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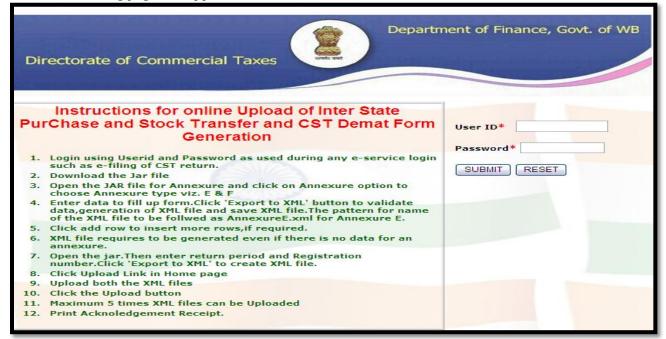 A few steps in applying for new C/F Forms and/or cancellation for already generated C/F Forms for which time to submit revised return has expired:-

1. Go to **www.wbcomtax.gov.in**.
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**.
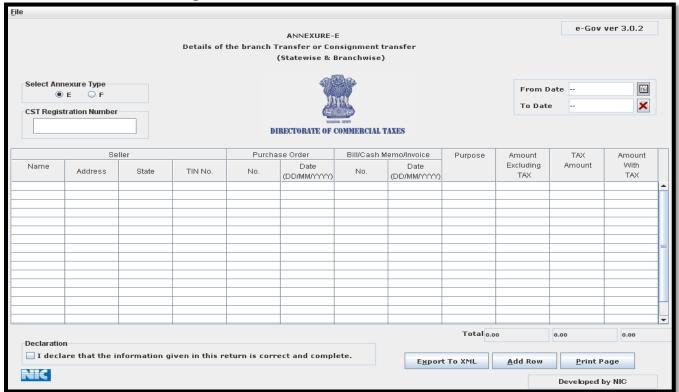3. The following page will appear:-

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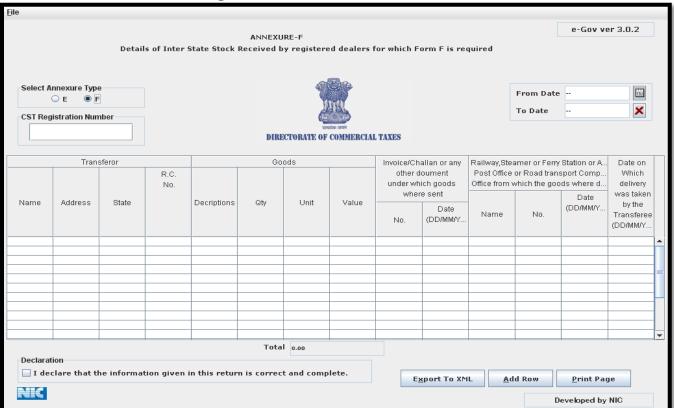5. After login, the following screen appears:-

6. Click on **Download Jar File to generate Annexure E & F xml** and save in your computer.
7. Extract the zip file in a folder where you will find a JAR file named **CSTReturnAnnex**.
8. Open the JAR file which would look like:-

for **Annexure E relating to C Forms**

File

e-Gov ver 3.0.2

ANNEXURE-E
Details of the branch Transfer or Consignment transfer
(Statewise & Branchwise)

DIRECTORATE OF COMMERCIAL TAXES

Select Annexure Type
◉ E   ○ F

CST Registration Number

From Date --
To Date --

Seller				Purchase Order		Bill/Cash Memo/Invoice		Purpose	Amount Excluding TAX	TAX Amount	Amount With TAX
Name	Address	State	TIN No.	No.	Date (DD/MM/YYYY)	No.	Date (DD/MM/YYYY)				

Total 0.00   0.00   0.00

Declaration
☐ I declare that the information given in this return is correct and complete.

Export To XML   Add Row   Print Page

NIC   Developed by NIC

and, for **Annexure F relating to F Forms**

File

e-Gov ver 3.0.2

ANNEXURE-F
Details of Inter State Stock Received by registered dealers for which Form F is required

DIRECTORATE OF COMMERCIAL TAXES

Select Annexure Type
○ E   ◉ F

CST Registration Number

From Date --
To Date --

Transferor			R.C. No.	Goods				Invoice/Challan or any other doument under which goods where sent		Railway,Steamer or Ferry Station or A... Post Office or Road transport Comp... Office from which the goods where d...			Date on Which delivery was taken by the Transferee (DD/MM/Y...
Name	Address	State		Decriptions	Qty	Unit	Value	No.	Date (DD/MM/Y...	Name	No.	Date (DD/MM/Y...	

Total 0.00

Declaration
☐ I declare that the information given in this return is correct and complete.

Export To XML   Add Row   Print Page
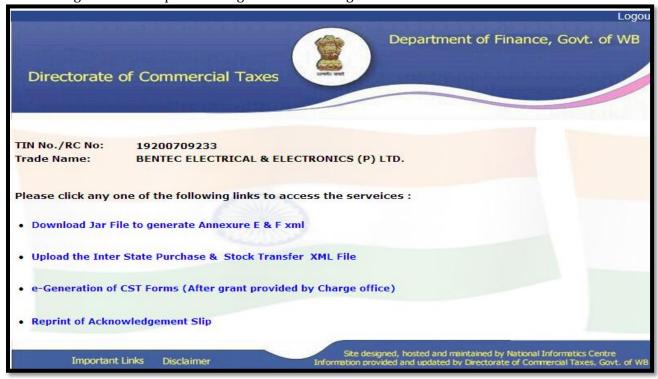
NIC   Developed by NIC

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.

<div style="border:2px solid blue;">

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 2nd 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.

</div>

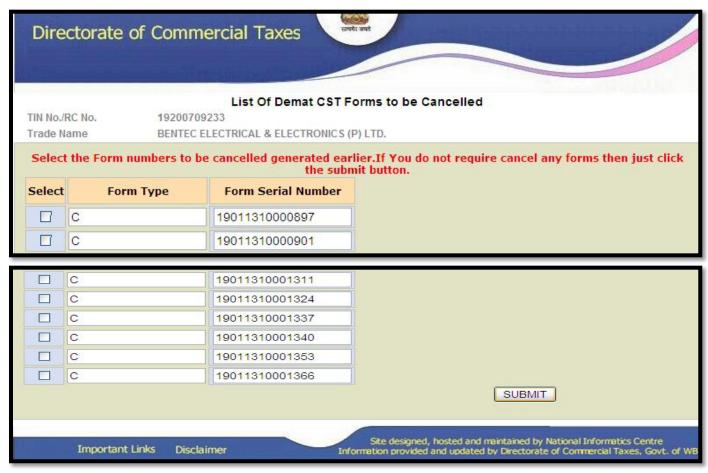10. Now again follow steps 1 to 6 to go to the following screen:-

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:-

12. The following screen appears:-

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
☐	C	19011310000897
☐	C	19011310000901
☐	C	19011310001311
☐	C	19011310001324
☐	C	19011310001337
☐	C	19011310001340
☐	C	19011310001353
☐	C	19011310001366

SUBMIT

Important Links   Disclaimer

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Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

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..

Print

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 | C | ▾ | Return Period | 201006 | ▾ | Quarter Ending | 201006 | ▾ |

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	RE!
ABC LTD	HYDERABAD	ANDRA PRADESH	29505050501	124	22/05/2010	222	22/05/2010	RE!
ABC LTD	HYDERABAD	ANDRA PRADESH	29505050501	125	22/05/2010	333	22/05/2010	RE!
ABC LTD	HYDERABAD	ANDRA PRADESH	29505050501	126	22/05/2010	444	22/05/2010	RE!
TATA CHEMICALS	Thane	MAHARASTRA	21303030302	321	05/06/2010	A/11	05/06/2010	MANUFA
TATA CHEMICALS	Thane	MAHARASTRA	21303030302	322	06/06/2010	A/22	06/06/2010	MANUFA

Requisition

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

Go to the Generation page

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

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

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

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

* The End *