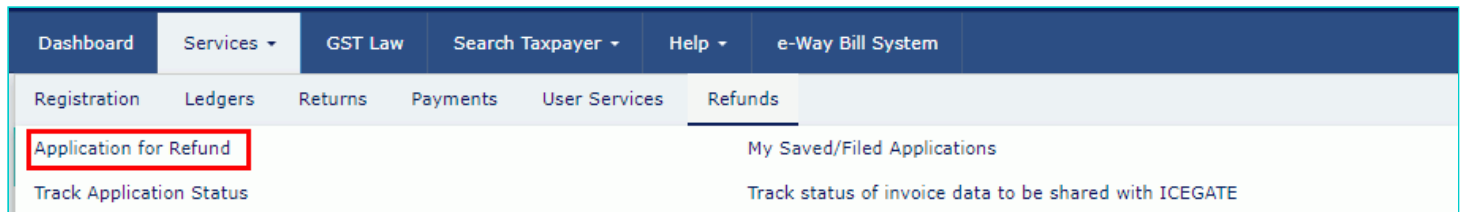


Manual > Refund on Account of Export of Services (With Payment of Tax)

How can I file for refund on Account of Export of Services (With Payment of Tax)?

To file the application for refund on account of Export of Services (With Payment of Tax) on the GST Portal, perform the following steps:

1. Access the GST Portal. The **GST Home** page is displayed.
2. Click the **Services > Refunds > Application for Refund** command.



3. The **Select the refund type** page is displayed.
4. Select the **Exports of services with payment of tax** option.
5. Select the **Tax Period** for which application has to be filed from the drop-down list.
6. Click the **CREATE REFUND APPLICATION** button.

Select the Refund type:



• Indicates Mandatory Fields

<input type="radio"/>	Refund of Excess Balance in Electronic Cash Ledger
<input type="radio"/>	Refund of ITC on Export of Goods & Services without Payment of Tax
<input type="radio"/>	On account of supplies made to SEZ unit/ SEZ developer (without payment of tax)
<input type="radio"/>	Refund on account of ITC accumulated due to Inverted Tax Structure
<input type="radio"/>	On account of Refund by Recipient of deemed export
<input type="radio"/>	Refund on account of Supplies to SEZ unit/ SEZ Developer (with payment of tax)
<input checked="" type="radio"/>	Export of services with payment of tax
<input type="radio"/>	Tax paid on an intra-State supply which is subsequently held to be inter-State supply and vice versa
<input type="radio"/>	On account of Refund by Supplier of deemed export
<input type="radio"/>	Any other (specify)
<input type="radio"/>	Excess payment of tax
<input type="radio"/>	On Account of Assessment/Provisional Assessment/Appeal/Any other order

Please select Tax period for which the application is to be filed:

Tax Period

• Please select period starting from registration date or post registration date in period dropdown.

From Period:

To Period:


Feb-2017

Feb-2017

Refund application in GST RFD-01 can be filed for periods relating to different Financial Years in a single refund application.

CREATE REFUND APPLICATION

7 (a). Select **Yes** if you want to file a nil refund. Or else, select No.



Information

Do you want to file a nil refund for the selected periods?

In case of Yes:

8. Select the **Declaration** checkbox.
9. In the **Name of Authorized Signatory** drop-down list, select the name of authorized signatory.
10. Click the **FILE WITH DSC** or **FILE WITH EVC** button.

Declaration

I/We ANGAD JASBIRSINGH ARORA hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom. I/We declare that no refund on this account has been received by me/us earlier.

Authorised Signatory *

ANGAD ARORA

BACK FILE WITH DSC FILE WITH EVC

In Case of DSC:

- a. Click the **PROCEED** button.
- b. Select the certificate and click the **SIGN** button.

In Case of EVC:

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

7 (b). **In case of No:**

8. The **GST RFD-01 - Exports of services with payment of tax** page is displayed.



GSTIN/UIN : 07ALYPD6528P2Z6 Legal Name : Gyanendra Prakash Dwivedi Trade Name : AutomationsTest
 FY : 2017-2018 Month - FEBRUARY Status : Draft

GST RFD-01 Export of Services with Payment of Tax

Statement 2 • [Click to fill the details of Exports of services with Integrated Tax](#)

• Indicates Mandatory Fields
[Download Offline Utility](#)

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in ₹)

Head	Integrated Tax (₹) •	Central Tax (₹)	State/UT Tax (₹)	CESS (₹) •	Total (₹) •
TAX	₹0.00			₹0.00	0.00

[Click to view Electronic Liability Ledger](#)

Note: You may view the Electronic Liability Register that displays your liabilities/ dues of Returns and other than Returns. Hence, you may save this Refund Application and navigate to the dashboard to settle the dues first, or may proceed here to file the application. Please note that the recoverable dues shall be deducted from the gross amount to be paid from the Refund Amount claimed in the refund application received, by the Refund Processing Officer while processing the Refund.

Bank Account Number

Select Account Number •

Select ▼

Note: In case you want refund in another preferred bank account which is not appearing in the drop down list, please add that bank account by filing amendment of registered (non-core) form. Please be informed that, the disbursement of refund amount will be credited to the mentioned account here.

Important Message

- Once you fill the details in relevant Tables, Please save the form to proceed to File. Please **correct any errors** occurred during save before proceeding to File.
- The Electronic Credit ledger balance visible here is your current balance.
- 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.

Upload Supporting Documents

Enter Document Description

[Choose File](#) No file chosen

• Only PDF file format is allowed.

• Maximum file size for upload is 5MB each.

• Maximum 10 supporting documents can be attached in the refund application.

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, [click here](#).

Undertaking •

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

Note: Please make sure you have a validated statement and all the data filled to enable submit button

BACK

SAVE

PREVIEW

SUBMIT

First you need to download the offline utility, upload document details of export of services with Integrated Tax and then file Refund on account of export of services with payment of tax.

[Click the hyperlink below to know more about them.](#)

[Download Offline Utility](#) - To download offline utility for statement 2 and enter details of export of services with Integrated Tax for which refund has to filed

[Upload details of export of services with Integrated Tax](#) - To upload document details of export of services with Integrated Tax


[Refund on Account of Exports of services with payment of tax](#) - To enter details for refund **on account of** export of services with Integrated Tax on the GST Portal

Download Offline Utility


9. Click the **Download Offline Utility** link.

GST RFD-01
Export of Services with Payment of Tax

Statement 2 • [Click to fill the details of Exports of services with Integrated Tax](#) • Indicates Mandatory Fields

Download Offline Utility 

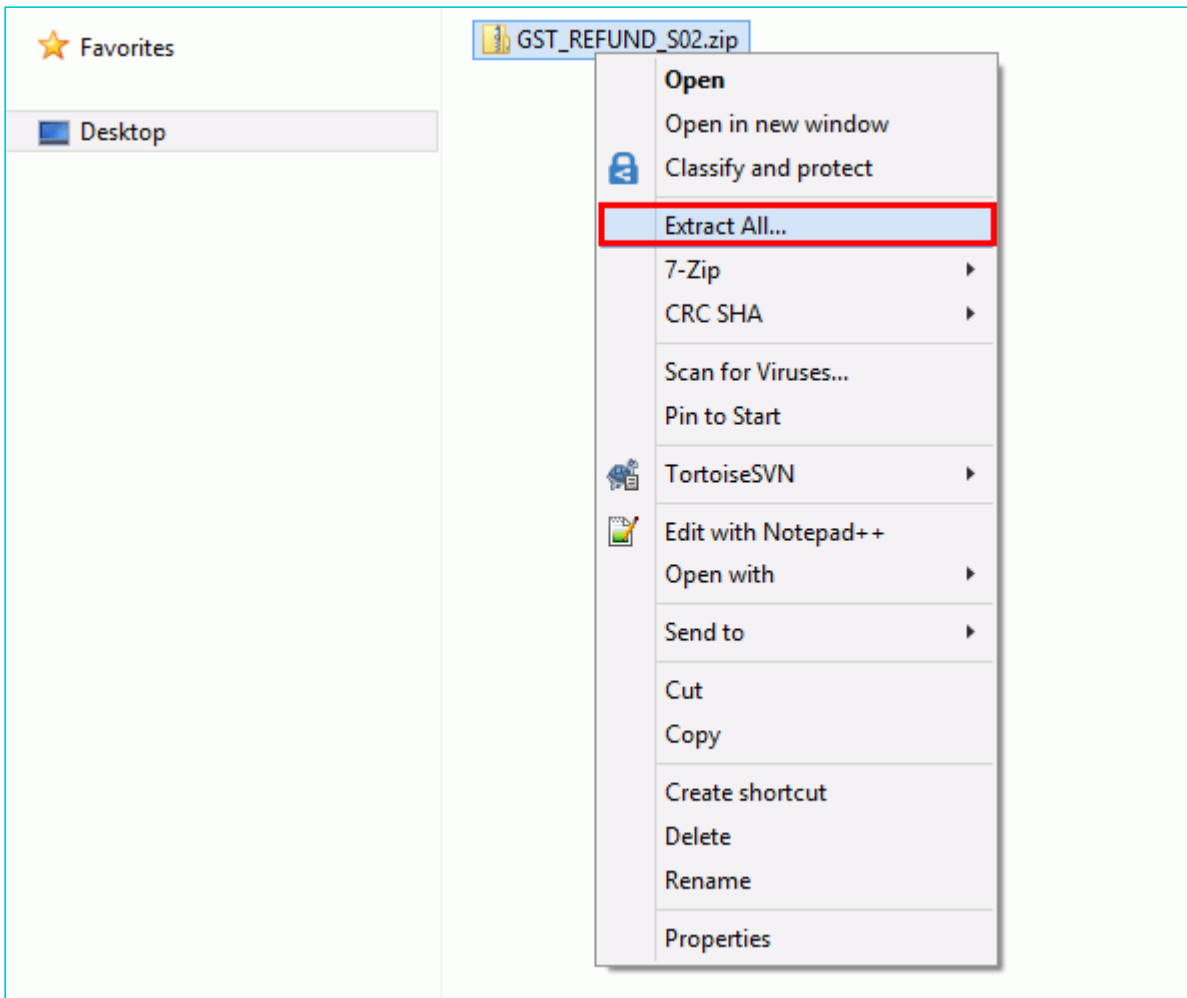
10. Click the **PROCEED** button.



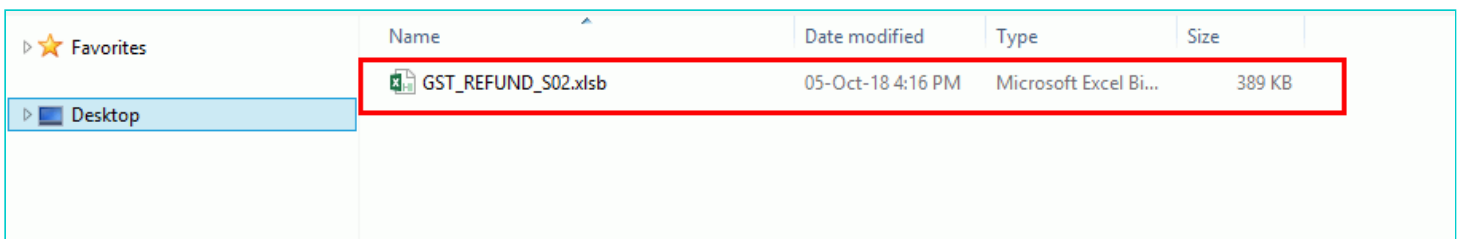
Information

Are you sure you want to download this utility?

11. The zip file is downloaded. Right click on the zip file and select **Extract All** to unzip the downloaded file.

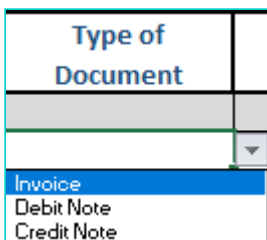


12. Statement 2 template would be downloaded. Open the excel sheet.



13. Once the template is downloaded, you need to enter the document details for which refund has to be claimed. Enter the **GSTIN** and “**From Return Period**” and “**To Return Period**” in mmyyyy format for which refund has to be claimed.

14. Enter the GSTIN of recipient, document details and details of tax paid. The document includes an invoice, a Debit note or a Credit note. Multiple Debit note or Credit note issued against invoices can also be entered in this statement.



Note:

- Document Date cannot be prior to 1st July 2017. document date can be on or after 1st July 2017.
- BRC/FIRC date can be prior to 1st July 2017.
- You need to enter Unique BRC/FIRC details, as separate rows in Statement 2.

Goods and Services Tax

Validate & Calculate **Statement-2 [rule 89(2) (c)]** Create File To Upload

GSTIN*

From Return Period* (mm/yyyy)

To Return Period* (mm/yyyy)

Refund Type: Exports of services with payment of tax

***Note:- These sheet at a time can take upto 10,000 rows / entries

		Total Document value	Total Taxable value	Total IGST	Total Cess

Sr. No.	Document Details					Integrated Tax	Cess	BRC/ FIRC			ERROR
	Type of Document	No.	Date	Value	Taxable value			No.	Date	Value	
1	2	3	4	5	6	7	8	9	10	11	

Read Me **RFD_STMT02**

15. Click the **Validate & Calculate** button.

Goods and Services Tax

Validate & Calculate **Statement-2 [rule 89(2) (c)]** Create File To Upload

GSTIN* 07ALYP6528P22

From Return Period* (mm/yyyy) 022018

To Return Period* (mm/yyyy) 022018

Refund Type: Exports of services with payment of tax

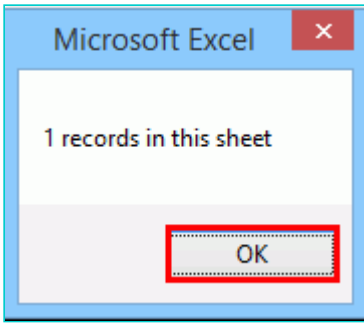
***Note:- These sheet at a time can take upto 10,000 rows / entries

		Total Document value	Total Taxable value	Total IGST	Total Cess

Sr. No.	Document Details					Integrated Tax	Cess	BRC/ FIRC			ERROR
	Type of Document	No.	Date	Value	Taxable value			No.	Date	Value	
1	2	3	4	5	6	7	8	9	10	11	
	Debit Note	JAF0211	31-01-2018	100000	100000	1200	1000	1222	31-01-2018	1200	

Read Me **RFD_STMT02**

16. The total number of records in the sheet is displayed. Click the **OK** button.



In case of Error:

17.1. Error is displayed in the Error column. Rectify the error.

Goods and Services Tax + Full Screen + Exit Full Screen

Validate & Calculate **Statement- 2 [rule 89(2) (c)]** Create File To Upload

GSTIN*		07ALYPD6528P2Z				* Indicates Mandatory Fields					
From Return Period* (mmyyyy)		022018				Refund Type: Exports of services with payment of tax					
To Return Period* (mmyyyy)		022018									
These sheet at a time can take upto 10,000 rows / entries											
		Total Document value		Total Taxable value		Total IGST		Total Cess			
		100000		100000		1200		1000			
Document Details						Integrated Tax		Cess		BRC/ FIRC	
Type of Document	No.	Date	Value	Taxable value			No.	Date	Value	ERROR	
2	3	4	5	6	7	8	9	10	11		
Debit Note		31-01-2018	100000	100000	1200	1000	1222	31-01-2018	1200	Please Enter Document No.	

Read Me RFD_STMT02

17.2. Click the **Validate & Calculate** button.

Goods and Services Tax + Full Screen + Exit Full Screen

Validate & Calculate **Statement- 2 [rule 89(2) (c)]** Create File To Upload

GSTIN*		07ALYPD6528P2Z				* Indicates Mandatory Fields					
From Return Period* (mmyyyy)		022018				Refund Type: Exports of services with payment of tax					
To Return Period* (mmyyyy)		022018									
These sheet at a time can take upto 10,000 rows / entries											
		Total Document value		Total Taxable value		Total IGST		Total Cess			
		100000		100000		1200		1000			
Document Details						Integrated Tax		Cess		BRC/ FIRC	
Type of Document	No.	Date	Value	Taxable value			No.	Date	Value	ERROR	
2	3	4	5	6	7	8	9	10	11		
Debit Note	JAF0211	31-01-2018	100000	100000	1200	1000	1222	31-01-2018	1200	Please Enter Document No.	

Read Me RFD_STMT02

17.3. Notice that the Error column is blank now after rectification.

18. Click the **Create File To Upload** button.

Goods and Services Tax + Full Screen + Exit Full Screen

Validate & Calculate **Statement- 2 [rule 89(2) (c)]** **Create File To Upload**

	GSTIN*	07ALYPD6528P22	* Indicates Mandatory Fields			
From Return Period* <small>(mmyyyy)</small>		022018	Refund Type: Exports of services with payment of tax			
To Return Period* <small>(mmyyyy)</small>		022018				

***Note:- These sheet at a time can take upto 10,000 rows / entries

	Total Document value	Total Taxable value	Total IGST	Total Cess
	100000	100000	1200	1000

Sr. No.	Document Details						Integrated Tax	Cess	BRC/ FIRC			ERROR
	Type of Document	No.	Date	Value	Taxable value	No.			Date	Value		
1	Debit Note	JAF0211	31-01-2018	100000	100000	1200	1000	1222	31-01-2018	1200		

Read Me RFD_STMT02

19. Browse the location where you want to save the file.
20. Enter the name of the file and click the **SAVE** button.

Organize ▾ New folder

Microsoft Excel GST_REFUND_S02

Favorites GST_REFUND_S02.xlsb

Desktop GST_REFUND_S02.zip

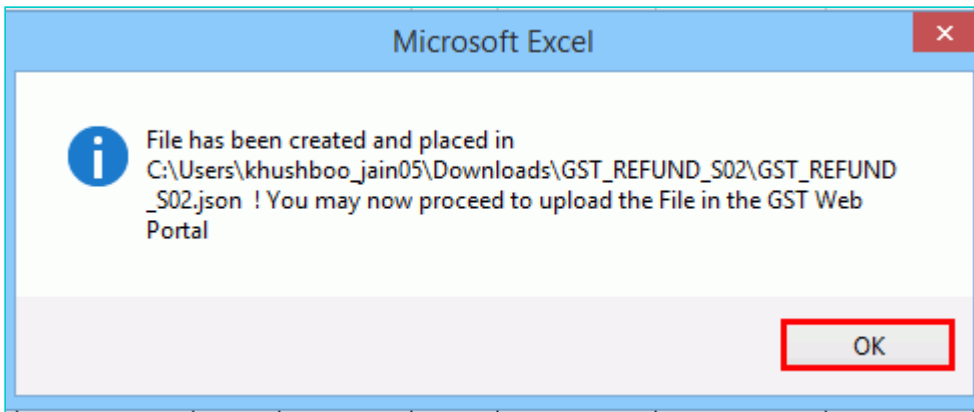
File name: GST_REFUND_S02

Save as type: All Files (*.*)

Authors: Kayalvizhi Sampath K... Tags: Add a tag

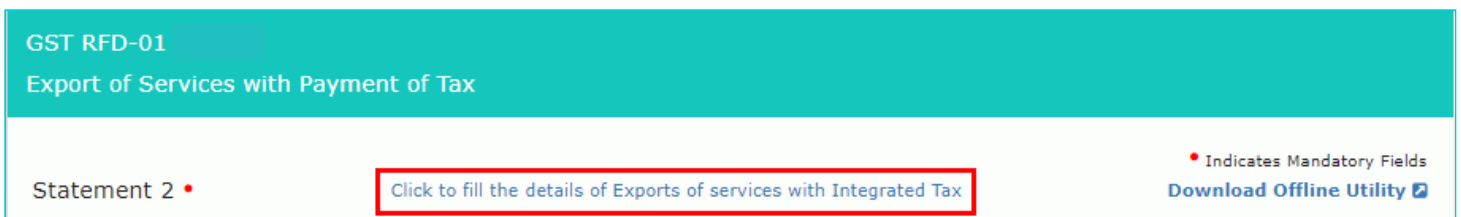
Hide Folders Tools ▾ Save Cancel

21. A success message is displayed that file is created and you can now proceed to upload the file on the GST Portal. Click the **OK** button.

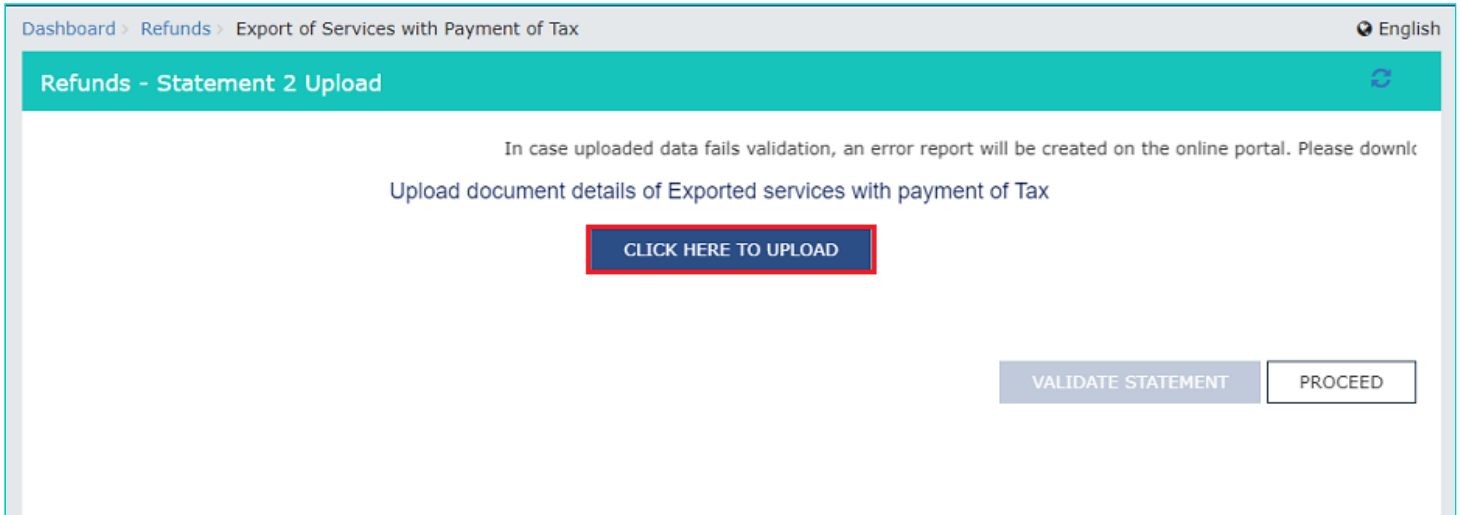


Upload document details of export of services with Integrated Tax

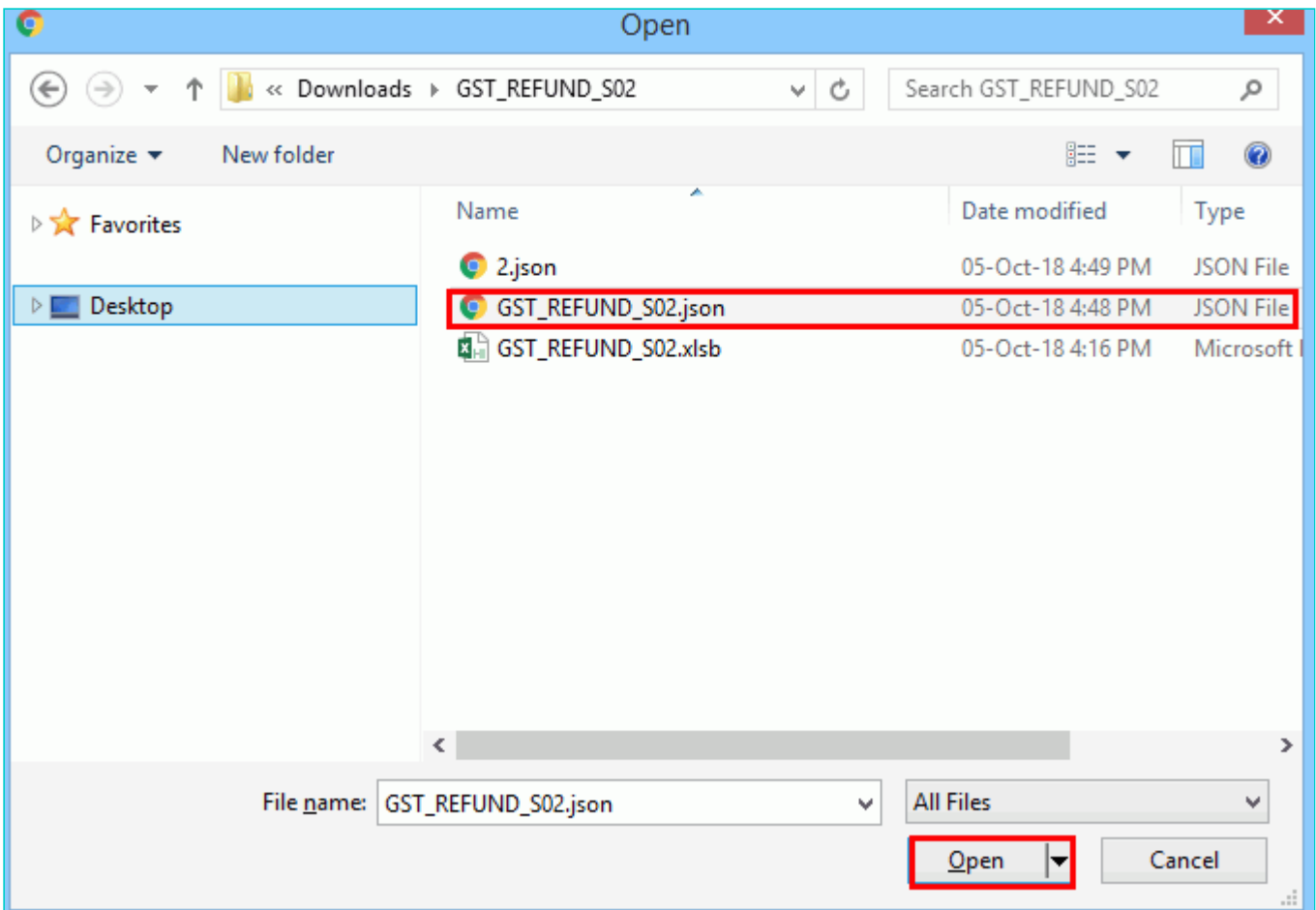
22. Click the link **Click to fill the details of Export of Services with payment of Tax.**



23. Click the **CLICK HERE TO UPLOAD** button.



24. Browse the location where you saved the JSON file. Select the file and click the **Open** button.



25.1. A success message is displayed that Statement has been uploaded successfully. You can click the **Download Unique documents** link to view the documents that has been uploaded successfully.

Dashboard > Refunds > Export of Services with Payment of Tax English

Refunds - Statement 2 Upload

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Unique Documents	Updated Documents
R02rT40-72	Uploaded Successfully	1	1 Download Unique Documents	0

Note: Click on the above button "Click here to upload" if you want to update the Statement uploaded earlier before clicking on "Validate statement" button and freezing the same.

I hereby declare that I have uploaded the statement of Documents for the period(s) FEBRUARY 2018 for which I have filed refund application.

25.2. Unique documents that has been uploaded successfully are displayed.

AutoSave (On) Unique_Documents (4) - Excel Chetana M CM

File Home Insert Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Protection Number Styles Cells Editing Ideas

Sensitivity: Internal \ Companywide usage Public Internal Confidential Highly Confidential

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Type of Document	Document Number	Document Date	Document Value	Taxable Value	Integrated Tax	CESS	BRC/FIRC Number	BRC/FIRC Date	BRC/FIRC Value						
2	Debit Note	JAF0211	31-01-2018	100000	100000	1200	1000									
3					0	0	0	1222	31-01-2018	1200						
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																

26. Select the Declaration checkbox.

Dashboard > Refunds > Export of Services with Payment of Tax English

Refunds - Statement 2 Upload

: data in your offline tool and generate the JSON again and upload. Note: Please upload the full statement again after correcting the error records.

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Unique Documents	Updated Documents
R02rT40-72	Uploaded Successfully	1	1 Download Unique Documents	0

Note: Click on the above button "Click here to upload" if you want to update the Statement uploaded earlier before clicking on "Validate statement" button and freezing the same.

I hereby declare that I have uploaded the statement of Documents for the period(s) FEBRUARY 2018 for which I have filed refund application.

[VALIDATE STATEMENT](#) [PROCEED](#)

27. Click the **PROCEED** button.



Information

Data provided in Statement will be validated from GSTR-1 returns data. If you have more data to upload, please do not proceed for Validation. Once you proceed, Statement cannot be updated until entire statement is deleted.

CANCEL

PROCEED

28. Click the **VALIDATE STATEMENT** button.

Dashboard > Refunds > Export of Services with Payment of Tax English

Refunds - Statement 2 Upload ↻

reated on the online portal. Please download the error report and correct the data in your offline tool and generate the JSON again and upload. Note: Please

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Unique Documents	Updated Documents
R02rT40-72	Uploaded Successfully	1	1 Download Unique Documents	0

Note: Click on the above button "Click here to upload" if you want to update the Statement uploaded earlier before clicking on "Validate statement" button and freezing the same.

I hereby declare that I have uploaded the statement of Documents for the period(s) FEBRUARY 2018 for which I have filed refund application.

[VALIDATE STATEMENT](#)

29.1. In case any statement is validated with error, click the **Download Invalid document** link.

Refunds - Statement 2 Upload

✔ Your statement has been submitted successfully for validation.

If uploaded data fails validation, an error report will be created on the online portal. Please download the error report and correct the data in your offline tool.

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Value of uploaded Documents (₹)	Valid Documents	Value of Valid Documents (₹)	Invalid Documents	Value of Invalid Documents (₹)
R02rT40-72	Validated with Error	1	100000	0	0	1 Download Invalid Documents	100000

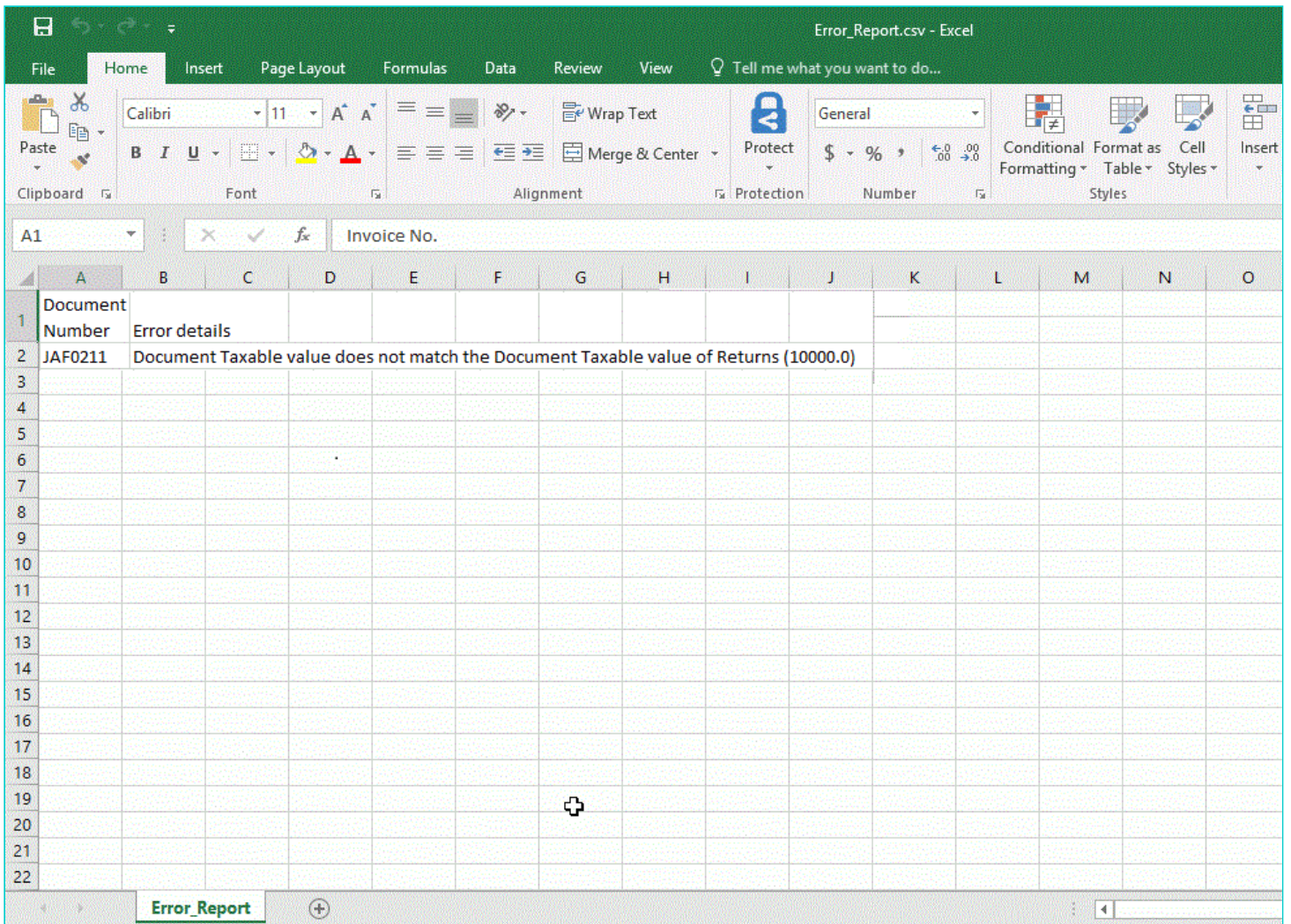
Note: If your statement has been uploaded/validated with error, Kindly upload only the error document again.

[DELETE STATEMENT](#)

[VALIDATE STATEMENT](#)

[BACK](#)

29.2 Invalid document excel sheet is downloaded on your machine. Open the invalid document excel sheet. Error details are displayed.



29.3 (a). If your statement has been uploaded/validated with error, rectify the error in the JSON file and upload these documents on the GST Portal again, as per process described above.

Note: You need to upload only the error documents again by clicking the **CLICK HERE TO UPLOAD** button.

29.3 (b). If you don't have any error and statement has been validated, and then you want to update/delete the statement, then you would have to first delete the whole statement and upload a new statement of documents again if needed.

Dashboard > Refunds > Export of Services with Payment of Tax English

Refunds - Statement 2 Upload

✔ Your statement has been submitted successfully for validation. ✕

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Value of uploaded Documents (₹)	Valid Documents	Value of Valid Documents (₹)	Invalid Documents	Value of Invalid Documents (₹)
R02rT40-72	Validated with Error	1	100000	0	0	1 Download Invalid Documents	100000

Note: If your statement has been uploaded/validated with error, Kindly upload only the error document again.

DELETE STATEMENT
VALIDATE STATEMENT
BACK

30. Once the statement is validated, you will get a confirmation message on screen that the statement has been submitted successfully for validation. Click the **BACK** button.

Dashboard > Refunds > Export of Services with Payment of Tax English

Refunds - Statement 2 Upload

✔ Your statement has been submitted successfully for validation. ✕

In case uploaded data fails validation, an error report will be created.

Upload document details of Exported services with payment of Tax

[CLICK HERE TO UPLOAD](#)

Summary of Statement uploaded

Statement ID	Status	Total Documents Uploaded	Value of uploaded Documents (₹)	Valid Documents	Value of Valid Documents (₹)
R02rT40-72	Validated Successfully	1	100000	1 Download Valid Documents	100000

Note: If you want to update the Statement uploaded please click on "Delete Validated Statement" first to delete the entire statement and re-upload the entire statement again.

I hereby declare that I have uploaded the statement of Documents for the period(s) FEBRUARY 2018 for which I have filed refund application.

DELETE STATEMENT
VALIDATE STATEMENT
BACK

Refund on Account of Exports of services with payment of tax

31. In the Table **Refund Amount Claimed**, the amount of refund will get auto populated based on the statement uploaded. The amount for refund to be claimed auto-populated from statement is downward editable.
32. You can click the hyperlink **Click to view Electronic Liability Ledger** to view details of Electronic Liability Ledger that displays your liabilities/ dues of Returns and other than Returns.

GST RFD-01
 Export of Services with Payment of Tax

Statement 2 • [Click to fill the details of Exports of services with Integrated Tax](#) • Indicates Mandatory Fields [Download Offline Utility](#)

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in ₹)

Head	Integrated Tax (₹) •	Central Tax (₹)	State/UT Tax (₹)	CESS (₹) •	Total (₹) •
TAX	₹1,200.00			₹1,000.00	2,200.00

[Click to view Electronic Liability Ledger](#)

Note: You may view the Electronic Liability Register that displays your liabilities/ dues of Returns and other than Returns. Hence, you may save this Refund Application and navigate to the dashboard to settle the dues first, or may proceed here to file the application. Please note that the recoverable dues shall be deducted from the gross amount to be paid from the Refund Amount claimed in the refund application received, by the Refund Processing Officer while processing the Refund.

33. Click the **GO BACK TO REFUND FORM** to return to the refund application page.

Dashboard ▢ Payment towards Demand English

GSTIN/TEMP ID:	Legal Name:	Trade Name:
07ALYPD6528P2Z6	Gyanendra Prakash Dwivedi	AutomationsTest

Outstanding Demand

Info: No Outstanding Demand Found. ✕

GO BACK TO REFUND FORM

34. Select the Bank **Account Number** from the drop-down list.

Bank Account Number

Select Account Number*

Note: In case you want refund in another preferred bank account which is not appearing in the drop down list, please add that bank account by filing amendment of registered (non-core) form. Please be informed that, the disbursement of refund amount will be credited to the mentioned account here.

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. The Electronic Credit ledger balance visible here is your current balance.
3. 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.

35. Under section **upload Supporting Documents**, you can upload supporting documents (if any).

36. Enter the **Document Description**.

37. Click the **ADD DOCUMENT** button.

38. Click the **Delete** button, in case you want to delete any document.

Upload Supporting Documents

Enter Document Description

Doc1.pdf



ADD DOCUMENT

39. Click the **SAVE** button.



GSTIN/UID : 07ALYPD6528P2Z6 Legal Name : Gyanendra Prakash Dwivedi Trade Name : AutomationsTest
FY : 2017-2018 Month - FEBRUARY Status : Draft

GST RFD-01
Export of Services with Payment of Tax

Statement 2 Click to fill the details of Exports of services with Integrated Tax

Indicates Mandatory Fields
Download Offline Utility

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in ₹)

Table with 6 columns: Head, Integrated Tax (₹), Central Tax (₹), State/UT Tax (₹), CESS (₹), Total (₹). Row 1: TAX, ₹1,200.00, , , ₹1,000.00, 2,200.00

Click to view Electronic Liability Ledger

Note: You may view the Electronic Liability Register that displays your liabilities/ dues of Returns and other than Returns. Hence, you may save this Refund Application and navigate to the dashboard to settle the dues first, or may proceed here to file the application.

Bank Account Number

Select Account Number

STATE BANK OF INDIA - 112

Note: In case you want refund in another preferred bank account which is not appearing in the drop down list, please add that bank account by filing amendment of registered (non-core) form.

Important Message

- 1. Once you fill the details in relevant Tables, Please save the form to proceed to File. Please correct any errors occurred during save before proceeding to File.
2. The Electronic Credit ledger balance visible here is your current balance.
3. 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.

Upload Supporting Documents

Enter Document Description

Text input field for document description

Choose File No file chosen



Supporting Doc: Doc1.pdf

- Only PDF file format is allowed.
Maximum file size for upload is 5MB each.
Maximum 10 supporting documents can be attached in the refund application.

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, click here.

Undertaking

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

Note: Please make sure you have a validated statement and all the data filled to enable submit button

Buttons: BACK, SAVE, PREVIEW, SUBMIT



40. A success message is displayed that "Your application has been saved. You can retrieve this application and file within 15 days from today. You can access the Application from Services > Refunds > My Saved/Filed Applications and file on the GST Portal."



GSTIN/UID : 07ALYPD6528P2Z6	Legal Name : Gyanendra Prakash Dwivedi	Trade Name : AutomationsTest
FY : 2017-2018	Month - FEBRUARY	Status : Saved

GST RFD-01
Export of Services with Payment of Tax

Indicates Mandatory Fields

Success : Your updated application has been saved. It will remain in the system for 15 days. You can access refund application from 'My Saved/Filed Applications' and file on GST portal.

Statement 2 Click to fill the details of Exports of services with Integrated Tax Download Offline Utility

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in ₹)

Head	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Total (₹)
TAX	₹1,200.00			₹1,000.00	2,200.00

Click to view Electronic Liability Ledger

Note: You may view the Electronic Liability Register that displays your liabilities/ dues of Returns and other than Returns. Hence, you may save this Refund Application and navigate to the dashboard to settle the dues first, or may proceed here to file the application. Please note that the recoverable dues shall be deducted from the gross amount to be paid from the Refund amount claimed in the refund application received, by the Refund Processing Officer while processing the Refund.

Bank Account Number

Select Account Number STATE BANK OF INDIA - 112

Note: In case you want refund in another preferred bank account which is not appearing in the drop down list, please add that bank account by filing amendment of registered (non-core) form. Please be informed that, the disbursement of refund amount will be credited to the mentioned account here.

Important Message

- Once you fill the details in relevant Tables, Please save the form to proceed to File. Please correct any errors occurred during save before proceeding to File.
- The Electronic Credit ledger balance visible here is your current balance.
- 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.

Upload Supporting Documents

Enter Document Description

Choose File No file chosen



Supporting Doc: Doc1.pdf

Note: Taxpayers are expected to upload supporting documents while filing refund application. You may upload up to 10 supporting documents, 5 MB each (total 50 MB). There is no limit to the number of invoices/credit notes etc. You can scan and upload, till size of the scanned document containing multiple pages is less than or equal to 5 MB. For detailed tips on the process, click here.

Undertaking

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

Note: Please make sure you have a validated statment and all the data filled to enable submit button

BACK SAVE PREVIEW SUBMIT



41. Click the PREVIEW button to download the form in PDF format.

Undertaking*

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

Note: Please make sure you have a validated statement and all the data filled to enable submit button

BACK

SAVE

PREVIEW

SUBMIT

42. Form is downloaded in the PDF format.

GST RFD-01

Export of services with payment of tax

Taxpayer Details

1. GSTIN/UIN	07ALYPD6528P2Z6
2. Legal Name	Gyanendra Prakash Dwivedi
3. Trade name	AutomationsTest
4. Type of Taxpayer	Regular
5. Financial Year	2017-2018
6. Month(s)/Quarter	FEBRUARY

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in INR)

Head	Integrated Tax	Central Tax	State/UT Tax	CESS	Total
Tax	1200	0	0	1000	2200

Bank Account Number : STATE BANK OF INDIA - 112233445566778

Supporting Documents :

- Supporting Doc - Doc1.pdf

Undertaking

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

43. Select the **Undertaking** checkbox.

44. Click the **SUBMIT** button.

Undertaking*

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

Note: Please make sure you have a validated statement and all the data filled to enable submit button

BACK

SAVE

PREVIEW

SUBMIT

45. A confirmation message is displayed that "Statement submitted successfully." Click the **PROCEED** button.



GSTIN/UID : 07ALYPD6528P2Z6	Legal Name : Gyanendra Prakash Dwivedi	Trade Name : AutomationsTest
FY : 2017-2018	Month - FEBRUARY	Status : Saved

GST RFD-01
Export of Services with Payment of Tax

Success : Statement submitted successfully. Please check back in 15 mins.

Statement 2 Click to fill the details of Exports of services with Integrated Tax Download Offline Utility

Note: In the below table, the Refund amount claimed should not be more than the sum of Integrated Tax and Cess mentioned in Zero-rated supplies of GSTR-3B item i.e., 3.1(a+b+c) respectively, filed for the given periods.

Refund Claimed (in ₹)

Head	Integrated Tax (₹)	Central Tax (₹)	State/UT Tax (₹)	CESS (₹)	Total (₹)
TAX	₹1,200.00			₹1,000.00	2,200.00

Click to view Electronic Liability Ledger

Note: You may view the Electronic Liability Register that displays your liabilities/ dues of Returns and other than Returns. Hence, you may save this Refund Application and navigate to the dashboard to settle the dues first, or may proceed here to file the application. Please note that the recoverable dues shall be deducted from the gross amount to be paid from the Refund Amount claimed in the refund application received, by the Refund Processing Officer while processing the Refund.

Bank Account Number

Select Account Number STATE BANK OF INDIA - 112

Note: In case you want refund in another preferred bank account which is not appearing in the drop down list, please add that bank account by filing amendment of registered (non-core) form. Please be informed that, the disbursement of refund amount will be credited to the mentioned account here.

Important Message

- Once you fill the details in relevant Tables, Please save the form to proceed to File. Please correct any errors occurred during save before proceeding to File.
- The Electronic Credit ledger balance visible here is your current balance.
- 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.

Upload Supporting Documents



Supporting Doc: Doc1.pdf

- Only PDF file format is allowed.
- Maximum file size for upload is 5MB.
- Maximum 4 supporting documents can be attached in the application.

Undertaking

I hereby undertake to pay back to the Government the amount of refund sanctioned along with interest in case it is found subsequently that the requirements of clause (c) of subsection (2) of section 16 read with sub-section (2) of section 42 of the IGST/CGST/SGST/Cess Act have not been complied with in respect of the amount refunded.

BACK SAVE PREVIEW PROCEED



- Select the Declaration checkbox.
- In the Name of Authorized Signatory drop-down list, select the name of authorized signatory.
- Click the FILE WITH DSC or FILE WITH EVC button.

Dashboard > Refunds > Filed English

GSTIN/UIN : 07ALYPD6528P2Z6	Legal Name : Gyanendra Prakash Dwivedi	Trade Name : AutomationsTest
FY : 2017-2018	Month - FEBRUARY	Status : Submitted

Declaration ↻


I/We Gyanendra Prakash Dwivedi hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom. I/We declare that no refund on this account has been received by me/us earlier.

Authorised Signatory *

Gyanendra Dwivedi ▼

In Case of DSC:

- a. Click the **PROCEED** button.



Warning

You are about to file GST RFD-01A. Would you like to proceed?

- b. Select the certificate and click the **SIGN** button.

In Case of EVC:

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

OTP Verification

OTP has been sent to your registered mobile number and e-mail id. Please enter the OTP to Confirm Submission

49. The success message is displayed and status is changed to Submitted. **Application Reference Number (ARN)** receipt is downloaded and ARN is sent on your e-mail address and mobile phone number. Click the PDF to open the receipt.

Notes:

- The system generates an ARN and displays it in a confirmation message, indicating that the refund application has been successfully filed.
- GST Portal sends the ARN to registered e-mail ID and mobile number of the registered taxpayer.
- Filed applications (ARNs) can be downloaded as PDF documents using the **My Applications** option under **Services**.
- Filed applications can be tracked using the **Track Application Status** option under Refunds.
- Once the ARN is generated on filing of form RFD-01, refund application shall be assigned to Jurisdictional Refund Processing Officers for processing. The application will be processed and refund status shall be updated.
- The disbursement is made once the concerned Tax Official processes the refund application.

The screenshot displays the GST Portal interface. At the top, there is a navigation bar with options: Dashboard, Services, GST Law, Search Taxpayer, Help, and e-Way Bill System. Below this, a breadcrumb trail shows 'Dashboard > Refunds > Filed'. A green success message states: 'Your refund application is successfully filed. ARN is AA070218000015W dated 05/10/2018. Please use this ARN to track the status of your application under User Services -> My Applications'. Below the message, a yellow box contains application details: GSTIN/UIN: 07ALYPD6528P2Z6, Legal Name: Gyanendra Prakash Dwivedi, Trade Name: AutomationsTest, FY: 2017-2018, Month: FEBRUARY, and Status: Filed. A teal 'Declaration' section follows, with a checked checkbox and text: 'I/We Gyanendra Prakash Dwivedi hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom. I/We declare that no refund on this account has been received by me/us earlier. Authorised Signatory'. A dropdown menu is set to 'Select'. At the bottom right of the declaration section are buttons for 'BACK', 'FILE WITH DSC', and 'FILE WITH EVC'. At the bottom left, a red-bordered box highlights a PDF icon and the filename 'ARN_RECEIPT_GST....pdf'.

50. ARN receipt is displayed.

Refund ARN Receipt

This is an application receipt for Refund application GST RFD-01 filed by you at the common portal:

Application Reference Number (ARN):	AA070218000015W
Date of Application:	05/10/2018
Time of Filing of Application:	17:05
GSTIN/ UIN/ Temporary ID:	07ALYPD6528P2Z6
Trade Name :	AutomationsTest
Legal Name:	Gyanendra Prakash Dwivedi
Reason of Refund:	Export of services with payment of tax
Center Jurisdiction:	ALIGARH
State Jurisdiction:	1 (Jurisdictional Office)
Financial Year:	2017-2018
Month(s)/ Quarter:	FEBRUARY

Amount of Refund Claimed (In INR)

Head	Integrated Tax	Central Tax	State/UT Tax	CESS	Total
Tax	1200	0	0	1000	2200

Note: It is a system generated application receipt and does not require any signature. The Acknowledgement (RFD- 02) shall be issued after verification of the completeness of the application by the Refund Processing Officer.