





## AMNESTY SCHEME, 2024 – AMNESTY PORTAL USER GUIDE ON FILING OF APPLICATION

As per Rule 1 of the Amnesty Rules, 2024, an application made under sub-clause (1) or (3) of clause 9 of the Bill shall be filed electronically through the **Amnesty Portal** in **Form NSTY-I** to the designated Authority. The proof of payment of the amount calculated at the rate specified in clause 11 of the Bill and the details of such payment shall be submitted along with the application made under sub-clause (1) of clause 9, electronically through the Amnesty Portal along with the application. A copy of the specified order or any other document or any information relating to such specified order shall be provided along with the application.

Commissioner has notified the website <u>kitis.keralataxes.gov.in</u> as Amnesty Portal for the purpose of Rule 1 of the Amnesty Rules, 2024.

## **Steps in Filing Amnesty Application:**

1. Enter the TRN and Captcha code in the Sign-in page and click on Proceed button.

	KERALA State Goods & Services Tax
	User Login
I	Please sign-in using TRN
-	Temporary Reference Number (TRN)
	T17223505364637
	NV KE
	Proceed
	Registration Successful. An email has been sent $\times$ with the registration details.
	New User? Sign-up here

12 . Then an OTP will be forwarded to the registered mobile no. of the user and the following page will appear.

KERALA
State Goods & Services Tax
Two Step Verification 💭
We sent a verification code to your registered mobile number. Enter the code received on your mobile in the field below.
Type your 6 digit security code
Verify my account
Resend OTP in 17 seconds

- 2. Enter OTP and click on Verify my account. Then the user will be able to log-in to the Amnesty Home Page.
- 3. Select Amnesty Scheme 2024 in Home page and click on New Application.

	KITIS	* 🐥
AMNESTY	Welco	ome
New Application     Application Details	to KITIS Public	Portal

4. Amnesty Application in **Form NSTY – I** will be displayed.

1	FORM NSTY-I
	[see rule 3(1)]
	APPLICATION
I.Application Type *	Application filed under section 9(1) of Finance Act, 2024     Application filed under section 9(2) of Finance Act, 2024
II Designated Authority*	Select an ontion
II. Details of the Ampesty Application:	Select an option
1. Applicant Details	
a) Name of the applicant (Legal name of the dealer) *	
2. a) Trade Name of the applicant *	
b) Uttice/Trade address	
3. Details of Person filing the Application	
$a)\ \text{Name of the person filing the application for settlement under section 9 of Finance Act 2024}$	the
b) Address of the person	
c) Legal capacity of the person filing application $^{\star}$	
4. Relevant Act under which the levy was made *	Select an option
5. If registered, registration number (under the relevant Act)	
6. Details of specified order issuing authority:	
a) Designation of the specified order issuing authority. *	
b) Assessment Circle/office. *	
7. Details of specified order:	
a) Specified order number *	
b) Date of order *	dd-mm-yyyy
8. If this application is filed under Section 9(3) of the Kerala Finance Act, 2024. I the order of the Appellate Authority/ Revisional Authority/ Tribunal/ High Court/ Court on which modification is pending.	Details of Supreme
a) Order number (*if 9 (3) selected in I )	
b) Date of order (*if 9 (3) selected in I )	dd-mm-yyyy
c) Designation (*if 9 (3) selected in I )	
d) Office (*if 9 (3) selected in I )	
9. Whether Appeal/ Revision/ Writ Petition/ Writ Appeal/ SLP etc. filed, if any, pe before the appropriate Appellate Authority/Revisional Authority/Tribunal/	nding 🔷 Yes 💿 No

11. Details of each demand of tax, penalty, and interest in respect of which this application is filed: (In Rupees)\*

DETAILS OF THE DEMANDS AND PAYMENTS	TAX / SURCHARGE	PENALTY	INTEREST	TOTAL
1	2	3	4	5
a) Amount as per the specified order	Enter value	Enter value	Enter value	0.00
b) If the best judgement assessment was <b>NOT</b> carried out on the penalty levied, then the tax element involved in the case.	Enter value	Enter value	Enter value	0.00
c) Part/Portion of the above demand paid subsequently till the date of application under this Act with details of payments.	Enter value	Enter value	Enter value	0.00
d) Amount to be paid to settle the arrears under Chapter III of the Kerala F	Enter value			

12. Details of payments made electronically:

a) Act/Head of Account *	Select an option	~
b) Amount*		
c) Date *	dd-mm-yyyy	
c) GRN *		

### DECLARATION

I (Name of the person filing Application(auto populate from 3(a)) ) solemnly declare that the information given in this application, statements and annexures accompanying it are correct and complete to the best of my knowledge and belief and the amount of arrears and other particulars shown therein are truly stated and related to the assessment year and the relevant Act as indicated in the application.\*

I further declare that I am making this application in my capacity as (auto populate from 3(c) Legal capacity of the person filing application) and that I am competent to make this application.\*

Place \*:

Date: 31-07-2024

Name of the person filing Application

#### ENCLOSURES

The following Enclosures required before submitting the form: (Upload all scanned copies in PDF format as attachment)

1	Copy of the specified order or any other document or any information relating to such specified order	Choose File No file chosen
2	Copy of the Appellate/revision/ Tribunal/Court order (mentioned in Sl. No.8)	Choose File No file chosen
3	Copy of leave to withdrawal (mentioned in Sl. No.10)	Choose File No file chosen
4	Proof of all payments (copy of challans) *	Choose File No file chosen
5	Others if any	Choose File No file chosen

Save And Preview

- 5. The user hast to fill the form and upload the required enclosures.
- 6. Click on Save and Preview button to view the Preview of the Application.
- 7. Then the preview page will appear.

		APPLICATION PREVIEW	
		FORM NSTY-I	
		[see rule 3(1)]	
		[	
Applicat	on Reference Number (ARN) : AM3207247470825	APPLICATION	
To,			
The Desi	gnated Authority (Aluva - Deputy Commissioner (Arrear Recovery)	0	
Sir/Mad	200		
	manife the second s		

8. The user has to review the data filled in the Amnesty Application and if any change required, they can click on Edit button. Then the Application will be available for editing.

	ENCLOSURES						
The fol	lowing Enclosures required before submitting the form: (Upload all scanned copies in PDF format as attachment)						
1	Copy of the specified order or any other document or any information relating to such specified order	Choose File No file chosen					
2	Copy of the Appellate/revision/ Tribunal/Court order (mentioned in Sl. No.8)	Choose File No file chosen					
з	Copy of leave to withdrawal (mentioned in SI. No.10)	Choose File No file chosen					
4	Proof of all payments (copy of challans) *	Choose File No file chosen					
5	Others if any	Choose File No file chosen					
	Edit						

- 9. In the Preview page, if the user is ok with the data filled in Amnesty Application, they can click on Submit button.
- 10. On clicking the Submit button, an OTP will be generated and forwarded to the registered mobile number. The following EVC Verification page will appear for entering the OTP.

IZ. De	tails of payments made			
(a) Ac	t/Head of Account	FVC-Verification	-99-00-00-N-V	
(b) An	nount			
(c) Da	ite	An OTP has been sent to your registered mobile		
	(N			
		Type your 6 digit security code		
1. I ss son/dat and other p 2. I further de	ughter of <b>ss</b> solemnly d particulars shown there cclare that I am making		ind complete to the best of my knowledge and belief an	d the amount of arrears
Place : ff Date : 31-07-2024	4	Submit		Name of applicant : s
The following E	Inclosures required I	Resend OTP in 28 seconds		
1	Copy of the spe			
2	Copy of the App			
3	Copy of leave to			
4	Proof of all payments	(copy of challans)		View
5	Others if any.			
		Edit Submit		

11. Enter the OTP and click on Submit button. Then the following message will appear in the screen displaying successful submission of application.

141	Details of payments made elect	ronically:	
(a)	Act/Head of Account		KLT-Tax-0045-00-105-99-00-00-00-N-V
(b)	Amount		30000
(c)	Date		31-07-2024
(d)	GRN		4444
2. I further Place : ff Date : 31-07-2 The followin 1 2 3 4 5	declare that I am making this 2024 g Enclosures required befor Copy of the specific Copy of the Appells Copy of leave to wit Proof of all paymen Others if any.	Application has been submit Successfully	itted
		Edit Sub	ubmit

12. An e-mail will also be forwarded to the registered e-mail id of the user.

Fwd: KITIS- You	r Amnesty Application Is Submitted 🔉 🔤			
shahul hameed to me ▼		10:20 AM (0 minutes ago)	☆	٢
Forwarded messa From: < <u>noreply-gst@duk.</u> Date: Wed, 31 Jul 2024, 1 Subject: KITIS- Your Amn To: < <u>totational address</u>	age ac.in> I0:13 esty Application Is Submitted m>			
	Dear User, We would like to inform you that your application AM3207247470825 for the Amnesty Settlement has been suc	cessfully <b>Submitted</b> for		
	Best Regards, Kerala GST Department			

13. On successful completion of the application, the user can access the submitted applications from Application Details page.

Home >	KITIS					* 🌲
AMNESTY	Application Details					
<ul> <li>New Application</li> </ul>	ARN	LEGAL NAME	DATE OF FILING	DESIGNATION AUTHORITY	STATUS	ACTION
O Application Details	AM3207247470825	SS	31-07-2024	Aluva - Deputy Commissioner (Arrear Recovery)	Submitted	View

14. By clicking the View button, the user can see the submitted applications and further portal communications from the department like Demand Notices and Certificate of Settlement.

(Version 1.0 dated 31.07.2024 Prepared by IT Management Divion, SGST Department)