



NORTHERN COALFIELDS LIMITED (MP)-486889

(A Mini Ratna Company)

CIN: U10102MP1985GOI003160

Systems Department (HQ), Email id: [nclcorptax@gmail.com](mailto:nclcorptax@gmail.com)

Phone: 07805- 256298

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No.NCL/

Date: 14/06/2017

To

All Supplier/Customer/Service Providers

**Subject: Customer details required for registering your entity under GST regime in our system.**

Sir,

As you are aware, GST is set to replace almost all Indirect Taxes, viz; (Central Excise, CST, VAT/ Sales tax, Service tax and other Central and State transaction taxes) with effect from 1 July 2017.

We have migrated to GST in all states where we are having operations and published the details of our provisional GST ID's for each state & details of HSN code of our products on our website [www.nclcil.in](http://www.nclcil.in) . We request you to update your system based on the above details of NCL to avoid mismatch of input tax credit.

Moreover, GST migration, reporting and compliances require us to update our existing systems and processes in relation to which, we require certain information/ confirmations from your end. In view of the same, this communication is being made to all our Customers to provide following details and adhere to the below mentioned requirements to ensure smooth implementation of change and avoid situations of mismatch under GST.

**A. Vendor Code**

As you might be aware that, NCL assigns a vendor code for each of its vendor/customers, and each transaction with any Vendor/Customer is routed through that Vendor Code.



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Under GST regime, the existing vendor codes is all set to be replaced and updated with an unique PAN based registration number. The PAN of each vendor shall be the new vendor code.

### **B. Registration status**

As per the provisions of CGST Act, threshold for GST registration has been fixed at Rs.20 lakhs and Rs.10 Lakhs for vendors in certain states, viz; (States of Arunachal Pradesh, Assam, Jammu and Kashmir, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh and Uttarakhand).

Similarly, Under the CGST Act, option of registration under composition scheme for Specified classes of tax-payers whose turnover is upto Rs. 75 Lakhs is available.

(The threshold is to be calculated with respect to PAN based all India aggregate turnover in a financial year).

In case, you believe that you may be exempt under GST or covered under Composition scheme, on account of threshold limit, kindly provide us with a declaration to this effect which will enable us to update our system and Customer records accordingly.

You are requested to, please provide us with the information of registration along with “Customer registration form of NCL” enclosed herewith.

### **B. Issuance of Invoice as per the provisions of CGST Act**

As per the provisions of CGST Act, and Tax Invoice rules under GST, the Invoice form should contain the below mentioned details, otherwise NCL will not get the benefit of Input Tax credit :-



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- (a) Name, address and GSTIN of the supplier;
- (b) A consecutive serial number containing only alphabets and/or numerals, unique for a financial year;
- (c) Date of its issue;
- (d) Name, address and GSTIN/ Unique ID Number, if registered, of the recipient;
- (e) Name and address of the recipient and the address of delivery, along with the name of State and its code, if such recipient is unregistered and where the taxable value of supply is fifty thousand rupees or more;
- (f) HSN code of goods or Accounting Code of services;
- (g) Description of goods or services;
- (h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- (i) Total value of goods or services;
- (j) Taxable value of goods or services taking into account discount or abatement, if any;
- (k) Rate of tax (CGST, SGST or IGST);
- (l) Amount of tax charged in respect of taxable goods or services (CGST, SGST or IGST);
- (m) Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- (n) Place of delivery where the same is different from the place of supply;
- (o) Whether the tax is payable on reverse charge;
- (p) the word “Revised Invoice” or “Supplementary Invoice”, as the case may be, indicated prominently, where applicable along with the date and invoice number of the original invoice; and
- (q) Signature or digital signature of the supplier or his authorized representative.

**In Case of Coal Transporter the Following Addition information is required;**

- 1)Gross weight of consignment
- 2)Name of the Consignor
- 3)Name of Consignee
- 4)Register Number of Goods Carriage



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- 5) Detail of Goods Transported
- 6) Detail of Place of origin and destination
- 7) GSTIN Number of person liable for paying tax whether as conignor, consignee or GTA

Kindly ensure that the Invoice issued to NCL shall contain all the above details and strictly adhere to the provisions of GST Act and rules, for being acceptable at NCL.

**D. Bank Account Details**

It has been decided that, only one Bank account will be authorized to undertake all types of transactions with NCL, so kindly provide the complete account details (Viz; Account Name, Number, Bank Name, Branch Name and Code, IFSC code, other details (if any) ) of a particular Bank Account for transactions with NCL.

**In view of the above, you are requested to kindly provide us the duly filled Customer Registration form for needful action at our end and ensure compliance with the above mentioned requirements for smooth transition in GST and hassle free business operations.**

**A help desk is open at Officers club, NCL HQ, as well as at all our area offices which will facilitate to fill the form and resolve all your queries in matters above, which shall be active on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> June 2017 from 10.00 AM to 5:00 PM**

Yours faithfully,

  
Chief Manager (System/HQ)

**Copy to:**

- 1) GM (F/IC), GM(F/CT) for kind information
- 2) TS to D(F) for kind information of D(F)



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- 1) **GM-KHADIA/DUDHICHUA/BINA/KRISHNSHILLA/KAKRI/  
JHINGURDA/BLOCK B/JAYANT/NIGAHI/AMLORI/ NSC/CWS/HQ arrange  
to create GST help desk in project**
- 2) **AFM-KHADIA/DUDHICHUA/BINA/KRISHNSHILLA/KAKRI/  
JHINGURDA/BLOCK B/JAYANT/NIGAHI/AMLORI/ NSC/CWS/HQ with  
request to create GST help desk in project**
- 3) **All HOD/HQ with request to kindly arrange to serve this communication to all  
suppliers/service providers of your domain.**



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**GST CUSTOMER REGISTRATION FORM**

<b>Vendor Code</b> (To be Allotted By NCL)	
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**Details to be provided by Customer:-**

<b>Customer Name</b>							
<b>Contact Person Name</b>							
<b>Phone no.</b>							
<b>Email ID</b>							
<b>Address</b>	<b>Registered Address :-</b>  <b>Correspondence/Local:-</b>						
<b>Entity</b> (Individual/Firm/Company/ AOP/JV/Other)							
<b>CIN(In case of Company)</b> <b>LLPIN (In case of LLP)</b>							
<b>Bank Accounts Detail</b>	<table border="1"><tr><td><b>Bank Account Number</b></td><td></td></tr><tr><td><b>Name of Bank along with address</b></td><td></td></tr><tr><td><b>IFSC Code</b></td><td></td></tr></table>	<b>Bank Account Number</b>		<b>Name of Bank along with address</b>		<b>IFSC Code</b>	
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<b>IFSC Code</b>							
<b>PAN</b> (Along with self-certified copy of PAN)							
<b>GST Identification Number</b> (along with self-certified copy of the same)	<table border="1"><tr><td><b>GSTIN</b></td><td><b>STATE</b></td><td><b>ARN</b></td></tr><tr><td></td><td></td><td></td></tr></table>	<b>GSTIN</b>	<b>STATE</b>	<b>ARN</b>			
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<b>HSN (In case of goods)/ SAC (In case of Services)</b>	
1.	
2.	
3.	

Signature of Authorized Signatory

Name:

Mobile Number

Email Id