

Manual > Refund Application (By Embassies/ International Organizations)

How can Embassies/ International Organizations submit the application for refund?

Embassies/ International Organizations can submit the application for refund in two ways:

[Generate GST RFD-10 application form through GSTR-11 - Quarterly Return Screen](#)

[Generate GST RFD-10 application form through Dashboard](#)

Generate GST RFD-10 application form of the same quarter for which GSTR-11 is filed

To submit the application for refund on the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Post filing Form GSTR-11, there is an option on the screen to generate GST RFD-10 application form (of the same quarter for which GSTR-11 is filed). Navigate to **Returns Dashboard > Select Financial Year and Return Filing Period > Click Search > Click View GSTR11**. Click the **GENERATE RFD-10** button, RFD-10 form will appear on the resulting screen showing auto-populated tax period same as Form GSTR -11.

Dashboard > Returns > GSTR-11 English

GSTR-11 - Quarterly Return

UIN - 1118IND0004ON3	Name of the person having UIN - Test	FY - 2017-18
Return Period - Jul-Sep	Status - Filed	

I acknowledge that I have reviewed the details of the preview and the information is correct and would like to submit the details. I am aware that no changes can be made after submit.

3. Select the **Embassy/ International Organization** radio button.

4. Click the **CREATE** button.

Select the Refund type: Refresh

Embassy/International Organization Other

Indicates Mandatory Fields

Notes: The header area auto displays the UIN, Name, Address, ARN number and ARN date for the corresponding GSTR-11.

5. Amounts in table “**Details of the tax paid on purchases as reported under GSTR-11**” from return of respective period are auto-populated.

Note:

- If the UIN holder wants to claim the refund amount which is less than the amount displayed, he/she can edit the amount downward in the above table.
- Taxpayer can make a downward editing of the tax amount but cannot make an upward editing of the tax amount. After editing in table “Refund Amount Details (in INR), the total will get auto-populated in table “Refund Amount Claimed (in INR)”. In no case, the amount of refund can be more than the respective values of tax/Cess. (E.g. If IGST amount is 100 in GSTR-11 and is auto-populated, then you can edit the amount to 99 but not to 101).

6. Select the bank account where you wish to receive the refund.

7. Click the SAVE button to upload your entered refund details to the GST Portal.

Notes:

- The Taxpayer must select a bank account from the drop-down list in order to receive refund.
- The bank accounts displayed in the drop-down are those accounts that were provided during GST registration.
- Till registration amendment form is not available, in case taxpayer want refund in another Bank Account, please ensure the same is included in registration details through the same channel as registration was obtained.
- After registration amendment form is available, in case taxpayer want refund in another Bank Account, add new bank account details by filing Registration Amendment form for UIN. 8. Click the SAVE button to upload your entered refund details to the GST Portal.



UIN : 1118IND000040N3 Legal Name - Test FY - 2017-18
 Quarter : Jul-Sep ARN of GSTR 11 : AA1114170000063 Date of GSTR 11 : 30/01/2018
 Status - Draft Address : 321, Vasanth Apartment, Old Delhi road, Gurugram, HRGUR, 122001

GST RFD-10

Embassy/International Organization Details

• Indicates Mandatory Fields

Details of the tax paid on purchases as reported under GSTR-11

State	Integrated Tax (₹) *	Central Tax (₹) *	State/UT Tax (₹) *	Cess (₹) *	Value (₹)
02	₹360.00	₹0.00	₹0.00	₹0.00	360.00
Total (₹)	360.00	0.00	0.00	0.00	360.00

Refund amount to be claimed (in ₹)

Integrated Tax (₹) *	Central Tax (₹) *	State/UT Tax (₹) *	Cess (₹) *	Total (₹) *
360.00	0.00	0.00	0.00	360.00

Note: The amount claimed is subject to adjustment of the recoverable amount. You are advised to discharge the recoverable liabilities at the earliest.

Bank Account Number

Select Account Number *

CITI BANK N A - 1414141414

Note:

1. In case you want refund in another Bank Account, please ensure the same is included in your registration details through the same channel as registration was obtained.
2. In case you want refund in another Bank Account, add new bank account details by filing Registration Amendment form for UIN.

Important Message

1. Once you fill the details in relevant Tables, Please save the form to proceed to Submit. Please **correct any errors** occurred during save before proceeding to submit.
2. Please be informed that once "Proceed" button is clicked, **no modification will be allowed.**
3. The Electronic Credit ledger balance visible here is your current balance.
4. Application can be saved at any stage of completion for a maximum time period of 15 days. If the same is not submitted within 15 days from the date of form creation, the saved draft will be purged from the GST database.

SAVE

PREVIEW

PROCEED

Notes:

- The refund application must be saved before filing.
- The system will flash a confirmation message when saving the application for the first time.
- The system displays a confirmation message upon saving the application.

- Application can be saved at any stage and can be retrieved using **My Saved / Submitted Applications** option under Refunds.
- Saved applications are stored in the system for 30 days, after which they get automatically deleted. Taxpayer have to submit the application form within 30 days from the date of creation of application.
- Saving the application activates the **Declaration** checkbox.

You can click the **PREVIEW** button to preview the details of refund before submitting on the GST Portal.

GST RFD-10

Refund Application (By Embassies/ International Organisations)

Taxpayer details

1. UIN	1118IND00004ON3
2. Legal Name	Test
3. Trade name	NA
4. Type of Taxpayer	UN/Other Notified user
5. Tax Period	Jul-Sep - 2017

Details of the tax paid on purchases as reported under GSTR-11

State	Integrated Tax	Central Tax	State/UT Tax	CESS	Value
02	360	0	0	0	360
Total	360	0	0	0	360

Refund amount to be claimed (in INR)

Head	Integrated Tax	Central Tax	State/UT Tax	CESS	Total
Tax	360	0	0	0	360

8. Click the **PROCEED** button.
9. Check the declaration box.
10. Select an **Authorized Signatory** from the list of registered names in drop-down.
11. Click either **SUBMIT WITH DSC** or **SUBMIT WITH EVC** option:
 - **Submit with DSC:** Sign the application using the registered Digital Signature Certificate of the selected authorized signatory.
 - **Submit with EVC:** If the EVC option is selected, the system will trigger an OTP to the registered mobile phone number and e-mail address of the authorized signatory. Enter that OTP in the pop-up to sign the application.

UIN : 1118IND000040N3

Legal Name - Test

FY - 2017-18

Quarter : Jul-Sep

ARN of GSTR 11 : AA1114170000063

Date of GSTR 11 : 30/01/2018

Status - Saved

Address : 321, Vasanth Apartment, Old Delhi road, Gurugram, HRGUR, 122001

Declaration



I Bruce as an authorized representative of Test 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 therefrom. That we are eligible to claim such Refund as specified agency of UNO/Multilateral Financial Institution and Organization, Consulate or Embassy of foreign countries/ any other person/ class of persons specified/ Notified by the Government.

Authorised Signatory *

Bruce Wayne

BACK

SUBMIT WITH DSC

SUBMIT WITH EVC

Notes:

- The system generates an ARN and displays it in a confirmation message, indicating that the refund application GST RFD-10 has been successfully filed.
- GST Portal sends the ARN at registered email and mobile of the Taxpayer by e-mail and SMS.
- ARN and refund application form can be downloaded as PDF document using the **My Saved / Submitted Applications** option under Refunds.
- Filed GST RFD -10 applications can be tracked using the **Track Application Status** option under Refunds.
- Once the ARN is generated on filing of refund application in Form RFD-10, the refund application along with the documents attached while filing the form would be assigned to Refund Processing Officer for processing the refund. Tax payer can track the status of refund application using track status functionality. The application will be processed and refund will be disbursed by the Jurisdictional Authority after scrutiny.
- The disbursement is made once the concerned Tax Official processes the refund application.

✔ GST RFD-10 of GSTIN - 1118IND000040N3 has been successfully Submitted. The Acknowledgment Reference Number is **AA1114170000071**. This message is sent to your registered Email ID and Mobile Number.

UIN : 1118IND000040N3

Legal Name - Test

FY - 2017-18

Quarter : Jul-Sep

ARN of GSTR 11 : AA1114170000063

Date of GSTR 11 : 30/01/2018

Status - Submitted

Address : 321, Vasanth Apartment, Old Delhi road, Gurugram, HRGUR, 122001

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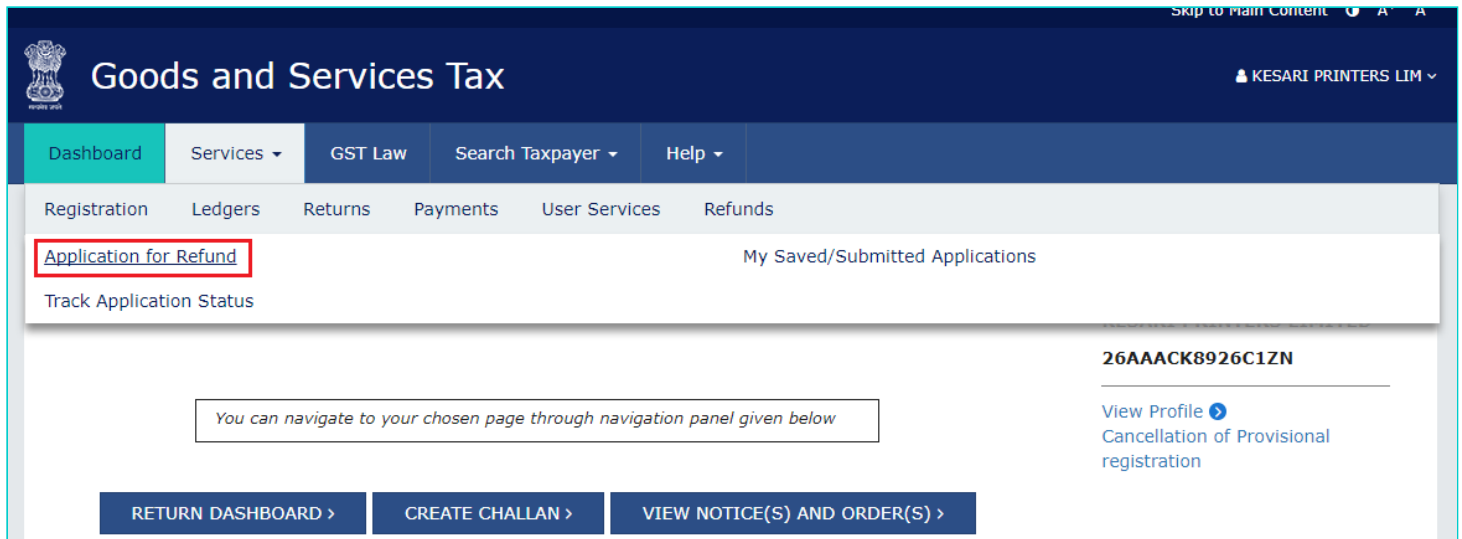
Authorised Signatory *

Select

Generate GST RFD-10 application form through Dashboard

To submit the application for refund on the GST Portal, perform the following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click the **Services > Refunds > Application for Refund** command. The **Select the refund type** page displayed.



The screenshot shows the GST Portal dashboard for a user named KESARI PRINTERS LIM. The main navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. Under the 'Services' menu, there are options for 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'Application for Refund' link is highlighted with a red box. Below the navigation, there is a section for 'My Saved/Submitted Applications' with a 'Track Application Status' link. A message box states: 'You can navigate to your chosen page through navigation panel given below'. On the right, the UIN '26AAACK8926C1ZN' is displayed, along with links for 'View Profile', 'Cancellation of Provisional registration', and three main action buttons: 'RETURN DASHBOARD >', 'CREATE CHALLAN >', and 'VIEW NOTICE(S) AND ORDER(S) >'.

3. Select the **Embassy/ International Organization** radio button.
4. Select the **Financial Year** and **Quarter** for which the refund application needs to be filed.
5. Click the **CREATE** button.



The screenshot shows the 'Select the Refund type' form. The 'Embassy/International Organization' radio button is selected and highlighted with a red box. The 'CREATE' button is also highlighted with a red box. A legend indicates that a red dot next to a field name signifies a mandatory field.

Notes: The header area auto displays the UIN, Name, Address, ARN number and ARN date for the corresponding GSTR-11.

6. Amounts in table **“Details of the tax paid on purchases as reported under GSTR-11”** from return of respective period are auto-populated.

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GST RFD-10

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Indicates Mandatory Fields

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02	₹360.00	₹0.00	₹0.00	₹0.00	360.00
Total (₹)	360.00	0.00	0.00	0.00	360.00

Refund amount to be claimed (in ₹)

Integrated Tax (₹) *	Central Tax (₹) *	State/UT Tax (₹) *	Cess (₹) *	Total (₹) *
360.00	0.00	0.00	0.00	360.00

Note: The amount claimed is subject to adjustment of the recoverable amount. You are advised to discharge the recoverable liabilities at the earliest.

Bank Account Number

Select Account Number *

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Total	360	0	0	0	360

Refund amount to be claimed (in INR)

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Authorised Signatory *

Select