

Form for Field Visit in case of KYC for refund seekers

Date of submission of report:

Name of the Officer:- << to be prefilled>>	Unit No:	Range No:	Div No:
Name of the taxable person:		GSTIN/UIN:	
Task Assigned by:- < Name of the Authority- to be prefilled>			
Date and Time of Assignment of task:- < System date and time>			

Sr. No.	Particulars	Input
1.	Date of Visit	
2.	Time of Visit	
3.	Location details	
	Latitude	Longitude
4.	North – Bounded By	South – Bounded By
5.	West – Bounded By	East – Bounded By

6.	Particulars of the tax payer	
i.	Constitution of taxpayer (Proprietor/ Partnership/ Pvt Ltd/ Ltd/ LLP/ Trust etc.)	
ii.	Full Name of Authorised Person	
iii.	Designation / Status	
iv.	Contact Details (Mobile No)	
v.	Contact Details (E-mail ID)	
vi.	PAN of the tax payer	

7.	Functioning status of the business	Functioning - Y / N
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8. Details of the premises

i.	Postal Address of principal place of business	
ii.	Open Space Area (in sq m.) - (approx.)	
iii.	Covered Space Area (in sq m.) -	
9.	Details of the premises of factory if any	
i.	Postal Address	
ii.	Open Space Area (in sq m.) - (approx.)	
iii.	Covered Space Area (in sq m.) -	
10.	Installed Capacity in case of manufacture	
11.	Number of Employees	

12. Bank Details of the Tax payer

i.	Name of the Account Holder	
ii.	Account No	
iii.	IFSC Code	
iv.	PAN of account holder	
v.	Date of opening bank account	

Commodities

13.	Major outward supply commodities or services with HSN	
14.	Major inward supply commodities or services with HSN	

Particulars related to Refunds		
15.	In case of export / SEZ supply,	
i.	Major commodities/ Services of export / SEZ supply with HSN	
ii.	Approximate yearly export / SEZ supply (in Rs.)	
16.	In case of inverted duty structure,	
i.	Commodity of inward (with HSN and rate of tax)	
ii.	Commodity of outward supply of inverted rated Goods or Service (with HSN and rate of tax)	
iii.	Reason for inverted duty structure	
17.	Detailed reason in case of refund claimed in "Any other" category	
18.	Documents verified	Yes/No
19.	Upload photograph of the place with the person who is present at the place where site verification is conducted.	
20.	Comments (not more than 1000 characters)	

Place:

Date:

signature  
(Name of the officer)  
Designation  
Jurisdiction

Details of documents collected from Tax payer :

1. In case of Deemed export, details of advance authorisation, EPCG, EOU etc..
2. Rent agreement in case of rented premises
3. Copy of Electricity bill
4. Certificate from SEZ authority of applicable
5. Allotment Letter from GIDC if applicable