V K MUNJE & COMPANY

COST & MANAGEMENT ACCOUNTANTS

GST COMPLIANCE CHECKLIST

REGISTRATION & BASICS

- ☐ Verify GST registration details and business place are current
- ☐ Confirm correct scheme (Regular / Composition) for your turnover
- ☐ Maintain valid tax invoices for all outward supplies

MONTHLY / QUARTERLY

- ☐ File GSTR-1 (outward supplies) by the due date
- ☐ Reconcile purchases with GSTR-2B before claiming ITC
- ☐ File GSTR-3B and pay tax / interest as applicable
- ☐ Generate e-invoices and e-way bills where required

ANNUAL

- ☐ File GSTR-9 (annual return) where applicable
- ☐ File GSTR-9C reconciliation where turnover crosses the threshold
- ☐ Review ITC reversals and ineligible credits for the year

Shop 2401, 24th Floor, Business Park, New Kalyani Nagar, Wadgaon Sheri, Pune - 411014

+91 99220 99970 / +91 96573 75713 | cma.vickymunje@gmail.com | cmavkmunje.com