

FORM I instructions

The following instructions may please be noted before filling the return

1. The VAT/ CST RC number should be exactly as per the Registration Certificate issued to the dealer.
2. Please provide the information in the appropriate box/column.
3. The return period to be mentioned in the Date Format (dd/mm/yyyy).
4. **Before finally saving the form, click Non-Editable button to make the form non-editable so that no further changes can be made to the document.**
5. **Please save the file in the following format :**

FORMI (CH).xls

The following are the detailed instructions for filling the in information in each box/column.

Box/Column	Particulars
5(i)	Please fill the original receipt number exactly the same as issued
5(ii)	Please fill the date on which original receipt issued to you in dd/mm/yyyy format.
6 to 8	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
9(i) to 9(vi)	If needed, you may please add extra rows. In the TurnOver column, please fill the values in figures/numbers. The Sub-Total will be calculated by summing up their corresponding TurnOver values.
10	The value will be automatically calculated using the formula : $\sum \text{sub-total of TurnOver}$
11	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
12	If needed, you may please add extra rows. In the Rate of tax and Tax Amount, please fill the values in figures/numbers. The Tax Computation Sub-Total will be calculated by summing up corresponding Tax Amount values.
13	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).
14	If needed, you may please add extra rows. In the Mode of Payment, please fill any of these values (CASH/TREASURY/DRAFT/CHALLAN). Fill the date on in mm/dd/yyyy format. The Tax Paid Total will be calculated by summing up corresponding Tax Paid Sub-Total values.
15(i) & 15(ii)	Please fill the values in figures/numbers. If no information is required to be given, please indicate 0(zero).