



# CERTIFICATE COURSE IN GOODS & SERVICES TAX



**THE INSTITUTE OF  
Company Secretaries of India**  
**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament



# INTRODUCTION

Goods & Services Tax (GST) is a comprehensive destination based indirect tax levied on goods as well as services at the national level. Its main objective is to consolidate multiple indirect tax levies into a single tax thus subsuming number of indirect tax levies, overcoming the limitations of previous indirect tax structure, and creating efficiencies in tax administration. The essence of GST is in removing the cascading effects i.e., tax on tax of both Central and State taxes by allowing setting-off of taxes throughout the value chain, right from the original producer and service provider's level up to the consumer level.

The GST domain includes varied concepts from registration, payment, returns, refunds, classification and valuation, place and time of supply, input/output credit, and compliance system with respect to e-way bill mechanism along with various other new concepts. GST is an apposite tribute to spirit of cooperative federalism and binds India into an Economic Union upholding the Government of India's motto of 'One Nation One Tax'. GST is a proactive step towards vivid opportunities for the country. For better administration of new tax regime in the country, it is important to have more competent and skilled professionals to facilitate regulators to ensure effective compliance of GST. The Company Secretaries, practice in almost all the branches of law as they are experts in interpreting laws and possess a strong accounting background. They are competent professionals to handle the regulatory compliances under the GST laws. The Company Secretaries are rendering value added services to the trade and industry and acting as extended arms of the regulatory mechanism. There are ample opportunities available for Company Secretaries in GST regime viz. compliances, advisory, consultancy, tax planning etc. as they are well versed in understanding the nuances of laws & taxation system.

With a view to equip Company Secretaries with the skills and develop competency in the area of GST, ICSI and BSE Institute Limited (BIL) a wholly owned subsidiary of BSE Limited (formerly known as Bombay Stock Exchange), have joined hands to offer a Certificate course in GST for its Members and Professional Programme students. The course gives a comprehensive insight about principles of GST as well as other nuances of the new indirect tax regime. It encourages the candidate to gain an understanding about the relevance of GST inclusively as well as of the preparations and challenges that lie ahead.







### **ELIGIBILITY CRITERIA**

The Members and Professional Programme students of the Institute shall be eligible for the admission to the course.

### **REGISTRATION**

The Members and Professional programme students interested to apply for the course shall apply online through [www.icsi.edu](http://www.icsi.edu). The members and Professional programme students will be enrolled on first come first served basis. The minimum batch size will be 40 participants.

### **FEE STRUCTURE**

Registration Fee (One time): Rs. 7,500/- inclusive of GST. The fees will be paid online.

### **COURSE STRUCTURE**

The certificate course in GST is an advanced level course and shall test a candidate's knowledge of various concepts of GST.

In order to give sufficient practical knowledge of GST, the course has been modeled with web based classes followed by an online examination.

### **DURATION OF THE COURSE**

The duration of the course will be 5 weeks (online web based classes to be held on Saturday and Sunday) comprising of:

Mode of learning	No. of hours	Purpose of Learning
Web based classes	60 hours	To give sufficient practical knowledge
Online Examination After Completion of 5 weeks web based classes		

### **ATTENDANCE**

Attendance of atleast 60% is necessary in web based classes in order to appear in the online-examination.

The online live session shall be recorded and the recording shall be made available to the participants in 5 working days post the session is conducted. However, the same will not be considered for marking attendance.

### **EXAMINATION/ASSESSMENT**

An online test will be conducted at the end of the course comprising of multiple choice or short questions. The passing criteria will be 50%.

In case the participant is unable to qualify the online test in his/her first attempt, he/she will be given two more attempt(s) to appear and qualify the online test in subsequent batch(es) of the course.

Non appearance at the examination shall also be counted as an attempt.

There will be no separate examination fee.

## CERTIFICATION

The candidates successfully completing the Course shall be awarded a Certificate to that effect in the appropriate form by ICSI jointly with BSE Institute Limited.

## COURSE CONTENTS

Background and Basic Principles of GST Law

- Journey of GST in India
- Constitutional mandate and Legislative Framework
- Important definitions
- Levy under GST
- Distinction between Goods and Services
- Incidence of Tax – Supply

### GST – Operational Scheme

- Place of Supply
- Time of Supply
- Valuation
- Reverse Charge Mechanism

### GST – Operational Scheme & Procedural Aspects

- Input Tax Credit mechanism
- Registration under GST including types (to cover Non Resident & Casual Person)
- Unregistered person
- Composition Scheme
- Tax Invoice, Credit and Debit Notes and similar documents
- Accounts & Records

### Special dispensations

- GSTN Portal - overview
- Returns under GST – Preparation and Filing

process

- Refunds under GST
- E-Way Bill Mechanism
- ASP/ GSP

### Special Dispensation

- Exports (including Deemed Exports) and Imports under GST
- Brief Discussion on Customs and FTP
- SEZ and EOUs – related provisions under GST
- Input Service Distributor (ISD)
- Job-Work provisions
- Audit under GST

### Advocacy Areas

- Demand proceedings
- Penal provisions
- Appeals
- Recovery proceedings
- Advance Ruling mechanism
- Litigation Basics – Drafting of SCNs/ Appeals, Appearance, etc.

### Miscellaneous Areas

- Transitional Provisions
- Exempted Goods and Services
- Anti-Profiteering
- TDS/TCS Provisions
- Sector specific Issues (Construction, Logistics, E-Commerce and Banking)
- Selective Advance Rulings/ Judicial Pronouncements
- Role of Company Secretary in GST
- Sum-Up



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