Not fixed format prescribed. But mandatory contents are prescribed.	Within 30 days from the date of completion of taxable service or receipt of amount towards taxable service (45 days for banking services)	<ul style="list-style-type: none">Mandatory details to be prescribed on Invoice are - Name, Address, STC No of service provider, Name & Address of service recipient, Description and value of taxable service, service tax payable with bifurcation of tax and cessDigitally signed invoice is allowed



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Payment of Service Tax	GAR 7, Electronically through EASIEST CBEC system. Appropriate Accounting code is to be used.	On or before 6 th of the next month / quarter (Individual and Partnership firms) for all months / quarters except March. By 31 st March itself in case of March month / quarter ending.	<ul style="list-style-type: none">• Service tax is payable on accrual basis by Service provider (i.e. Date of billing or receipt of advance).• Firms and Individuals with less than Rs 50 Lacs turnover however can pay service tax on cash basis.• In case of reverse charge, POT shall be the date when the payment is made to the vendor or end of 3 months from the date of receipt of bill whichever is earlier.
Adjustment of tax paid in advance			<ul style="list-style-type: none">• Self adjustment of excess amount is allowed in subsequent month / quarter if excess payment is made due to calculation mistakes or calculation was not practically possible (31st March cases). W.e.f. 01.04.12, no ceiling on maximum amount that can be adjusted.
Filing of Service tax Return	ST3, electronically through www.aces.gov.in	Half yearly before 25 th October and 25 th April respectively	
Revised return of Service Tax	ST3, electronically through www.aces.gov.in	Within 90 days from the original return	