

Refunds Module

1. Pre Requisites

- i. Dealer must have filed return (VAT 15) before applying for refunds.
- ii. Dealers can apply for refunds- quarterly (currently).
- iii. Dealer can apply for refunds only after last date of filing of returns for a particular quarter.
- iv. Refunds shall be taken in COTIS system only, **from 3rd quarter onwards of 2013-14 for Patiala and 4th Quarter onwards for Mohali, Ludhiana and Bhatinda.**

2. Process Flow

a. Dealer Login

1. The dealer will apply for refund in VAT-29 online application from his login of COTIS portal.
2. Applications for Refunds will be mandatorily taken only online.
3. At first, Dealer will select type & period of return for which refunds is being applied
4. Dealer will select whether or not he is applying for Provisional Refund/ Regular Refund and Star Rating Scheme.
5. Applications for Provisional / Regular Refunds will be based on checks as described below:
 - i. For each VAT 15 return, dealer may take One Prov. Refund and One regular refund
 - ii. But if, for any return, dealer files for Regular Refund as first refund, he won't be allowed for Prov. Refund for that particular return
 - iii. Dealer can file application for provisional refund till 31st March following the close of financial year or till the time provisional refund exceeds Rs. 1 Crore, whichever is earlier.
6. Dealer details & VAT 15 details will be auto-populated based on the dealer's login & corresponding VAT 15 returns.
7. Dealer will enter the amount for which he's applying the refund for
 - i. **This amount has to be less than or equal to final excess ITC as displayed in his refund form (from VAT -15)**
8. Dealer will select the grounds on which he's applying for refunds

For direct export: two extra fields will appear for IEC Code & Foreign Currency Remittance Account Number
9. **Along with the VAT 29 form there would be a mandatory annexure which dealers will have to upload giving the details of C / F / H / E-I / E-II Forms along with details of shipping / export bills etc.**

- 10. Giving Bill wise details shall be mandatory for dealers who are applying for Refunds (If VAT 24 was given in Customer Wise Summary fashion with returns)**
- i. If the dealer has given VAT 24 customer wise (and not bill wise) with VAT 15, he/she will also upload the bill wise data of VAT 24 along with the application of Refunds (VAT 29)
 - ii. In Case the summary of VAT 24 given with VAT 29 doesn't match with that given originally as returns and the DO approves it, same will be taken forward to further modules.
 - iii. However, if with returns (VAT 15), dealer has already filled invoice wise details, he will be able to download the same details in an editable format and he will have to add 'quantity' field in last column if he/she deals in any of the following trade: Yarn, Iron and steel, hosiery goods, rice, paddy, cotton (as per ETC's decision)
 - iv. If the dealer has not filled VAT 24 with returns (VAT 15, he/she cannot upload the same while applying for refunds.
- 11.** After submission dealer will be given a reference receipt and Dealer has to submit the mandatory information for the respective type of refund at Front Window along with print of receipt of online application submission.
- 12.** The status of refund application after the submission of application may be checked at the portal also.