



TRANS-3

Trans-3 is to filled by Dealer who have received Credit Transfer Document (CTD) issued by Manufacturer and Manufacturer who has issued CTD to dealers.

- 1. Transition form need to be filled by Every registered person who was registered under Central Excise Act' 1944 and has issued Credit Transfer Document (CTD)
- 2. Once the details are submitted in Form GST TRAN-3, the details cannot be modified.
- 3. Transition Form GST TRAN-3 has to be filed by you within 60 days of the appointed day.

To fill information about Credit Transfer Document (CTD) in Form GST TRAN-3 form, perform the following steps:



• First of all user has to click on TRANS-3 button, which is situated at the top of the window as shown below.





- A new page will be opened where the user has to select the client from the drop down menu.
- After selecting client click on Generate Blank Trans-3 button after that click on the import path tab.

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• A pop up window will be opened for browsing the Trans-3 file.

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• After that just click on Export Data into site button and then enter the captcha.

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• Then all the excel data will be stored into the site & after confirming all the details user has to click on submit button.

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Transition Forms		
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TRAN - 3		
GSTIN - 08AAOCS2362J1ZY FY - 2017-18	Legal Name - SAG INFOTECH PRIVATE LIMITED Status - Not Filed	Trade Name -
To be filled by manufacturer issuing CTDs	To be filled by dealer availing Credit on CTD	
	Important Message	
Once you fill the details in relevant Tables, please allowed.	Important Message submit the Form. Please be informed that once "Subm	nit" button is clicked, <u>no modification will be</u>
allowed.		