

Guidelines for submission of CST reimbursement claim

1. The units are required to submit CST claim through online mode <http://intrastpi.stpi.in/cst> (refer user manual for CST reimbursement online application).
 2. Duly signed printed copy of the online submitted claim along with supporting documents needs to be produced in person at Pre-verification desk. Prior appointment / time slot should be taken from the nominated verification staff.
 3. The Claim documents need to be arranged properly in a file (Cobra/Box) with continuous page numbering. It is mandatory to furnish duly filled and signed Covering letter and Index / Checklist (as per format given) with each claim.
 4. **All the documents as per checklist will be pre-verified 100% for completeness and correctness by the nominated verification desk in the presence of unit representatives.**
 5. The applications found in conformity in all respect will only be received through the DAK and **Inward No.** will be allotted. The date of this inward diary entry will be considered as **date of receipt** for all purposes.
 6. The applications which are incomplete or erroneous in nature **will not be accepted** in the DAK.
 7. All the units are advised to prepare their case in advance enough to avoid last date rush and complete the submission within prescribed date.
 8. The CST claim accepted through above steps (4&5) will be processed further as per FTP/HBP.
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COVERING LETTER ON COMPANY LETTER HEAD

Date:.....

To,

The Director,
Software Technology Parks of India,
Plot No.30,Udyog Vihar, Phase-IV, Sector-18,
Electronic City, Gurugram-122018, Haryana

Subject : CST Reimbursement Claim

Sir,

Please find enclosed the CST reimbursement claim for the quarter from
.....to amounting to Rswith
other supporting documents as per Index / checklist.

Thanking you,

Yours sincerely

(Authorised person name & signature)

<u>Index / Checklist</u>				
S. N.	Document Required	Compliance		Page No
		Yes	No/NA	
1	Online generated print of Annexure-I (contents as per Appendix 6-H of HBP)			
	<input checked="" type="checkbox"/> Each and every page should be signed by authorised signatory			
2	Online generated print of Annexure –II (contents as per Appendix 6-H of HBP)			
	<input checked="" type="checkbox"/> Each and every page should be signed by the CA			
3	Online generated print of Table for Details of Goods Brought Into Unit and Central Sales Tax Paid During the Quarter (Statement of Supplies) as per table given in Appendix 6-H of HBP, duly certified by CA			
	<input checked="" type="checkbox"/> Each and every page should be signed by the CA			
4	Certified Copy of Proof of registration with Central Sales Tax Authorities <i>Registration Date</i>			
5	Certified Copy of Custom Bonding License <i>Ensure validity during claim period</i>			
	<input checked="" type="checkbox"/> Valid fromto			
6	Certified Copy of the Membership of FCA Certificate <i>Ensure eligibility as per Appendix 6 –H</i>			
7	Certified Copy of valid LoP <input checked="" type="checkbox"/> Valid up to			
	<input checked="" type="checkbox"/> If unit has Exit from STP/EHTP scheme, then Certified Copy of Exit Approval needs to be submit with proper authorization details			
8	Declaration For ITES/BPO units (if applicable) duly signed by authorised signatory			
9	Letter with three specimen signature of authorised signatory for signing Form –C on unit’s letterhead			
10	Counterfoil of Original C-Form forms issued by the unit to the supplier (if applicable)			
	<input checked="" type="checkbox"/> The details of C form should match with CA certified Statement of Supplies and should be duly signed by authorized signatory			
	<input checked="" type="checkbox"/> The details given on ‘C’ form should include value, number and date of invoices etc as per Appendix 6-H of HBP.			
11	An undertaking to the effect that “No claim for reimbursement of CST for purchase made from EOU/SEZ unit has been included ” duly signed by authorized signatory. <i>(Applicable for claim prior to April, 2015)</i>			

12	All relevant Original Invoices			
	<input checked="" type="checkbox"/> Invoices should be arranged as per table for Statement of Supplies			
	<input checked="" type="checkbox"/> The vendor should clearly mentioned CST as taxes paid else the amount may be disallowed			
	<input checked="" type="checkbox"/> Amount less than Rs 100.0 should not be claimed			
	<input checked="" type="checkbox"/> The item mentioned on claimed invoice should be essential for the main activity/operation of the unit else the claim will be disqualified			
13	Proof of material received (Material Receipt Register / Stock Register)			
	<input checked="" type="checkbox"/> The date of receipt of material will be the criteria for determining the quarter of the claim. In case of payment made in installments the quarter determining factor will be the date of payment of final installment.			
	<input checked="" type="checkbox"/> All the relevant entries should be properly highlighted and indexed			
14	Certified Copy of Bank Statement			
	<input checked="" type="checkbox"/> All the relevant entries should be properly highlighted and indexed			
	<input checked="" type="checkbox"/> A valid reason (TDS/Credit /Debit note etc.) must be given for Less payment / Extra payment / advance payment else the amount may be disallowed			
15	Attested Copies Of Original Invoices			
	<input checked="" type="checkbox"/> should be arranged as per table for Statement of Supplies sequence			
16	Attested Copies Of Counterfoil Of Original C-Form			
	<input checked="" type="checkbox"/> should be arranged as per table for Statement of Supplies sequence			

Unit Representative details

Signature.....

Name.....

Designation

Mobile No.....