

**A few steps in applying for new C/F Forms and/or cancellation for already generated C/F Forms for which time to submit revised return has expired:-**

1. Go to [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in).
2. Click on [e-Forms \(CST Forms\)](#) under e-Services and Click on the link '[Application](#)' under the heading [Application for issue of new C/F Forms and/or cancellation for already generated C/F Forms for which time to submit revised return has expired.](#)
3. The following page will appear:-

The screenshot shows the 'Application for issue of new C/F Forms and/or cancellation for already generated C/F Forms for which time to submit revised return has expired' page. The header includes the Department of Finance, Govt. of WB and Directorate of Commercial Taxes. The main content area contains a list of 12 instructions for online upload of inter-state purchase and stock transfer forms. On the right, there is a login section with fields for 'User ID\*' and 'Password\*', and 'SUBMIT' and 'RESET' buttons.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

**Instructions for online Upload of Inter State Purchase and Stock Transfer and CST Demat Form Generation**

1. Login using Userid and Password as used during any e-service login such as e-filing of CST return.
2. Download the Jar file
3. Open the JAR file for Annexure and click on Annexure option to choose Annexure type viz. E & F
4. Enter data to fill up form. Click 'Export to XML' button to validate data, generation of XML file and save XML file. The pattern for name of the XML file to be followed as AnnexureE.xml for Annexure E.
5. Click add row to insert more rows, if required.
6. XML file requires to be generated even if there is no data for an annexure.
7. Open the jar. Then enter return period and Registration number. Click 'Export to XML' to create XML file.
8. Click Upload Link in Home page
9. Upload both the XML files
10. Click the Upload button
11. Maximum 5 times XML files can be Uploaded
12. Print Acknowledgement Receipt.

User ID\*   
Password\*   
SUBMIT RESET

4. Login using your User ID & Password.
5. After login, the following screen appears:-

The screenshot shows the user dashboard after login. The header includes the Department of Finance, Govt. of WB and Directorate of Commercial Taxes. The main content area displays the user's TIN No./RC No: 19200709233 and Trade Name: BENTEC ELECTRICAL & ELECTRONICS (P) LTD. Below this, there is a section titled 'Please click any one of the following links to access the services:' with four links: 'Download Jar File to generate Annexure E & F xml', 'Upload the Inter State Purchase & Stock Transfer XML File', 'e-Generation of CST Forms (After grant provided by Charge office)', and 'Reprint of Acknowledgement Slip'. The footer contains 'Important Links', 'Disclaimer', and 'Site designed, hosted and maintained by National Informatics Centre Information provided and updated by Directorate of Commercial Taxes, Govt. of WB'.

Department of Finance, Govt. of WB  
Directorate of Commercial Taxes

TIN No./RC No: 19200709233  
Trade Name: BENTEC ELECTRICAL & ELECTRONICS (P) LTD.

Please click any one of the following links to access the services :

- [Download Jar File to generate Annexure E & F xml](#)
- [Upload the Inter State Purchase & Stock Transfer XML File](#)
- [e-Generation of CST Forms \(After grant provided by Charge office\)](#)
- [Reprint of Acknowledgement Slip](#)

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9. Fill the JAR files separately for C Forms & F Forms and save as xml files in your computer. You have to make xml files of both C & F Forms even if you have no requirement of any type of forms. Take care in filling your CST No. and the return period. Before saving each, take print outs from the [Print Page](#) button.

## IMPORTANT

1. At present, in case of application for both C & F Forms in an application, PARTIAL GRANT (e.g. grant C Form application but rejection of F Form application and vice versa) IS NOT POSSIBLE. In such cases, the whole application should be rejected and dealer has to apply afresh [in case there is mistake in any one type of requisition].
2. Dealer is able to apply for cancellation of dematerialised C & F Forms generated earlier through this application. So, C/F Forms received manually by the dealer cannot be cancelled through this application.
3. If dealer applies for fresh Forms in lieu of earlier generated cancellable Forms, dealer must apply for cancellation of those Forms simultaneously; otherwise system would block fresh grant. In such cases, the application should be rejected and the dealer has to apply afresh for cancellation as well as fresh Forms.
4. If, in the annexure, dealer applies for Forms against multiple invoices of the same seller, the 'SELLER NAME', 'SELLER ADDRESS' and 'SELLER TIN' MUST be same in all invoice entries; otherwise for any slightest difference, separate Forms will be generated for the same period and same seller with different/wrong entries. This should be kept in mind before uploading annexure. The data may be compiled in excel format and may be imported in the JAR using 'File Menu'. From the 2<sup>nd</sup> invoice onwards, there is a tendency by the dealers to put 'DO' in place of name, address etc. for the same dealer. This is wrong because system will treat 'DO' as the selling dealer's name/address. In such cases, the application should be rejected and the dealer has to apply afresh for cancellation as well as fresh Forms.

10. Now again follow steps 1 to 6 to go to the following screen:-

The screenshot shows the website interface for the Directorate of Commercial Taxes, Government of West Bengal. The header includes the logo of the Government of India, the text 'Department of Finance, Govt. of WB', and 'Directorate of Commercial Taxes'. The user's TIN No./RC No. is 19200709233 and the Trade Name is BENTEC ELECTRICAL & ELECTRONICS (P) LTD. The page lists several services available to the user:

- [Download Jar File to generate Annexure E & F xml](#)
- [Upload the Inter State Purchase & Stock Transfer XML File](#)
- [e-Generation of CST Forms \(After grant provided by Charge office\)](#)
- [Reprint of Acknowledgement Slip](#)

At the bottom, there are links for 'Important Links' and 'Disclaimer', and a footer note: 'Site designed, hosted and maintained by National Informatics Centre. Information provided and updated by Directorate of Commercial Taxes, Govt. of WB'.

11. Click on [Upload the Inter State Purchase & Stock Transfer XML File](#). The following screen will appear where you choose the location of the saved XML files and click on [Upload](#) button:-



The screenshot shows a web interface for the Directorate of Commercial Taxes, Government of West Bengal. At the top, there are links for 'Home' and 'Logout', and the department's name. A central banner features the state emblem and the motto 'सत्यमेव जयते'. A prominent red notice states: 'NOTE: You Have to Submit both XML files in case of NO C/F Form requirement, Upload Nil Annexure'. Below this, a section titled 'Upload The XML files:' contains two rows. The first row is for 'Inter State Purchase (Annexure E) XML file.' with a text input field containing 'C:\Documents and Sett...' and a 'Browse...' button. The second row is for 'Stock Transfer (Annexure F) XML file.' with a similar text input field and 'Browse...' button. At the bottom of this section is an 'Upload' button.

12. The following screen appears:-



The screenshot shows a confirmation screen on the same website. It displays the TIN No./RC No. as '19200709233' and the Trade Name as 'BENTEC ELECTRICAL & ELECTRONICS (P) LTD.'. A green banner with red text reads: 'You have successfully uploaded the XML Files.'. Below this, there are two input fields: 'CSTRCNO' with the value '19200709233' and 'Return Period' with the value '201009'. A 'SUBMIT' button is centered below these fields. At the bottom, there are links for 'Important Links' and 'Disclaimer', and a footer note: 'Site designed, hosted and maintained by National Informatics Centre Information provided and updated by Directorate of Commercial Taxes, Govt. of WB'.

13. Click on the [SUBMIT](#) button to get the following screen:-

Directorate of Commercial Taxes

**List Of Demat CST Forms to be Cancelled**

TIN No./RC No.            19200709233  
 Trade Name                BENTEC ELECTRICAL & ELECTRONICS (P) LTD.

**Select the Form numbers to be cancelled generated earlier.If You do not require cancel any forms then just click the submit button.**

| Select                   | Form Type | Form Serial Number |
|--------------------------|-----------|--------------------|
| <input type="checkbox"/> | C         | 19011310000897     |
| <input type="checkbox"/> | C         | 19011310000901     |
| <input type="checkbox"/> | C         | 19011310001311     |
| <input type="checkbox"/> | C         | 19011310001324     |
| <input type="checkbox"/> | C         | 19011310001337     |
| <input type="checkbox"/> | C         | 19011310001340     |
| <input type="checkbox"/> | C         | 19011310001353     |
| <input type="checkbox"/> | C         | 19011310001366     |

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14. Here you choose C/F Forms already generated for that period to be cancelled, if any, and click on the [SUBMIT](#) button to get to the following screen:-

**ACKNOWLEDGEMENT SLIP**  
**Electronic Upload of Inter State Purchase(E) and Stock Transfer( F )**

**Acknowledgement No:**                    20100920000079

**Trade Name :**                                BENTEC ELECTRICAL & ELECTRONICS (P) LTD.

**VAT RC No :**                                    19200709039

**CST RC No :**                                    19200709233

**Return Period :**                                201009

**Date of Submission :**                        11/02/2013

| Files Uploaded            | No of Records | Total Amount |
|---------------------------|---------------|--------------|
| Inter State Purchase(E) : | 963           | 300328560.39 |
| Stock Transfer(F) :       | 0             | null         |

**List of CST Demat Forms to be Cancelled :**

**C Forms to be Cancelled :**  
 19011310000914 , 19011310000972

**F Forms to be Cancelled : No Forms..**

15. Click on the [Print](#) button to get a print out of the Acknowledgement Slip of your submitted application. This print out is necessary for all further procedure remaining.
16. Remember, only your online application part is complete now.
17. Now proceed to produce [print outs](#) of the [JAR files](#) and the [Acknowledgement Slip](#) before your [Assessing Authority](#) for **disposal** of the application as per the [Acknowledgement No.](#) along with related [books of accounts](#) to establish your claim.
18. For [Generation of Forms](#) go to Home page.
19. Then click [e-Generation of CST Forms \(After grant provided by Charge office\)](#) link.
20. The following screen will appear:-

21. Now select 'Form Type', 'Return Period' & 'Quarter Ending' as under:-

22. The following screen will appear:-

View Form  Return Period  Quarter Ending

| Name Of Seller  | Address Of The Seller | State Of The Seller | TIN No./RC No. Of Seller | Purchase Order No. | Purchase Date (dd/mm/yyyy) | Bill/Cash Memo/ Invoice No. | Invoice Date (dd/mm/yyyy) | Purpose      |
|-----------------|-----------------------|---------------------|--------------------------|--------------------|----------------------------|-----------------------------|---------------------------|--------------|
| MAHINDRA UNITED | Cuttack               | ORISSA              | 31555555555              | 11                 | 11/04/2010                 | 888                         | 11/04/2010                | TELECOMM NET |
| MAHINDRA UNITED | Cuttack               | ORISSA              | 31555555555              | 22                 | 11/04/2010                 | 999                         | 11/04/2010                | TELECOMM NET |
| MAHINDRA UNITED | Cuttack               | ORISSA              | 31555555555              | 33                 | 11/04/2010                 | 777                         | 11/04/2010                | TELECOMM NET |
| ABC LTD         | HYDERABAD             | ANDRA PRADESH       | 29505050501              | 123                | 22/05/2010                 | 111                         | 22/05/2010                | RES          |
| ABC LTD         | HYDERABAD             | ANDRA PRADESH       | 29505050501              | 124                | 22/05/2010                 | 222                         | 22/05/2010                | RES          |
| ABC LTD         | HYDERABAD             | ANDRA PRADESH       | 29505050501              | 125                | 22/05/2010                 | 333                         | 22/05/2010                | RES          |
| ABC LTD         | HYDERABAD             | ANDRA PRADESH       | 29505050501              | 126                | 22/05/2010                 | 444                         | 22/05/2010                | RES          |
| TATA CHEMICALS  | Thane                 | MAHARASTRA          | 21303030302              | 321                | 05/06/2010                 | A/11                        | 05/06/2010                | MANUF        |
| TATA CHEMICALS  | Thane                 | MAHARASTRA          | 21303030302              | 322                | 06/06/2010                 | A/22                        | 06/06/2010                | MANUF        |

23. Click on '[Requisition](#)' button above to see the requisition:-

Home Logout



Department of Finance, Govt. of WB

Directorate of Commercial Taxes

**e- Requisition Central Declaration Form**


TIN No./RC No. 19200003267  
Trade Name BHARAT PETROLEUM CORPORATION LIMITED

| Name Of Seller  | Address Of The Seller | State Of The Seller | TIN No./RC No. Of Seller | Amount Excluding Tax | Tax Amount | Amount With Tax |
|-----------------|-----------------------|---------------------|--------------------------|----------------------|------------|-----------------|
| TATA CHEMICALS  | Thane                 | MAHARASTRA          | 21303030302              | 4500                 | 5400       | 900             |
| ABC LTD         | HYDERABAD             | ANDRA PRADESH       | 29505050501              | 4700                 | 5500       | 800             |
| MAHINDRA UNITED | Cuttack               | ORISSA              | 31555555555              | 5000                 | 6500       | 1500            |

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24. Now click on 'Go to the Generation page' button:-

Home Logout




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| Select                | Form Series | Form Serial No. | Name Of Seller  | Address Of The Seller | State Of The Seller | TIN No./RC No. Of Seller | Amount |
|-----------------------|-------------|-----------------|-----------------|-----------------------|---------------------|--------------------------|--------|
| <input type="radio"/> | E           | 19021310002474  | MAHINDRA UNITED | Cuttack               | 13                  | 31555555555              | 6500   |
| <input type="radio"/> | E           | 19021310002487  | TATA CHEMICALS  | Thane                 | 28                  | 21303030302              | 5400   |
| <input type="radio"/> | E           | 19021310002490  | ABC LTD         | HYDERABAD             | 10                  | 29505050501              | 5500   |

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25. If grant is given by the Assessing Officer, you can select forms to generate and print:-



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Directorate of Commercial Taxes

THIS FORM SHOULD BE IN TRIPPLICATE \* COUNTERFOIL \* DUPLICATE \* ORIGINAL  
 ANNEXURE A : TRANSACTION DETAILS IN RELATION TO FORM C

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| Form Serial No.                                 |  | 19021310002487                             |  |  |  |  |  |  |
| Office of Issue                                 |  | Directorate of Commercial Taxes<br>Kolkata |  |  |  |  |  |  |
| Name of the purchasing dealer to whom issued    |  | BHARAT PETROLEUM CORPORATION LIMITED       |  |  |  |  |  |  |
| Registration Certificate No. of the said dealer |  | 19000003247                                |  |  |  |  |  |  |
| To:   |  |  |  |  |  |  |  |  |
| A) Name of the Seller                           |  | TATA CHEMICALS                             |  |  |  |  |  |  |
| B) Address of the Seller                        |  | Thane<br>28                                |  |  |  |  |  |  |
| C) Name of State                                |  | 28   |  |  |  |  |  |  |
| D) TIN of Seller                                |  | 21303030302                                |  |  |  |  |  |  |

| Serial No.     | Purchase Order No. | Purchase Order Date      | Invoice No. | Invoice Date             | Value of goods excluding tax | Tax amount | Value of goods including tax | Purpose       |
|----------------|--------------------|--------------------------|-------------|--------------------------|------------------------------|------------|------------------------------|---------------|
| 19021310002487 | 321                | 2018-06-05<br>00:00:00.0 | A/11        | 2018-06-05<br>00:00:00.0 | 500                          | 100        | 600                          | MANUFACTURING |
| 19021310002487 | 322                | 2018-06-06<br>00:00:00.0 | A/22        | 2018-06-06<br>00:00:00.0 | 4000                         | 800        | 4800                         | MANUFACTURING |
| Total Rs 5400  |                    |                          |             |                          |                              |            |                              |               |
| Purpose        |                    |                          |             |                          |                              |            |                              |               |

The above statements are true to the best of my knowledge and belief.

|   |  |
|---|--|
| Signature   |  |
| Name of the person signing the declaration                                  |  |
| *Status of the person signing the declaration in relation to the transferor |  |
| Date  |  |



26. In grant is 'NOT' given, the following page will appear:-

Home Logout

  
Department of Finance, Govt. of WB

**Directorate of Commercial Taxes**

**e- Requisition Central Declaration Form**

TIN No./RC No.                      19200003267  
Trade Name                              BHARAT PETROLEUM CORPORATION LIMITED

| Name Of Seller  | Address Of The Seller | State Of The Seller | TIN No./RC No. Of Seller | Amount Excluding Tax | Tax Amount | Amount With Tax |
|---|-----------------------|---------------------|--------------------------|----------------------|------------|-----------------|
| <b>There is no Grant for Generation of CST Forms...</b> |                       |                     |                          |                      |            |                 |
| <a href="#">Go to the Generation page</a>               |                       |                     |                          |                      |            |                 |

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This means that the application is not yet disposed by the Officer.

**\* The End \***