

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

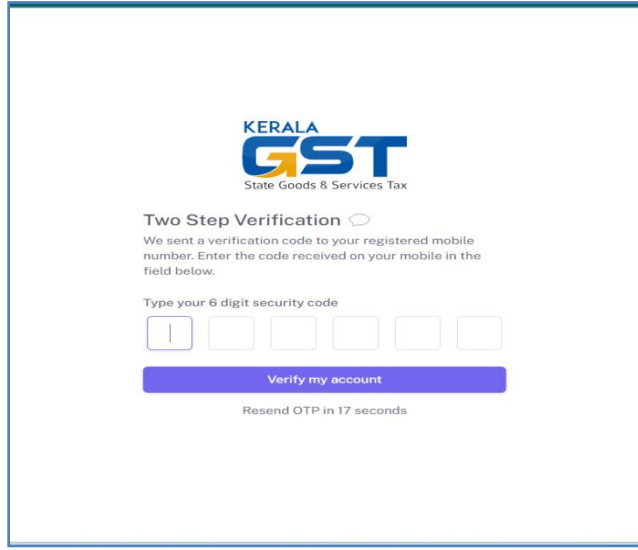
As per Rule 1 of the Amnesty Rules, 2024, an application made under sub-clause (1) or (3) of clause 9 of the Bill shall be filed electronically through the **Amnesty Portal** in **Form NSTY-I** to the designated Authority. The proof of payment of the amount calculated at the rate specified in clause 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 kitis.keralataxes.gov.in as Amnesty Portal for the purpose of Rule 1 of the Amnesty Rules, 2024.

Steps in Filing Amnesty Application:

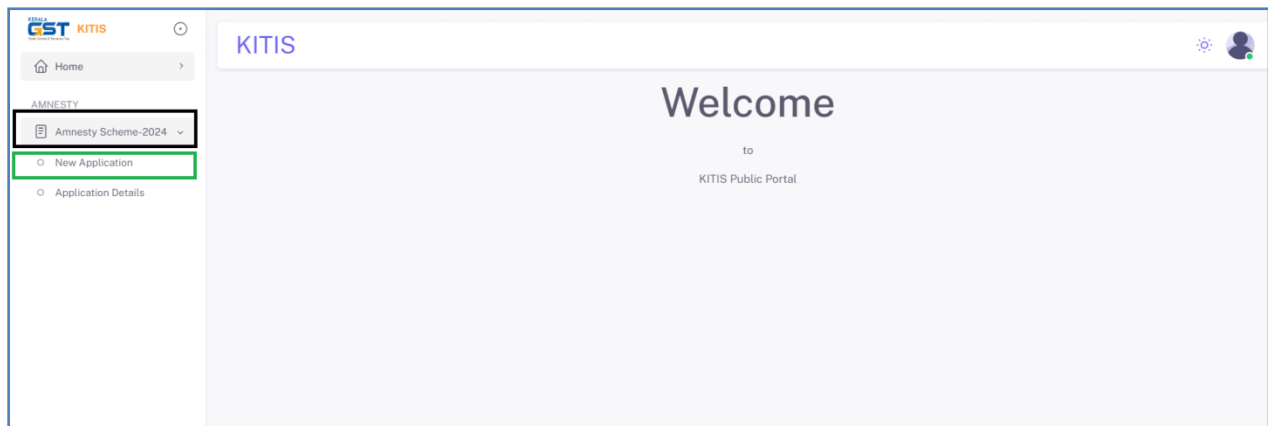
1. Enter the **TRN and Captcha code** in the Sign-in page and click on Proceed button.

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



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**.



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

Amnesty Scheme-2024/ New Application

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(3) of Finance Act,2024 (Modification pending cases)

II. Designated Authority *

III. Details of the Amnesty Application:

1. Applicant Details

a) Name of the applicant (Legal name of the dealer) *

2. a) Trade Name of the applicant *

b) Office/Trade address

3. Details of Person filing the Application

a) Name of the person filing the application for settlement under section 9 of the Finance Act 2024

b) Address of the person

c) Legal capacity of the person filing application *

4. Relevant Act under which the levy was made *

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 *

8. If this application is filed under Section 9(3) of the Kerala Finance Act, 2024. Details of the order of the Appellate Authority/ Revisional Authority/ Tribunal/ High Court/ Supreme Court on which modification is pending.

a) Order number (*if 9 (3) selected in I)

b) Date of order (*if 9 (3) selected in I)

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, pending before the appropriate Appellate Authority/Revisional Authority/Tribunal/ High Court/Supreme Court. If 'yes' furnish the following details.*

- Yes
- No

10. If Yes, whether leave to withdraw has been granted by the authority *

- 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	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="0.00"/>
b) If the best judgement assessment was NOT carried out on the penalty levied, then the tax element involved in the case.	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="0.00"/>
c) Part/Portion of the above demand paid subsequently till the date of application under this Act with details of payments.	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="Enter value"/>	<input type="text" value="0.00"/>
d) Amount to be paid to settle the arrears under Chapter III of the Kerala Finance Act, 2024 (Amnesty Scheme, 2024).			<input type="text" value="Enter value"/>	

12. Details of payments made electronically:

a) Act/Head of Account *

b) Amount *

c) Date *

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	<input type="text" value="Choose File"/>	<input type="text" value="No file chosen"/>
2	Copy of the Appellate/revision/ Tribunal/Court order (mentioned in Sl. No.8)	<input type="text" value="Choose File"/>	<input type="text" value="No file chosen"/>
3	Copy of leave to withdrawal (mentioned in Sl. No.10)	<input type="text" value="Choose File"/>	<input type="text" value="No file chosen"/>
4	Proof of all payments (copy of challans) *	<input type="text" value="Choose File"/>	<input type="text" value="No file chosen"/>
5	Others if any	<input type="text" value="Choose File"/>	<input type="text" value="No file chosen"/>

[Save And Preview](#)

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

APPLICATION PREVIEW

FORM NSTY-I
[see rule 3(1)]
APPLICATION

Application Reference Number (ARN) : AM3207247470825

To,
The Designated Authority (Aluva -Deputy Commissioner (Arrear Recovery))

Sir/ Madam,
I hereby make an Application filed under Section 9(I) of Finance Act, 2024

1.	Name of the applicant (Legal name)	ss
2.	Trade Name of the applicant	ss

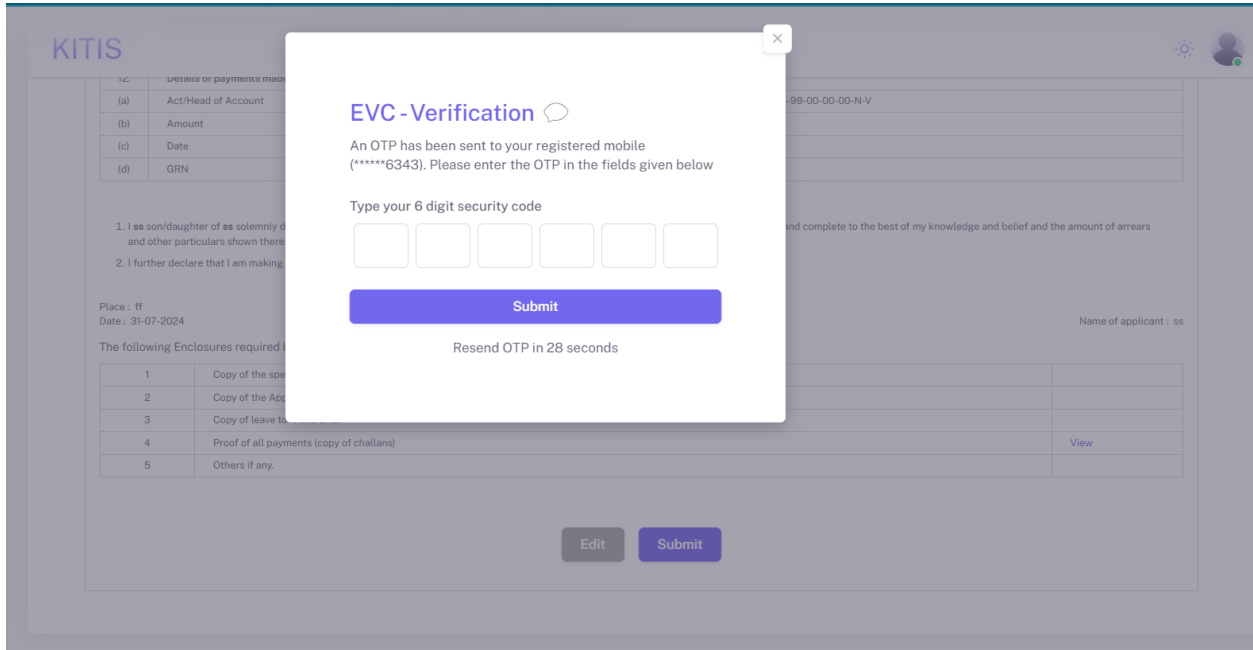
- The user has to review the data filled in the Amnesty Application and if any change required, they can click on **Edit** button. Then the Application will be available for editing.

ENCLOSURES

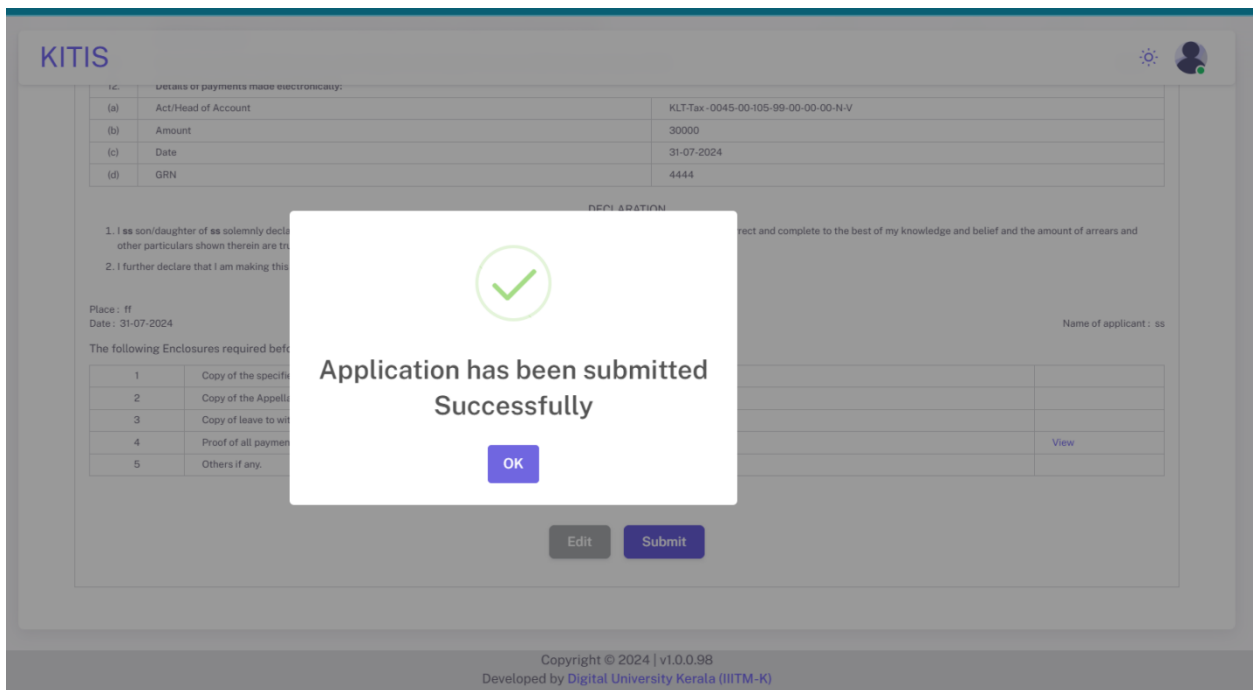
The following Enclosures required before submitting the form: (Upload all scanned copies in PDF format as attachment)

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

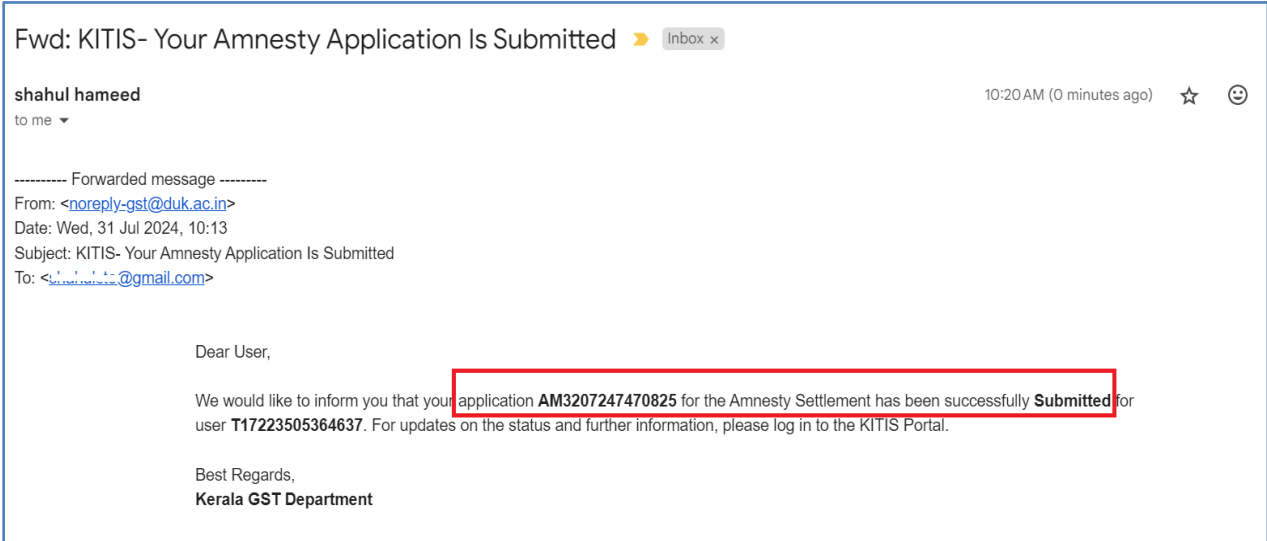
- In the Preview page, if the user is ok with the data filled in Amnesty Application, they can click on **Submit** button.
- On clicking the Submit button, an OTP will be generated and forwarded to the registered mobile number. The following EVC – Verification page will appear for entering the OTP.



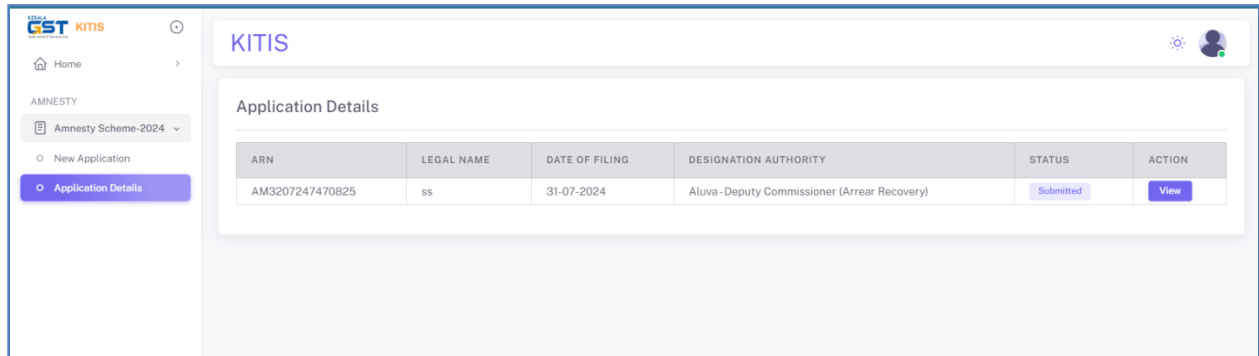
11. Enter the OTP and click on **Submit** button. Then the following message will appear in the screen displaying successful submission of application.



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



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



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)