

# 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](http://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.

Dashboard	Services ▾	GST Law ▾	Search Taxpayer ▾	Help ▾	
Registration	Ledgers	Returns	Payments	User Services	Refunds
New Registration					Application for Filing Clarifications
Amendment of Registration Core Fields					Amendment of Registration Non - Core Fields
Application to Opt for composition Levy					Application for Withdrawal from Composition Levy
Track Application Status					<b>Stock intimation for opting Composition Levy</b>

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

Application Type	Due Date to Complete	Last Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	27/10/2017

• indicates mandatory fields

GSTIN ⓘ

**24AAHFS1831L1Z5**

Legal Name

**SHIVSHAKTI RICE & PULSE MILL**

Trade name, if any

**SHIV-SHAKTI RICE AND PLUSE MILL**

Address of Principal Place of Business

**t,t,t,Amreli,Gujarat,381000**

## Details of application filed to pay tax under section 10

Application Reference Number(ARN)

**AA241017000256V**

Date of filing

**27/10/2017**

## Jurisdiction

Centre ⓘ

State ⓘ

**unit:Ghatak 1 (Ahmedabad)**

## Stock Details •

[DOWNLOAD TEMPLATE](#)
 No file chosen

## Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount			0
Debit Entry No. •			



## Verification •

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory •

Place •

Designation

Date

27/10/2017





5. Click the **Click here to download** link.

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none"> <li>• <b>MD5:</b> 3E1AF24F407A47C4A765D66EED9D080D</li> <li>• <b>SHA1:</b> EE8469435BE5D0DE1C6317947F0D3C393FFA8831</li> <li>• <b>SHA256:</b> 74E8AE9B6DF024C675916C909239AF117173D839D343878C92ABE11B64FB2CC3</li> </ul>	<a href="#">Click here to download.</a>

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

Name	Date modified	Type	Size
GST_CMP_03_v1.xlsm	27-Oct-17 5:50 PM	Microsoft Excel M...	141 KB

7. Click the **Enable Content** button.

The screenshot shows the Microsoft Excel interface with a security warning at the top: "SECURITY WARNING Application add-ins have been disabled." The "Enable Content" button is highlighted with a red box. The spreadsheet content includes a form for GST-CMP-03 with the following text:

Form GST-CMP-03  
[See rule 3(4)]  
Intimation of details of stock on date of opting for composition levy  
(Only for persons registered under the existing law migrating on the appointed day)

Buttons: Clear All, Validate, Generate File To Upload

Instructions:

1. Please enter your GSTIN in section 1.
2. To add rows in Section 7 and/or Section 8, please click on "Insert Rows" button.
3. Add data related to the purchases in Section 7 and/or Section 8. All fields are mandatory, you can enter any one value either central excise or service tax or VAT.
4. To remove rows, please click on "Delete Rows" button.
5. To delete single rows enter serial number of rows separated by comma(.). To delete multiple consecutive rows enter serial number separated by hyphen(-).
6. To remove all the data and restore the excel to downloaded state click on "Clear All" button.
7. To check if all the data enter is correct, click on "Validate" button.
8. To generate file to upload to GST portal, click on "Generate File To Upload" button.

Input fields:

1 GSTIN [ ]

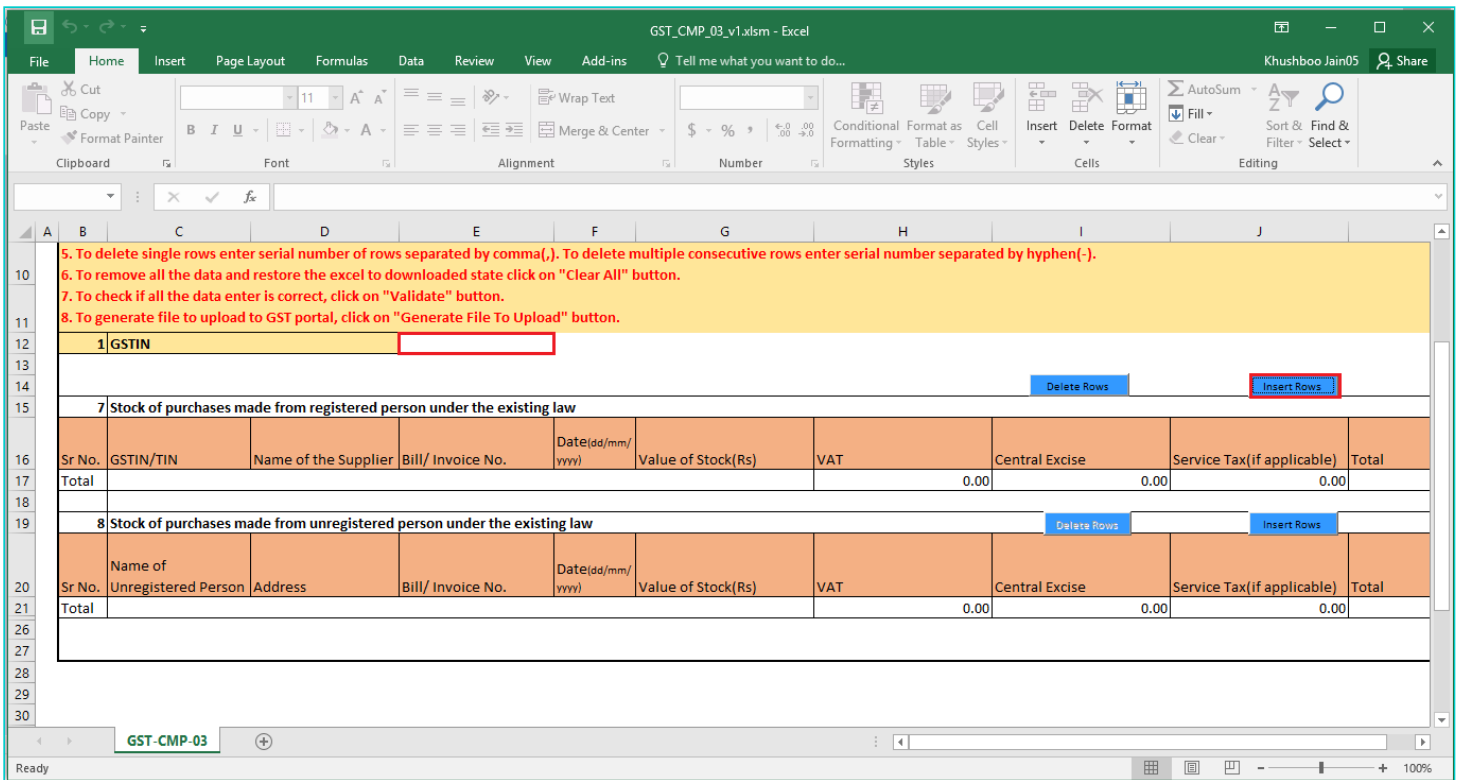
7 Stock of purchases made from registered person under the existing law

Date(dd/mm/)

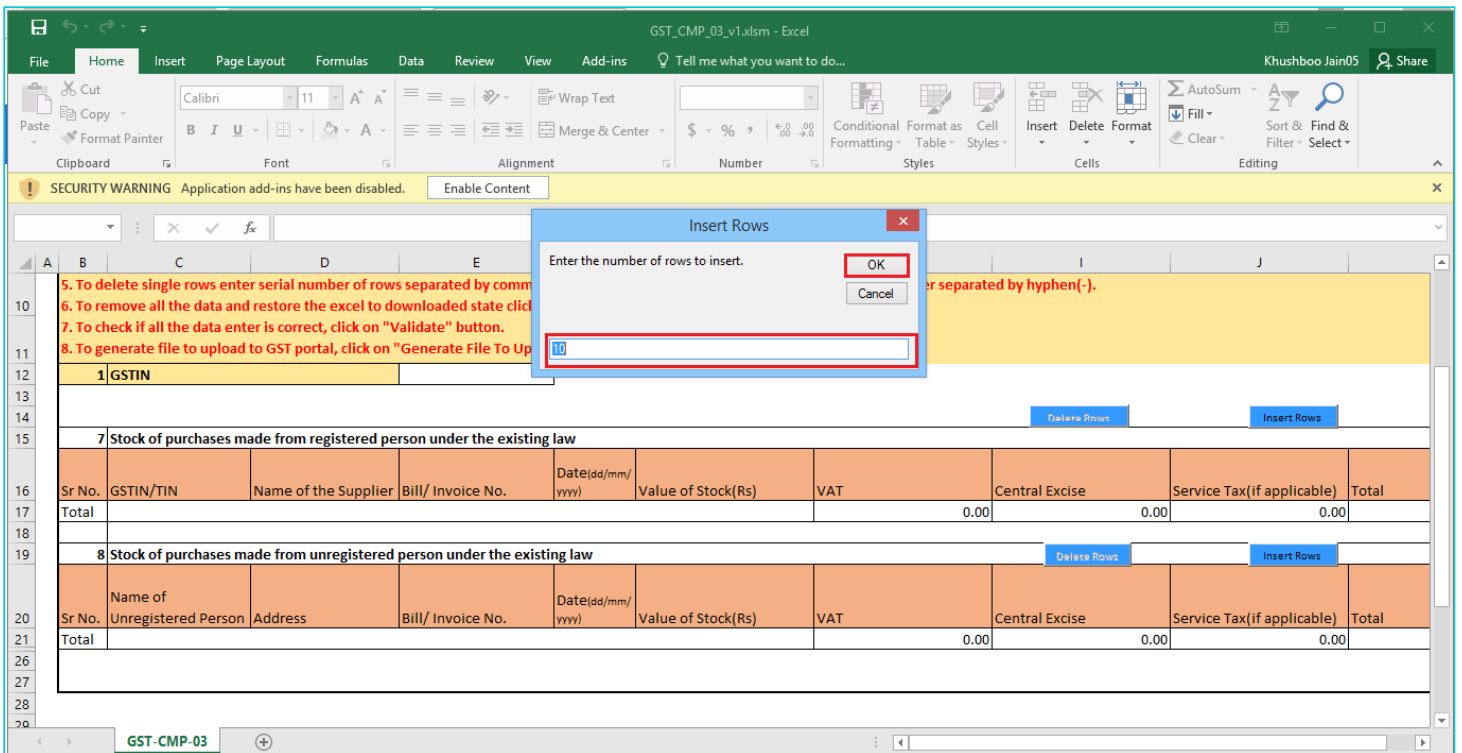
Buttons: Delete Rows, Insert Rows

8. Enter the GSTIN.

9. Click the **Insert Rows** button to insert the row.



10. Enter the number of rows to insert and click the **OK** button.



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.

Form GST-CMP-03  
[See rule 3(4)]  
Intimation of details of stock on date of opting for composition levy  
(Only for persons registered under the existing law migrating on the appointed day)

Clear All  
**Validate**  
Generate File To Upload

**Instructions:**

1. Please enter your GSTIN in section 1.
2. To add rows in Section 7 and/or Section 8, please click on "Insert Rows" button.
3. Add data related to the purchases in Section 7 and/or Section 8. All fields are mandatory, you can enter any one value either central excise or service tax or VAT.
4. To remove rows, please click on "Delete Rows" button.
5. To delete single rows enter serial number of rows separated by comma(,). To delete multiple consecutive rows enter serial number separated by hyphen(-).
6. To remove all the data and restore the excel to downloaded state click on "Clear All" button.
7. To check if all the data enter is correct, click on "Validate" button.
8. To generate file to upload to GST portal, click on "Generate File To Upload" button.

1	GSTIN	24AAHFS1831L1Z5
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7 Stock of purchases made from registered person under the existing law

Sr No.	GSTIN/TIN	Name of the Supplier	Bill/ Invoice No.	Date(dd/mm/yyyy)	Value of Stock(Rs)	VAT	Central Excise	Service Tax(if applicable)	Total	
1	24AAHFS1821L1Z4						666.00	77.00	888.00	1631.00
Total							666.00	77.00	888.00	1631.00

8 Stock of purchases made from unregistered person under the existing law

Name of
---------

**In case of Error:**

Error message is displayed. Rectify the errors and click the **Validate** button.

Form GST-CMP-03

(Only for persons registered under the existing law)

**Instructions:**

1. Please enter your GSTIN in section 1.
2. To add rows in Section 7 and/or Section 8, please click on "Insert Rows" button.
3. Add data related to the purchases in Section 7 and/or Section 8. All fields are mandatory.
4. To remove rows, please click on "Delete Rows" button.
5. To delete single rows enter serial number of rows separated by comma(,). To delete multiple consecutive rows enter serial number of rows separated by comma(,).
6. To remove all the data and restore the excel to downloaded state click on "Clear All" button.
7. To check if all the data enter is correct, click on "Validate" button.
8. To generate file to upload to GST portal, click on "Generate File To Upload" button.

1 GSTIN 24AAHFS1831L1Z5

7 Stock of purchases made from registered person under the existing law

Sr No.	GSTIN/TIN	Name of the Supplier	Bill/ Invoice No.	Date(dd/mm/yyyy)	Value of Stock(Rs)	VAT	Central Excise	Service Tax(if applicable)	Total
1	24AAHFS1821L1Z4				666.00		77.00	888.00	1631.00
Total					666.00		77.00	888.00	1631.00

8 Stock of purchases made from unregistered person under the existing law

Name of

Form GST-CMP-03

Error in Data

Stock of purchases made from registered person under the existing law.

Name of Supplier is required at Sr No 1  
 Bill / Invoice No. is required at Sr No 1  
 Date is required at Sr No 1  
 Value of Stock(Rs) is required at Sr No 1

OK

13. A success message is displayed. Click the **OK** button.

Form GST-CMP-03

[See rule 3(4)]

Intimation of details of stock on date of opting for composition levy  
 (Only for persons registered under the existing law, migration on the appointed day)

**Instructions:**

1. Please enter your GSTIN in section 1.
2. To add rows in Section 7 and/or Section 8, please click on "Insert Rows" button.
3. Add data related to the purchases in Section 7 and/or Section 8. All fields are mandatory, you can enter zero value.
4. To remove rows, please click on "Delete Rows" button.
5. To delete single rows enter serial number of rows separated by comma(,). To delete multiple consecutive rows enter serial number of rows separated by comma(,).
6. To remove all the data and restore the excel to downloaded state click on "Clear All" button.
7. To check if all the data enter is correct, click on "Validate" button.
8. To generate file to upload to GST portal, click on "Generate File To Upload" button.

1 GSTIN 24AAHFS1831L1Z5

7 Stock of purchases made from registered person under the existing law

Sr No.	GSTIN/TIN	Name of the Supplier	Bill/ Invoice No.	Date(dd/mm/yyyy)	Value of Stock(Rs)	VAT	Central Excise	Service Tax(if applicable)	Total
1	24AAHFS1821L1Z4	AS Taxpayer	12222	04-05-2017	4444.00		666.00	77.00	1631.00
Total					4444.00		666.00	77.00	1631.00

8 Stock of purchases made from unregistered person under the existing law

Name of

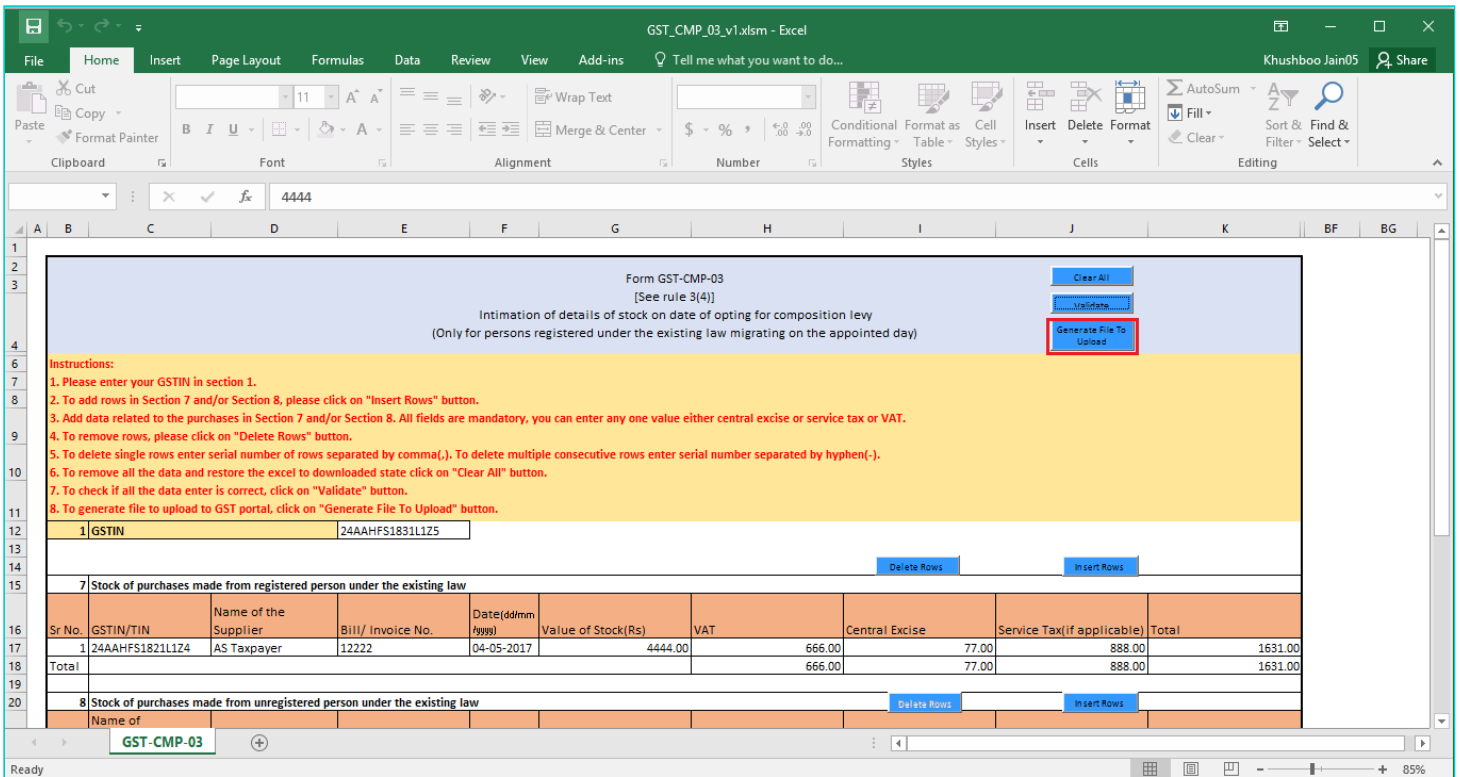
Form GST-CMP-03

Microsoft Excel

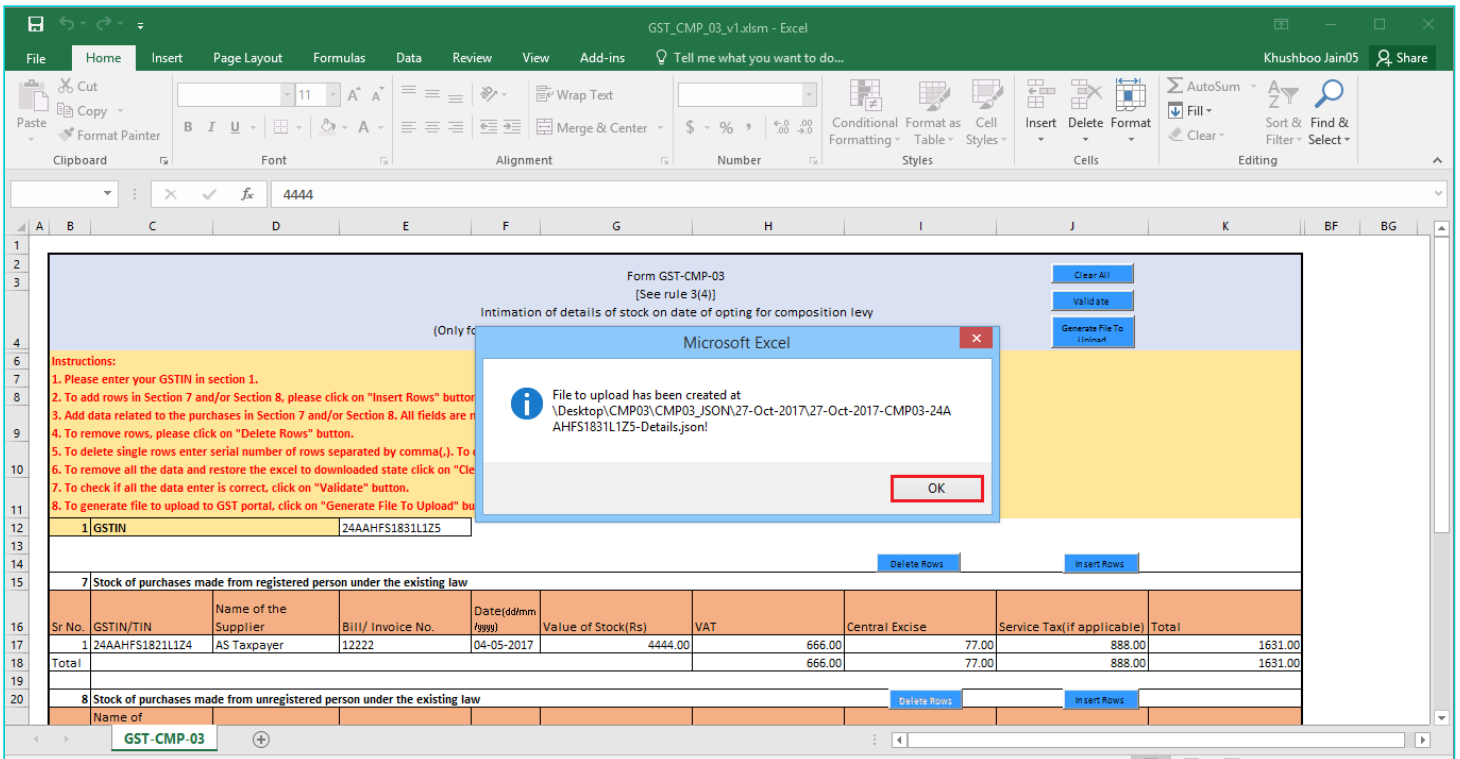
All Data Validated Successfully.

OK

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



15. A success message is displayed that JSON file is created on desktop. Click the **OK** button.



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.



Application Type	Due Date to Complete	Last Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	27/10/2017

• indicates mandatory fields

GSTIN ⓘ  
**24AAHFS1831L1Z5**

Legal Name  
**SHIVSHAKTI RICE & PULSE MILL**

Trade name, if any  
**SHIV-SHAKTI RICE AND PLUSE MILL**

Address of Principal Place of Business  
**t,t,t,Amreli,Gujarat,381000**

#### Details of application filed to pay tax under section 10

Application Reference Number(ARN)  
**AA241017000256V**

Date of filing  
**27/10/2017**

#### Jurisdiction

Centre ⓘ

State ⓘ  
**unit:Ghatak 1 (Ahmedabad)**

#### Stock Details •

DOWNLOAD TEMPLATE 

Choose File No file chosen

UPLOAD & VALIDATE 

#### Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount			0
Debit Entry No. •			

VIEW BALANCE IN CASH LEDGER

UPDATE LEDGER BALANCE

#### Verification •

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory •

Select ▼

Place •

Enter the Place

Designation

Date  
27/10/2017

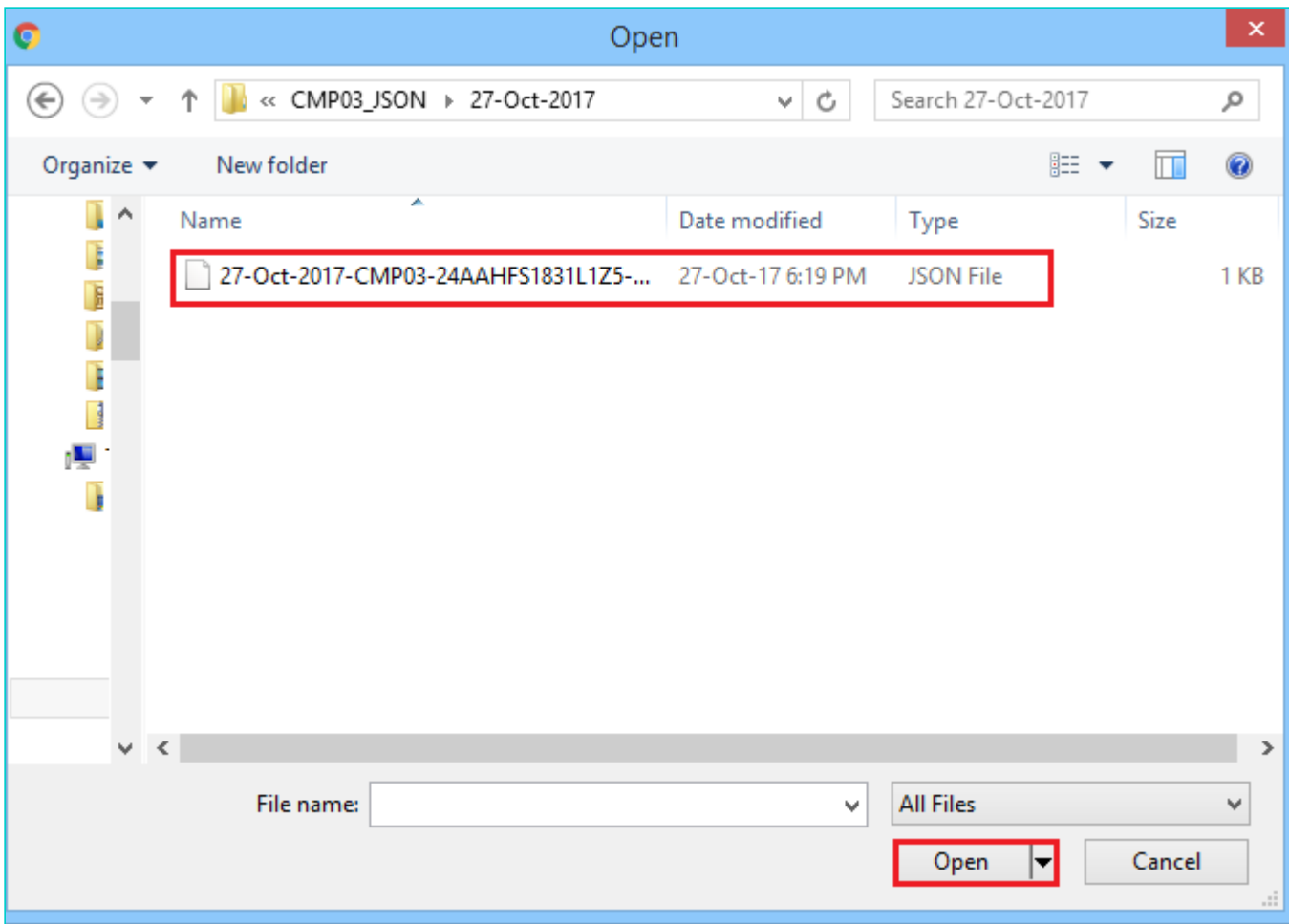
SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGN

SUBMIT WITH EVC

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



19. Click the **UPLOAD & NAVIGATE** button.

Application Type	Due Date to Complete	Last Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	27/10/2017

• indicates mandatory fields

GSTIN ⓘ  
**24AAHFS1831L1Z5**

Legal Name  
**SHIVSHAKTI RICE & PULSE MILL**

Trade name, if any  
**SHIV-SHAKTI RICE AND PLUSE MILL**

Address of Principal Place of Business  
**t,t,t,Amreli,Gujarat,381000**

#### Details of application filed to pay tax under section 10

Application Reference Number(ARN)  
**AA241017000256V**


Date of filing  
**27/10/2017**

#### Jurisdiction

Centre ⓘ

State ⓘ  
**unit:Ghatak 1 (Ahmedabad)**

#### Stock Details •

DOWNLOAD TEMPLATE 

Choose File 27-Oct-20...ils.json

UPLOAD & VALIDATE 

#### Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount			0
Debit Entry No. •			

VIEW BALANCE IN CASH LEDGER

UPDATE LEDGER BALANCE

#### Verification •

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory •

Select ▼

Place •

Enter the Place

Designation

Date  
27/10/2017

SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGN

SUBMIT WITH EVC

A success message is displayed.

Stock Details DOWNLOAD TEMPLATE

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none"> <li>• <b>MD5:</b> 3E1AF24F407A47C4A765D66EED9D080D</li> <li>• <b>SHA1:</b> EE8469435BE5D0DE1C6317947F0D3C393FFA8831</li> <li>• <b>SHA256:</b> 74E8AE9B6DF024C675916C909239AF117173D839D343878C92ABE11B64FB2CC3</li> </ul>	Click here to download.

Choose File No file chosen UPLOAD & VALIDATE

Latest uploaded file : **30-Oct-2017-CMP03-24AAHFS1831L1Z5-Details.json** [Preview](#)

File Uploaded and Validated successfully

Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount	2	2	4
Debit Entry No. <span style="color: red;">•</span>			

VIEW BALANCE IN CASH LEDGER
UPDATE LEDGER BALANCE

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 > Registration > Stock intimation for opting Composition Levy English

Application Type	Due Date to Complete	Last Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	30/10/2017

• indicates mandatory fields

GSTIN <span style="color: red;">•</span> <b>24AAHFS1831L1Z5</b>	Legal Name <b>SHIVSHAKTI RICE &amp; PULSE MILL</b>
--	---

Trade name, if any  
**SHIV-SHAKTI RICE AND PLUSE MILL**

Address of Principal Place of Business  
**t,t,t,Amreli,Gujarat,381000**

Details of application filed to pay tax under section 10

Application Reference Number(ARN)  
**AA241017000256V**

Date of filing  
**27/10/2017**

Jurisdiction

Centre ⓘ

State ⓘ


**unit:Ghatak 1 (Ahmedabad)**

Stock Details\*

[DOWNLOAD TEMPLATE](#) 

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none"><li>• <b>MDS:</b> 3E1AF24F407A47C4A765D66EED9D080D</li><li>• <b>SHA1:</b> EE8469435BE5D0DE1C6317947F0D3C393FFA8831</li><li>• <b>SHA256:</b> 74E8AE9B6DF024C675916C909239AF117173D839D343878C92ABE11B64FB2CC3</li></ul>	<a href="#">Click here to download.</a>

No file chosen



Latest uploaded file : **30-Oct-2017-CMP03-24AAHFS1831L1Z5-Details.json** [Preview](#)

File Uploaded and Validated successfully

Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount	2	2	4
Debit Entry No. *			

Verification\*

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory\*

ANGAD JASBIRSINGH ARORA [AJIPA1572E]

Place\*

Bangalore

Designation

CEO

Date

30/10/2017

Click the **OK** button.

Ledger Balance

Type of Tax	Tax (₹)	Interest (₹)	Penalty (₹)	Fee (₹)	Others (₹)	Total (₹)
IGST (₹)	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

OK

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 Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	30/10/2017

• indicates mandatory fields

GSTIN ⓘ <b>24AAHFS1831L1Z5</b>	Legal Name <b>SHIVSHAKTI RICE &amp; PULSE MILL</b>
Trade name, if any <b>SHIV-SHAKTI RICE AND PULSE MILL</b>	Address of Principal Place of Business <b>t,t,t,Amreli,Gujarat,381000</b>

#### Details of application filed to pay tax under section 10

Application Reference Number(ARN) <b>AA241017000256V</b>	Date of filing <b>27/10/2017</b>
---	-------------------------------------

#### Jurisdiction

Centre ⓘ	State ⓘ <b>unit:Ghatak 1 (Ahmedabad)</b>
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#### Stock Details•

[DOWNLOAD TEMPLATE](#)

Operating System	Checksum	Download
Windows	<ul style="list-style-type: none"> <li>• <b>MD5:</b> 3E1AF24F407A47C4A765D66EED9D080D</li> <li>• <b>SHA1:</b> EE8469435BE5D0DE1C6317947F0D3C393FFA8831</li> <li>• <b>SHA256:</b> 74E8AE9B6DF024C675916C909239AF117173D839D343878C92ABE11B64FB2CC3</li> </ul>	<a href="#">Click here to download.</a>

No file chosen

[UPLOAD & VALIDATE](#)

Latest uploaded file : **30-Oct-2017-CMP03-24AAHFS1831L1Z5-Details.json** [Preview](#)

File Uploaded and Validated successfully

#### Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount	2	2	4
Debit Entry No. •			

[VIEW BALANCE IN CASH LEDGER](#)

[UPDATE LEDGER BALANCE](#)

#### Verification•

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory•

ANGAD JASBIRSINGH ARORA [AJIPA1572E] ▼

Place•

Bangalore

Designation

CEO

Date

30/10/2017

[SAVE](#)

[SUBMIT WITH DSC](#)

[SUBMIT WITH E-SIGN](#)

[SUBMIT WITH EVC](#)

A success message is displayed.

Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount	2	2	4
Debit Entry No. <span style="color: red;">*</span>	DC2410170000024		

**Success** Ledger has been Updated. ×

[VIEW BALANCE IN CASH LEDGER](#) [UPDATE LEDGER BALANCE](#)

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.



Application Type	Due Date to Complete	Last Modified
Intimation of details of stock on date of opting for composition levy	11/11/2017	30/10/2017

• indicates mandatory fields

GSTIN ⓘ

24AAHFS1831L1Z5

Legal Name

SHIVSHAKTI RICE & PULSE MILL

Trade name, if any

SHIV-SHAKTI RICE AND PULSE MILL

Address of Principal Place of Business

t,t,t,Amreli,Gujarat,381000

#### Details of application filed to pay tax under section 10

Application Reference Number(ARN)

AA241017000256V

Date of filing

27/10/2017

#### Jurisdiction

Centre ⓘ

State ⓘ

unit:Ghatak 1 (Ahmedabad)

#### Stock Details •

DOWNLOAD TEMPLATE 

Choose File No file chosen

UPLOAD & VALIDATE 

Latest uploaded file : 30-Oct-2017-CMP03-24AAHFS1831L1Z5-Details.json [Preview](#)

#### Detail of tax paid

Description	Central Tax	UT Tax/ State Tax	Total
Amount	2	2	4
Debit Entry No. •	DC2410170000024		

VIEW BALANCE IN CASH LEDGER

UPDATE LEDGER BALANCE

#### Verification •



I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.

Name of Authorized Signatory •

ANGAD JASBIRSINGH ARORA [AJIPA1572E]

Place •

Bangalore

Designation

CEO

Date

30/10/2017

SAVE

SUBMIT WITH DSC

SUBMIT WITH E-SIGN

SUBMIT WITH EVC

## In Case of DSC:

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. *			

**Warning**

These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2017. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2017

**Verification\***

I hereby solemnly affirm and nothing has been concealed there

Name of Authorized Signatory \*

ANGAD JASBIRSINGH ARORA [

Designation: CEO      Date: 30/10/2017

- 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			4
Debit Entry No. *			
Verification *			
<input checked="" type="checkbox"/> I hereby solemnly affirm and nothing has been concealed therefrom to the best of my knowledge and belief and			
Name of Authorized Signatory *			
ANGAD JASBIRSINGH ARORA [AJIPA1572E]			
Designation	Date		
CEO	30/10/2017		

OTP Verification

Please enter OTP

OTP has been sent to your Email and Mobile number registered at the GST portal

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

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Registration > Stock intimation for opting Composition Levy English

**✔ SUCCESS**  
Thank you for submission.  
You have submitted the Intimation of Stock details as on appointed date. Your ARN is **AA2410170002705** dated **30/10/2017**. This message is sent to your registered Mobile and Email address.

**The application to opt for Composition Levy is auto approved.**