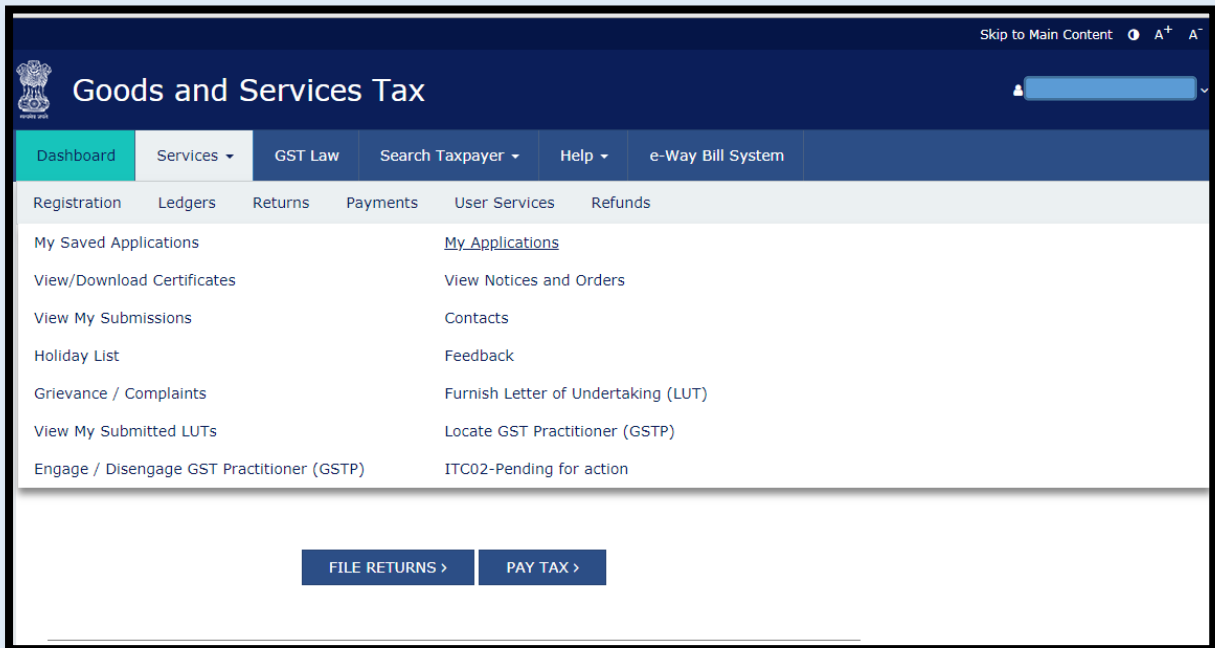


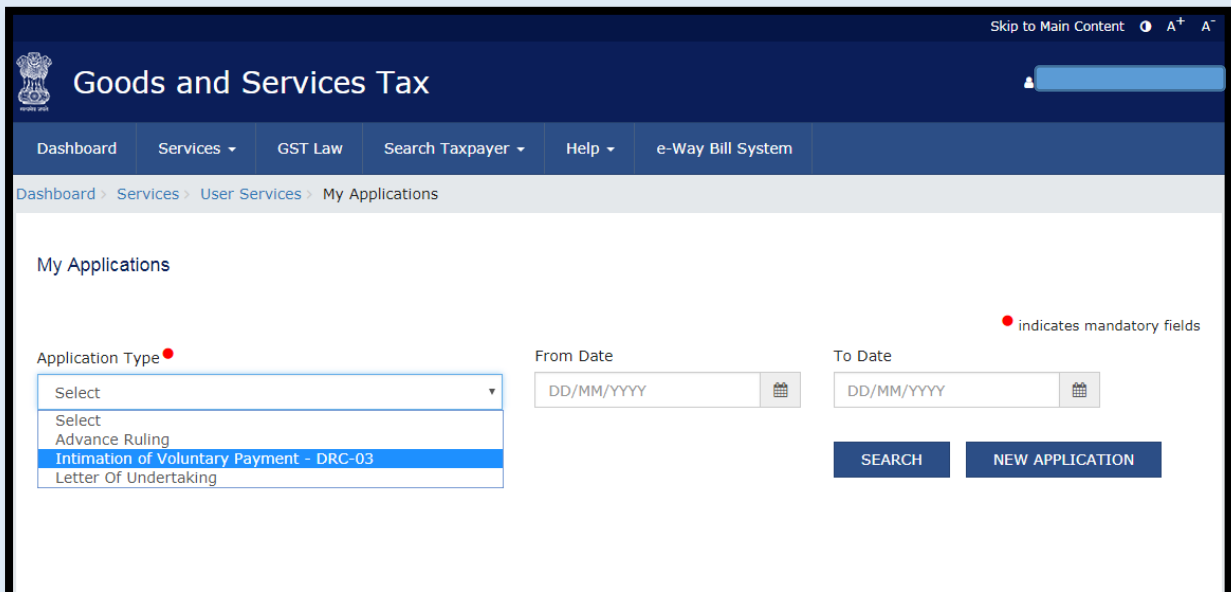
DRC 03: HOW TO APPLY

After login, go to and select Services->User Services->My Applications



The screenshot shows the 'Goods and Services Tax' portal dashboard. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. Below this, there are sub-navigation tabs for 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' tab is active, displaying a grid of links: 'My Saved Applications' (with a link to 'My Applications'), 'View/Download Certificates', 'View Notices and Orders', 'View My Submissions', 'Contacts', 'Holiday List', 'Feedback', 'Grievance / Complaints', 'Furnish Letter of Undertaking (LUT)', 'View My Submitted LUTs', 'Locate GST Practitioner (GSTP)', and 'Engage / Disengage GST Practitioner (GSTP)' (with a link to 'ITC02-Pending for action'). At the bottom, there are two buttons: 'FILE RETURNS >' and 'PAY TAX >'.

In “Application Type*”, select “Intimation of Voluntary Payment- DRC 03” from drop-down and click on “NEW APPLICATION”



The screenshot shows the 'My Applications' form in the 'Goods and Services Tax' portal. The breadcrumb trail is 'Dashboard > Services > User Services > My Applications'. The form has a title 'My Applications' and a note: '• indicates mandatory fields'. There are three main input fields: 'Application Type*' (a dropdown menu with options: 'Select', 'Advance Ruling', 'Intimation of Voluntary Payment - DRC-03', and 'Letter Of Undertaking'), 'From Date' (a date picker with format 'DD/MM/YYYY'), and 'To Date' (a date picker with format 'DD/MM/YYYY'). Below these fields are two buttons: 'SEARCH' and 'NEW APPLICATION'.

DRC 03: HOW TO APPLY

The following page will appear.

Here select "Cause of Payment*" from (a) Voluntary, (b) SCN and (c) Others. If Payment is made, then provide PRN.

Illustration 1: Voluntary-> Select appropriate section and FY.

Intimation of payment made voluntarily or made against the show cause notice (SCN)

GSTIN/UIN/Temp Id - [] Legal Name - [] Trade Name - [] Status - DRAFT

● Indicates Mandatory Fields

Cause Of Payment ●
Voluntary ▼

Payment Date
29/05/2018

Section Number ●
Select ▼
73(5) Voluntary
74(5) Voluntary

Financial Year ●
Select ▼

Have you made the payment ? No

Payment Reference Number (PRN)
[]

● If PRN is not available, you can get the same from Electronic Liability Register Part-II under Services > Ledgers

Overall Tax Period

From	To

Illustration 2: SCN->Select appropriate section and FY; provide SCN Reference No. and date (either system generated or manual)

Intimation of payment made voluntarily or made against the show cause notice (SCN)

GSTIN/UIN/Temp Id - [] Legal Name - [] Trade Name - [] Status - DRAFT

● Indicates Mandatory Fields

Cause Of Payment ●
SCN ▼

SCN Reference Number ●
Enter valid SCN number

Issue Date ●
DD/MM/YYYY []

● Issue date should be within last 30 days

Section Number ●
Select ▼
73(8) Against SCN
74(8) Against SCN

Financial Year ●
Select ▼

Have you made the payment ? No

Payment Reference Number (PRN)
[]

● If PRN is not available, you can get the same from Electronic Liability Register Part-II under Services > Ledgers

Overall Tax Period

From	To

DRC 03: HOW TO APPLY

Illustration 3: Others->Provide appropriate section and FY;

Intimation of payment made voluntarily or made against the show cause notice (SCN)

GSTIN/UIN/Temp Id -
Legal Name -
Trade Name -
Status - DRAFT

● Indicates Mandatory Fields

Cause Of Payment ●

Others

Section Number ● **Financial Year** ●

Others

2018-2019

Have you made the payment ? No

Others, if any ●

Payment Reference Number (PRN)

❗ If PRN is not available, you can get the same from Electronic Liability Register Part-II under Services > Ledgers

After filling details accordingly, go to the bottom of the screen to select period and Act and then Proceed to pay.

Overall Tax Period

From		To	
APR	2018	MAY	2018

Details of payment made including interest and penalty, if applicable

Tax Period				ACT TYPE	Place of Supply (Name of State)
From		To			
APR	2018	MAY	2018	CGST	Select Place of Supply
APR	2018	MAY	2018	SGST	Select Place of Supply
APR	2018	APR	2018	IGST	Karnataka
APR	2018	APR	2018	CESS	Select Place of Supply