



## STATE GOODS AND SERVICES TAX DEPARTMENT

### KITIS PORTAL – USER GUIDE

#### RETURN FILING BY BAR HOTELS PAYING TOT

#### 1. BACKGROUND

As per **S. R. O. No. 667/2024** the Government has notified that from 1<sup>st</sup> August 2024 onwards, filing of returns and payments with respect to KGST, KVAT and CST Acts has to be made through KITIS portal. Once migration to the new portal is completed by activation of login account, the dealers can file periodic returns online through the KITIS portal.

#### 2. LOGIN TO KITIS PORTAL

The link to KITIS portal is available at the official website of the Department: [keralataxes.gov.in](http://keralataxes.gov.in). Dealers can directly access the portal at url: <https://kitis.keralataxes.gov.in>. Click on the link or copy the link and paste at the address bar of the web browser and open the portal. Enter your TIN (Registration Number and the portal password, Captcha Code at the login option and click on the Sign in button.



### Welcome to KITIS

Please sign-in to your account

[Login Using TRN](#)

TIN / License Number

Password

[Forgot Password?](#)



Sign in

[New User ? Create User Account](#)

The Forget Password option is available in case you don't remember the portal login password. You enter the TIN along with Captcha Code and click the Send Reset Link button so that you will receive a reset password link to your registered email address. Click on the reset password link on the email received from KITIS portal and set a new password for the KITIS portal.



### Forgot Password?

Enter your TIN / Licence number and we'll send you instructions to reset your password

TIN / Licence Number




Send Reset Link

[< Back to login](#)

### 3. LOGIN HOME PAGE

On successful login, you will be taken to the homepage dashboard (Fig 3.1) of the user where useful information related to tax compliance is available.

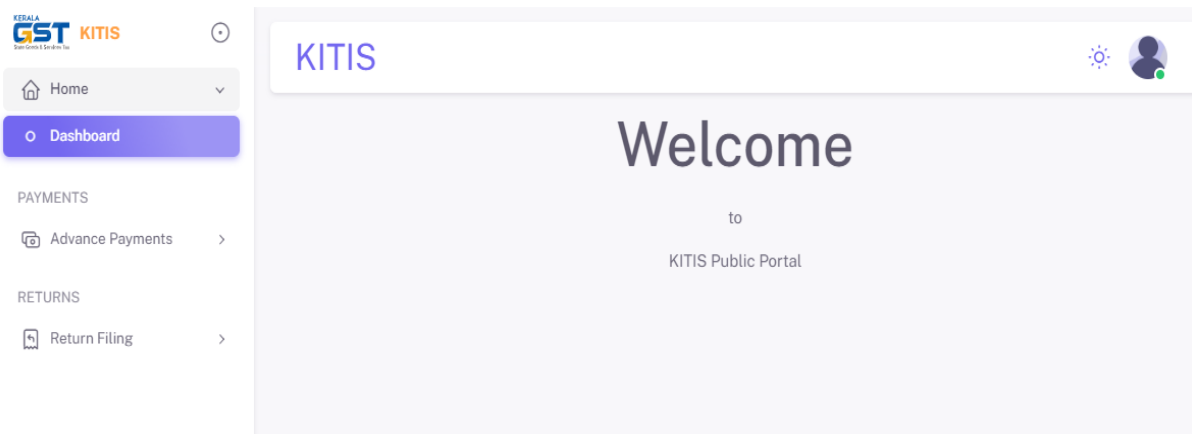
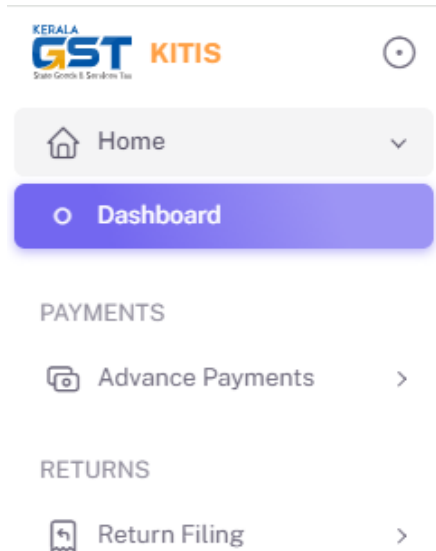


Fig 3.1

The homepage is divided into two portions. You can find the list of services available at the portal on the left panel and the corresponding activity on the main right side panel.

#### 4. SERVICES AVAILABLE AT THE KITIS PORTAL

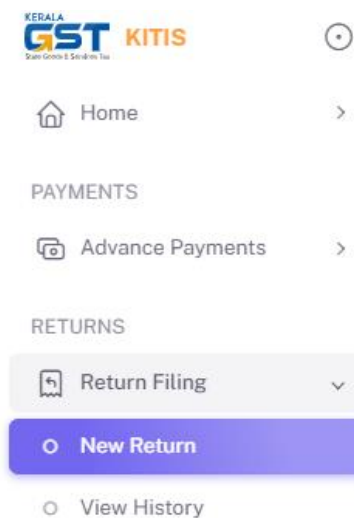
The services available at the portal are listed on the left panel and can be accessed by clicking on the respective service Labels. The activity panel is main area on the right and will facilitate the necessary forms for availing the service.



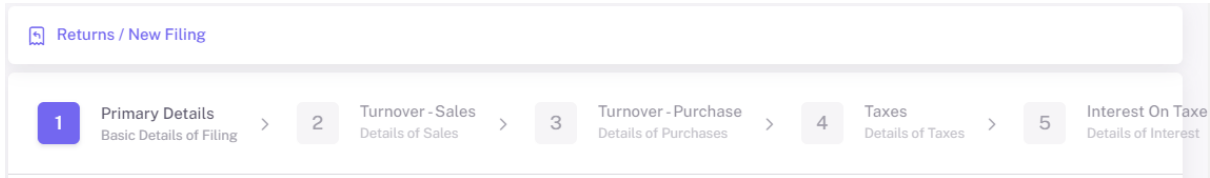
Services related to payment of advance tax prior to filing of returns can be accessed under the PAYMENTS Section by clicking on the Advance Payments option. Service related to filing of returns is available under the RETURNS section by clicking on the Return Filing option.

#### 5. FILING OF RETURNS

For filing of monthly return, select the New Return option under RETURNS > Return Filing.



The new return is divided into 5 parts to be entered one by one and followed by a preview option. These parts are detailed below.



### 5.1 PRIMARY DETAILS

In this part, you are required to select the financial year and return period. All other basic particulars of the dealer are shown by default.

Primary Details

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Return Type:       Financial Year:       Return Filing Period:       Return Filing Type: New Return

<b>Filing Date</b>	06-08-2024	<b>Legal Name</b>	legal_name
<b>TIN</b>	3211000002	<b>Trade Name</b>	trade_name
<b>KGST Number</b>	3211000002	<b>Particulars of Branches</b>	0
<b>KVAT Number</b>	3211000002	<b>Constitution of Business</b>	Proprietorship
<b>CST Number</b>	3211000002	<b>Address</b>	123 Palm Street, Coconut Town, Kerala 690001
<b>TPS Division</b>	TP-Thiruvananthapuram		

[Save & Proceed →](#)

Click on the Save & Proceed button to move on to the next part.

### 5.2 TURNOVER – SALES

Here the sales particulars need to be entered by clicking on the  button for each nature of transaction and commodity. The list of commodities is limited to the relevant items so as to simplify the selection of commodity.

The screenshot shows a form titled "Sales Turnover Particulars" with the following fields:

- Act: Select (dropdown)
- Nature of Transaction: Select (dropdown)
- Name of goods: Select (dropdown)
- Commodity code No.: (text input)
- Schedule No.: (text input)
- Rate of Tax: (text input)
- Point of sale: Select (dropdown)
- Total turnover: Enter an amount (text input)
- Turnover on which exemption is claimed: Enter an amount (text input)
- Taxable Turnover: (text input)
- Tax Collected: Enter an amount (text input)
- Tax due on the taxable turnover: (text input)

Buttons: Cancel, Save

**Bar Hotels paying Turnover Tax ( Non-Compounded):**

In the case of bar hotels paying turnover tax @ 10% of turnover can select the drop downs as shown below:

The screenshot shows the same form as above, but with the "Name of goods" dropdown menu open. The dropdown list contains the following items:

- Select (dropdown)
- tot| (input field)
- LIQUOR (TOT)
- LIQUOR (TOT@5%)
- LIQUOR (TOT -Compounded)
- SALE BY CANTEEN STORE (LIQUOR TOT@1%)

Buttons: Cancel, Save

- a) **Act** – Select **KGST Act**
- b) **Nature of Transaction** – Select **Local Sales**
- c) **Name of goods** – Select **LIQUOR( TOT)**
- d) System will auto select Commodity Code No, Schedule No and Rate of Tax.
- e) The **rate of tax** will be auto selected as **10%**.
- f) **Point of Sale** – Select **last point**.
- g) Enter **Total Turnover**.
- h) Enter Exempted turnover if any. Other wise enter zero.

- i) System will auto calculate **Taxable Turnover**.
- j) Enter Tax collected if any. Other wise enter zero.
- k) **Tax due on the taxable turnover** will be auto calculated by the system.
- l) Enter Compounded tax due as zero, since the dealer is not compounded.
- m) Click on **Save** button.

After selection, the page will appear like below:

Sales Turnover Particulars

Act KGST	Nature of Transaction Local Sales	Name of goods LIQUOR (TOT)
Commodity code No. 90312	Schedule No. VI-H	Rate of Tax 10
Point of sale Last Point	Total turnover 100000	Turnover on which exemption is claimed 0
Taxable Turnover 100000	Tax Collected 0	Tax due on the taxable turnover 10000
Compounded Tax Due 0		

The dealer can also add sales details if any relating to any other transaction or commodity.

**Bar Hotels paying Turnover Tax (Compounded):**

For dealers with Compounded Turnover Tax Liability (TOT Compounded), they can enter the details by selecting the Commodity **LIQUOR (TOT Compounded)** from the Goods list and enter the TOT due in the Compounded Tax Due column.

Name of goods

LIQUOR (TOT -Compounded)

LIQUOR (TOT)  
 LIQUOR (TOT@5%)  
LIQUOR (TOT -Compounded)  
 PETROL (30.08%)  
 PETROLEUM MS (OTHER THAN PETROL)  
 SALE BY CANTEN STORE / LIQUOR

- a) **Act** – Select **KGST Act**
- b) **Nature of Transaction** – Select **Local Sales**
- c) **Name of goods** – Select **LIQUOR (TOT-Compounded)**
- d) System will auto select Commodity Code No, Schedule No and Rate of Tax.
- e) The **rate of tax** will be auto selected as **0%** since the dealer has to calculate TOT based on own calculation as per the KGST Act.
- f) **Point of Sale** – Select **last point**.
- g) Enter **Total Turnover**.
- h) Enter Exempted turnover if any. Other wise enter zero.
- i) System will auto calculate **Taxable Turnover**.
- j) Enter Tax collected if any. Other wise enter zero.
- k) Tax due on the taxable turnover will be auto calculated by the system as zero since the dealer has to calculate TOT based on own calculation as per the KGST Act.
- l) Enter Compounded tax due as based on own calculation as per the KGST Act.**
- m) Click on **Save** button.

After selection, the page will appear like below:

Sales Turnover Particulars		
Act KGST	Nature of Transaction Local Sales	Name of goods LIQUOR (TOT-Compounded)
Commodity code No. 90463	Schedule No. VII	Rate of Tax 0
Point of sale Last Point	Total turnover 100000	Turnover on which exemption is claimed 0
Taxable Turnover 100000	Tax Collected 0	Tax due on the taxable turnover 0
Compounded Tax Due 15000		

Cancel Save

The dealer can also add sales details if any relating to any other transaction or commodity.

### Furnishing Sales Invoice Details:

Next furnish the series of sale bills issued. The  button lets you to add a different series of bills if required.

Details of Sales Bills issued

SERIES NO. OF BILLS		
FROM	TO	ACTIONS
<input type="text" value="Enter bill number"/>	<input type="text" value="Enter bill number"/>	<input type="button" value="✕"/>

Once the entries of sales turnover particulars are completed, click on the Save & Proceed button to save the details and proceed to the next part.

### 5.3 TURNOVER - PURCHASE

Similar to the Sales particulars, enter the details of purchases made during the return period under this section..

Purchase Turnover Particulars

Act <input type="text" value="KGST"/>	Nature of Transaction <input type="text" value="Local Purchase"/>	Name of goods <input type="text" value="FOREIGN LIQUOR NOT COVERED UND..."/>
Schedule No. <input type="text" value="2 (v) (b)"/>	Rate of Tax <input type="text" value="241"/>	Purchase Value <input type="text" value="Enter an amount"/>
Tax paid on purchase <input type="text" value="Enter an amount"/>	Cess and Other Levies Paid <input type="text" value="Enter an amount"/>	Total <input type="text" value="0"/>

Once the entries of purchase turnover particulars are completed, click on the Save & Proceed button to save the details and proceed to the next part.

### 5.4 TAXES PAYABLE

This part workout the summary of taxes payable based on the details already furnished in the earlier parts. You can verify the credits of advance tax paid and the excess tax carry forwarded from the previous return periods under different statutes here. The applicable surcharge and different cess under KGST are to be entered in the respective columns (b) to (f) of this form.



**KGST**

	PARTICULARS	TAX DUE
(a)	i. Total KGST due for the period of return	3008000
	ii. Advance Tax paid for KGST if any	0
	iii. Excess KGST carry forwarded from previous return if any	0
	iv. Balance KGST payable	3008000
	v. Excess KGST to be carry forwarded to next month if any	0
(b)	Surcharge due	<input type="text" value="0"/>
(c)	AST (Cess on petroleum products to be transferred to Kerala Infrastructure Investment Fund Board levied under section 5D of the KGST Act)	<input type="text" value="0"/>
(d)	Social Security Cess levied and collected as per sub section (1) of section 6 of the Kerala Finance Act, 2008	<input type="text" value="0"/>
(e)	Social Security Cess on the sale of Petrol and Diesel levied under subsection (2A) of section 6 of Kerala Finance Act, 2008	<input type="text" value="0"/>
(f)	Social Security Cess on the sale of IMFL levied under subsection (2A) of section 6 of Kerala Finance Act, 2008	<input type="text" value="0"/>

Once the particulars of surcharge and cess payable are completed, click on the Save & Proceed button to save the details and proceed to the next part.

**5.5 INTEREST ON TAXES**

This section shows the working of interests applicable if there is delay in filing of returns. The calculation is automatically done based on the delay in filing of return. Click on the Preview button to get a complete view of the return you are going to submit.

KITIS



**KGST**

	PARTICULARS	TAX DUE	RATE OF INTEREST (%)	DELAY IN DAYS	INTEREST DUE
(a)	i. Total KGST due for the period of return	3008000	-	-	-
	ii. Advance Tax paid for KGST if any	0	-	-	-
	iii. Excess KGST carry forwarded from previous return if any	0	-	-	-
	iv. Balance KGST payable	3008000	<input type="text" value="12"/>	0	0
	v. Excess KGST to be carry forwarded to next month if any	0	-	-	-
(b)	Surcharge due	0	<input type="text" value="12"/>	0	0
(c)	AST (Cess on petroleum products to be transferred to Kerala Infrastructure Investment Fund Board levied under section 5D of the KGST Act)	0	<input type="text" value="12"/>	0	0
(d)	Social Security Cess levied and collected as per sub section (1) of section 6 of the Kerala Finance Act, 2008	0	<input type="text" value="12"/>	0	0
(e)	Social Security Cess on the sale of Petrol and Diesel levied under subsection (2A) of section 6 of Kerala Finance Act, 2008	0	<input type="text" value="12"/>	0	0
	Social Security Cess on the sale of IMFL				

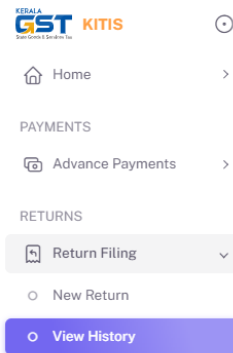
## 5.6 PREVIEW RETURN & PAYMENT OF DUES


Finally you can preview the Form-9 return in this part. Here you can verify the correctness of the figures entered in the return, payment dues under different Acts, total payable and finalize by clicking on the Submit Return button. The confirmation is to be done by EVC method by furnishing the OTP received on the registered mobile number. Once the OTP verification is complete, you will be redirected to the e-Treasury payment gateway for e-Payment of the dues pending as per the returns. On completion of payment the return will get submitted automatically and you will get the final submitted return.

NOTE: Facility to upload sales and purchase details are not available in the Portal and will be deployed in coming months. Dealers will be provided with a facility to upload the sales and purchase details from July 2024 Return once the Upload Facility is enabled.




## 6. VIEW FILED RETURNS

All the filed returns are available under the View History option under RETURNS on the left panel.



All the returns will be shown here with status of each return. Filed returns can be viewed and downloaded in PDF format by clicking on the  View button.

Returns / View History

ARN	FINANCIAL YEAR	RETURN PERIOD	FILING DATE	LAST UPDATED TIME	FILING TYPE	STATUS	ACTIONS
RT01722852056966	2024-2025	July	05-08-2024	05-08-2024	Original Return	Filed	 
RT01722938422219	2024-2025	August	NA	06-08-2024	Original Return	Draft	

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 KITIS Support Mobile Number/Whats app : 94465 05527