# Form GST CMP 03 Filing Procedure Expert Guide

## How to file gst cmp 03 online on the GST Portal?

To intimate your stock details on the GST Portal, perform the following steps:

- 1. Access the www.gst.gov.in URL. The GST Home page is displayed.
- 2. Login to the GST Portal with valid credentials.
- 3. Click the Services > Registration > Stock Intimation for opting Composition Levy link.

**NOTE**: The option to file "Stock Intimation for Opting Composition Levy" form will not be available if this Form has been filed once for the same financial year by the same GSTIN.



4. Click the **DOWNLOAD TEMPLATE** button to download the template to fill the stock details

Application Type       Due Date to Complete 11/11/2017       Last Modified 27/10/2017         Composition levy	nboard > Registration > Stock intimation for op	ting Composition Levy				🥝 Eng
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5. Click the Click here to download link.

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6. Unzip the downloaded file and open the excel sheet.

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7. Click the Enable Content button.



- 8. Enter the GSTIN.
- 9. Click the Insert Rows button to insert the row.

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11. Enter details of stock of purchases made from registered and unregistered person.

## NOTE: Invoice dates should be prior to 1st July 2017.

12. Once all details are entered, click the **Validate** button.

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14. Click the **Generate File to Upload** button to create the json file to upload on the GST Portal.

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2 3 4	Instruct	inci		(Only	Intimation fo	Form GST-C [See rule of details of stock on dat N	MP-03 3(4)] e of opting for composition Aicrosoft Excel	n levy X	Clear All Validate Generate File To Ilalinad			
8 9	1. Pleas 2. To ac 3. Add o 4. To re 5. To de	ions. ie enter your GSTIN in Id rows in Section 7 an Jata related to the pur move rows, please cliu elete single rows enter	section 1. Id/or Section 8, please c chases in Section 7 and/ ck on "Delete Rows" bu serial number of rows s	lick on "Insert Rows" butt /or Section 8. All fields are tton. separated by comma(,). To	•	File to upload has been o \Desktop\CMP03\CMP0 AHFS1831L1Z5-Details.js	reated at 3_JSON\27-Oct-2017\27-Oc on!	t-2017-CMP03-24A				
10	6. To re 7. To ch 8. To ge	move all the data and leck if all the data ente enerate file to upload t	restore the excel to dov er is correct, click on "Va to GST portal, click on "C	wnloaded state click on "C alidate" button. Generate File To Upload" t	le Nu			ОК				
12	1	GSTIN		24AAHFS1831L1Z5	]							
13	_							Delete Rows	In sert Rows			
15	Sr No	Stock of purchases ma	Name of the	Bill/ Invoice No	Date(dd/mm	Value of Stock(Rs)	VAT	Central Excise	Service Tay(if applicable)	Total		
17	31 NO. 1	24AAHFS1821L1Z4	AS Taxpayer	12222	04-05-2017	4444.00	666.00	77.00	888.00	1631.00		
18	Total						666.00	77.00	888.00	1631.00		
20	8	Stock of purchases ma Name of	ade from unregistered p	erson under the existing la	aw			Delete Rows	In sert Rows			<b>•</b>
	•	GST-CMP-03	+									

- 16. Login to the GST Portal again and click the Services > Registration > Stock Intimation for opting Composition Levy link.
  17. Click the Choose File button to navigate the JSON file.

Dashboard > Registration > Stock intimation for	opting Composition Levy			Englis
Application Type		Due Date to Complete	Last Modified	
Intimation of details of stock on o composition levy	date of opting for	11/11/2017	27/10/2017	
			• indicates manda	atory fields
GSTIN <b>Ø</b> 24AAHFS1831L1Z5		Legal Name SHIVSHAKTI RICE & PULSE MI	u	
Trade name, if any SHIV-SHAKTI RICE AND PLUSE MILL		Address of Principal Place of Busin t,t,t,Amreli,Gujarat,381000	ess	
Details of application filed to pay tax unde	er section 10			
Application Reference Number(ARN) AA241017000256V		Date of filing <b>27/10/2017</b>		
Jurisdiction				
Centre		State € unit:Ghatak 1 (Ahmedabad)		
Detail of tax paid Description	Central Tax	UT Tax/ State	e Tax To	otal
Amount				0
Debit Entry No.•				
Verification• I hereby solemnly affirm and declare to nothing has been concealed there from.	hat the information given herein	VIEW BALANCE IN CASH LEDG	GER UPDATE LEDGER BA	nd
Name of Authorized Signatory•		Place		
Select	v	Enter the Place		
Designation		Date 27/10/2017		
			SAV	E

18. Select the file and click the **Open** button.

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Organize 🔻	New folder				
<u> </u>	Name	Date modified	Туре	Siz	e
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19. Click the UPLOAD & NAVIGATE button.

			Senglis
Application Type		Due Date to Complete	Last Modified
Intimation of details of stock on c composition levy	late of opting for	11/11/2017	27/10/2017
			<ul> <li>indicates mandatory fields</li> </ul>
GSTIN <b>0</b> 24AAHFS1831L1Z5		Legal Name SHIVSHAKTI RICE & PULSE MI	u
Trade name, if any SHIV-SHAKTI RICE AND PLUSE MILL		Address of Principal Place of Busin t,t,t,Amreli,Gujarat,381000	ess
Details of application filed to pay tax unde	er section 10		
Application Reference Number(ARN) AA241017000256V		Date of filing <b>27/10/2017</b>	
Jurisdiction			
Centre 0		State ᠪ unit:Ghatak 1 (Ahmedabad)	
Detail of tax paid			
Detail of tax paid Description	Central Tax	UT Tax/ State	e Tax Total
Detail of tax paid           Description           Amount           Debit Entry No.*	Central Tax	UT Tax/ State	e Tax Total
Detail of tax paid           Description           Amount           Debit Entry No.*	Central Tax	UT Tax/ State	e Tax Total 0 GER UPDATE LEDGER BALANCE
Detail of tax paid           Description           Amount           Debit Entry No.•           Verification•           I hereby solemnly affirm and declare the nothing has been concealed there from.	Central Tax	UT Tax/ State	e Tax Total 0 GER UPDATE LEDGER BALANCE st of my knowledge and belief and
Detail of tax paid           Description           Amount           Debit Entry No.*           Verification*           I hereby solemnly affirm and declare the nothing has been concealed there from.           Name of Authorized Signatory*	Central Tax	UT Tax/ State	Total         0         GER         UPDATE LEDGER BALANCE         st of my knowledge and belief and
Detail of tax paid           Description           Amount           Debit Entry No.•           Verification•           I hereby solemnly affirm and declare the nothing has been concealed there from.           Name of Authorized Signatory•           Select	Central Tax	UT Tax/ State	e Tax Total 0 GER UPDATE LEDGER BALANCE st of my knowledge and belief and
Detail of tax paid           Description           Amount           Debit Entry No.*           Verification*           I hereby solemnly affirm and declare the nothing has been concealed there from.           Name of Authorized Signatory*           Select           Designation	Central Tax	UT Tax/ State	e Tax Total 0 GER UPDATE LEDGER BALANCE st of my knowledge and belief and

A success message is displayed.

Operating System		Checksum		Download
Windows	<ul> <li>MD5: 3E1AF24F407</li> <li>SHA1: EE8469435E</li> <li>SHA256: 74E8AE9E</li> </ul>	7A47C4A765D66EED9D080D 3E5D0DE1C6317947F0D3C393FFA8 86DF024C675916C909239AF11717	3831 73D839D343878C92ABE11B64FB2CC3	Click here to download
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itest uploaded file : 3	D-Oct-2017-CMP03-24A	AHFS1831L1Z5-Details.json Pre	eview	
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etail of tax paid				
etail of tax paid Descri	ption	Central Tax	UT Tax/ State Tax	Total
etail of tax paid Descri Amount	ption	Central Tax 2	UT Tax/ State Tax 2	Total 4
Descri Amount Debit Entry No.•	ption	Central Tax 2	UT Tax/ State Tax 2	Total 4
etail of tax paid Descri Amount Debit Entry No. •	ption	Central Tax 2	UT Tax/ State Tax 2	Total 4
etail of tax paid Descri Amount Debit Entry No.•	ption	Central Tax 2	UT Tax/ State Tax 2	Total 4

On uploading the details of invoices, Tax Payable on the stock will be calculated.

- In case of NIL or negative figure, the same will be ignored.
- In case, of positive figure, you need to make the payment before submission of form.

**NOTE**: In case you have NOT updated any invoice details, a message will be displayed, "No invoice details have been added, are you sure you want to continue to proceed". However, you won't be stopped to submit the application in such a case.

20. You can click the **VIEW BALANCE IN CASH LEDGER** button to know your cash balance.

Dashboard	Services 🕶	GST Law 🔻	Search Taxpayer 🔻	Help 🖥	,	
Dashboard > Re	egistration > Sto	ock intimation fo	r opting Composition Le	vy		🛛 English
Application	Туре				Due Date to Complete	Last Modified
Intimation composition	n of details on levy	of stock on	date of opting fo	r	11/11/2017	30/10/2017
						• indicates mandatory fields
GSTIN <b>Ø</b> 24AAHFSI	1831L1Z5				Legal Name SHIVSHAKTI RICE & PULSE MILL	

(Ahmedabad) DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
(Ahmedabad) DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
(Ahmedabad) DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
(Ahmedabad) DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
(Ahmedabad) DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
DOWN 3878C92ABE11B64FB2CC3	ILOAD TEMPLATE 🕹 Download Click here to download.
3878C92ABE11B64FB2CC3	Download Click here to download.
3878C92ABE11B64FB2CC3	Click here to download.
	Total
	Total
	Total
	Total
UT Tax/ State Tax	rotar
2	4
ICE IN CASH LEDGER UPD	ATE LEDGER BALANCE
nd	ıd correct to the best of my knowled

Click the **OK** button.

Type of Tax         Tax (₹)         Interest (₹)         Penalty (₹)         Fee (₹)         Others (₹)         Total (₹)           IGST (₹)         0         0         0         0         0         0         0           Central Tax (₹)         5         0         0         0         0         5           State Tax/UT Tax (₹)         5         0         0         0         0         5           CESS (₹)         0         0         0         0         0         0         0			Ledger	Balance				
IGST (₹)         0         5         0         0         0         0         0         5         0         0         0         0         5         0<	Type of Tax	Tax (₹)	Interest (₹)	Penalty (₹)	Fee <b>(</b> ₹)	Others (₹)	Total (₹)	
Central Tax (₹)       5       0       0       0       0       5         State Tax/UT Tax (₹)       5       0       0       0       0       5         CESS (₹)       0       0       0       0       0       0       0	IGST (₹)	0	0	0	0	0	0	
State Tax/UT Tax (₹)         5         0         0         0         0         5           CESS (₹)         0         0         0         0         0         0         0         0         0	Central Tax (₹)	5	0	0	0	0	5	Tota
CESS (₹)       0       0       0       0       0       0         OK       OK       OK       OK       OK       OK       OK       OK	State Tax/UT Tax (₹)	5	0	0	0	0	5	4
ОК	CESS (₹)	0	0	0	0	0	0	
by solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief as been concealed there from.	y solemnly affirm and declare th been concealed there from.	at the inform	ation given herein	above is true and	d correct to t	he best of my kn	OK nowledge and be	R BALA

The balance in Electronic Cash Ledger must be more than or equal to the balances shown in sum of amounts entered in Section 8 - Stock of purchases made from Unregistered Person under the existing law, (VAT + Central Excise + Service Tax) (If applicable).

In case of NIL figure, the same will be ignored and no payment is to be made.

If the balance is not sufficient to make the payment of liability, you can save the intimation at this stage and make the payment by using payment functionality.

21. If there is sufficient balance in the Electronic Cash Ledger, go ahead and click the **UPDATE LEDGER BALANCE** button to update the ledger balance.

The system will create a demand in Electronic Tax Liability Ledger as per sum of amounts mentioned in Section 8 - Stock of purchases made from Unregistered Person under the existing law, VAT + Central Excise + Service Tax (If applicable)) and utilize cash for the same amount for payment of tax from the Electronic Cash Ledger.

Debit Entry Number will be generated and updated along with amount Debited in Section 9 - Detail of tax paid.



Application Type			Due Date to Complete	Last M	lodified
Intimation of deta composition levy	ails of stock on	date of opting for	11/11/2017	30/10	)/2017
					• indicates mandatory fields
GSTIN <b>0</b> 24AAHFS1831L1Z5			Legal Name SHIVSHAKTI RICE & PULSE MI	LL	
Trade name, if any SHIV-SHAKTI RICE	AND PLUSE MILL		Address of Principal Place of Busine t,t,t,Amreli,Gujarat,381000	ess	
Details of application	filed to pay tax unde	er section 10			
Application Reference AA241017000256V	Number(ARN)		Date of filing <b>27/10/2017</b>		
Jurisdiction					
Centre			State θ unit:Ghatak 1 (Ahmedabad)		
Stock Details•				DOW	INLOAD TEMPLATE 🛓
Operating System		Check	csum		Download
Windows	<ul> <li>MD5: 3E1AF24F</li> <li>SHA1: EE84694</li> <li>SHA256: 74E8/</li> </ul>	407A47C4A765D66EED9D080 35BE5D0DE1C6317947F0D3C AE9B6DF024C675916C909239	D 393FFA8831 AF117173D839D343878C92ABE11B64	4FB2CC3	Click here to download.
Choose File No file ch Latest uploaded file : 30 File Uploaded and Val Detail of tax paid	DOCT-2017-CMP03-2	LOAD & VALIDATE 🛓	<b>json</b> Preview		
Descri	ption	Central Tax	UT Tax/ State	Tax	Total
Amount		2	2		4
Debit Entry No.					
VIEW BALANCE IN CASH LEDGER UPDATE LEDGER BALANCE					
nothing has been cor	icealed there from.	at the mormation given here	in above is true and correct to the besi		eage and belief and
Name of Authorized S	ignatory•		Place•		
ANGAD JASBIRSING	GH ARORA [AJIPA1572	E] •	Bangalore		
Designation CEO			Date 30/10/2017		
			SUBMIT WITH DSC SUBMIT WI	TH E-SIGN	Save Submit with EVC

A success message is displayed.

Description	Central Tax	UT Tax/ State Tax	Total
nount	2	2	4
ebit Entry No.•		DC2410170000024	
uccess Ledger has been opdated.			

- 22. Select the **Verification** checkbox.
- 23. In the Name of Authorized Signatory drop-down list, select the name of authorized signatory.
  24. In the Place field, enter the place where the form is filed.
  25. Click the SUBMIT WITH EVC or SUBMIT WITH DSC button.

Dashboard	Services 🕶	GST Law 🔻	Search Taxpayer 👻	Help 🔻				
ashboard > R	egistration > St	ock intimation fo	r opting Composition Lev	у				🛛 Engli
Application	п Туре				Due Date to Com	plete	Last Modif	ied
Intimatio	n of details	of stock on	date of opting for		11/11/2017		30/10/20	17
composit	ion levy							
							• inc	dicates mandatory fields
GSTIN () 24AAHFS	1831L1Z5				Legal Name SHIVSHAKTI RICE 8	& PULSE MILL		
Trade nam	ie, if any	PLUSE MTU			Address of Principal P	lace of Business		
						,001000		
Details of a	pplication filed	l to pay tax und	er section 10					
Application	n Reference Num	nber(ARN)			Date of filing			
AA24101	7000256V				27/10/2017			
Jurisdiction	1				_			
Centre 🕄					State () unit:Ghatak 1 (Ahm	iedabad)		
Stock De	tails•						DOWNLOA	AD TEMPLATE 📥
Choose File	e No file choser	u U	PLOAD & VALIDATE ᆂ					
Latest uploa	 ded file : 30-Oc	t-2017-CMP03-	24AAHFS1831L1Z5-De	tails.jso	n Preview			
Detail of ta:	x paid							
A	Description	1	Central Tax		TU	Tax/ State Tax	C	Total
Amount	No.		2		DC241017	2		4
Debit Entry	110				DC241017	0000024		
					VIEW BALANCE IN	N CASH LEDGER	UPDATE	LEDGER BALANCE
Verificatio	n•							
I he nothing	reby solemnly at has been concea	ffirm and declare aled there from.	that the information give	en herein	above is true and corr	ect to the best of	f my knowledge	e and belief and
Name of	Authorized Sign	atory•			Place			
ANGAE	) JASBIRSINGH	ARORA [AJIPA15]	72E]	*	Bangalore			
Designat CEO	ion				Date 30/10/2017			
								CAVE
								SAVE
				SI	IBMIT WITH DSC	SUBMIT WITH	E-SICN	
						SOBHIT WITH	L SIGN	SOBHIT WITTEVC

- 1. Click the **SUBMIT WITH DSC** button.
- 2. Click the **PROCEED** button.

Description	Central Tax	UT Tax/ State Tax	Total
Amount			4
Debit Entry No.•	( )		
	$\mathbf{\dot{\cdot}}$		
	Warpi	ng I	
	wann	ing in	
Verification•	These informations are being collected unde Goods and Services Tax Act, 2017. Since All	r the Provisions of the Proposed filled information along with	
✓ I hereby solemnly affirm and	annexure are subject to verification in the G misleading / wrong / incorrect information w	ST regime, therefore, in case of ith / without evidence shall attract y l	knowledge and belief and
nothing has been concealed ther	provisions of cancellation as per the Provisio Tax Act, 2017	ns of Proposed Goods and Services	
Name of Authorized Signatory•			
ANGAD JASBIRSINGH ARORA [	CANCEL	PROCEED	
Designation	D	ate	
CEO	30	0/10/2017	
			SAVE

c. Select the certificate and click the SIGN button.

#### In Case of EVC:

a. Click the **SUBMIT WITH EVC** button.

b. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the GST Portal and click the **VALIDATE OTP** button.

Description	Central Tax	UT Tax/ State Tax		Total
Amount	OTP Verification			4
Debit Entry No.				
	Please enter OTP			
			UPDATE LE	
Verification•	OTP has been sent to your Email and Mol portal	bile number registered at the GST		
I hereby solemnly affirm and nothing has been concealed ther		y	/ knowledge and	l belief and
Name of Authorized Signatory•		CLOSE VALIDATE OTP		
ANGAD JASBIRSINGH ARORA	AJIPATO72EJ	Bangalore		
Designation	0	Date		
CEO	3	30/10/2017		

The success message is displayed. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile phone number.



The application to opt for Composition Levy is auto approved.