TITLE: ITS_EX05 – EXCISE RETURNS

Purpose: Clause 18 of the Excise act makes it necessary to submit the Excise return (Schedule 4(A)) by 25th of the next month by the taxpayer registered in Excise.

This procedure describes the Standard Operating Procedure for filling Excise return by the taxpayer via e-system of IRD

Scope: This procedure applies to taxpayers who are registered in Excise and file Excise return (Schedule 4(A)).

Responsibilities:

The Taxpayer is responsible for filling the Schedule 4(A) (Excise Return) by 25th of next month and responsible for providing correct Information.

The taxpayers can self verify the transaction if they have taken the username and password from their related tax office for verification. If they have not taken the username and password, they need to visit the tax office for verification.

Tax Officers are responsible for verifying the returns, in case taxpayers don’t have username and password for verification.

Definitions:

Excise Return (Schedule 4(A)): Excise return is the form defined by Government of Nepal which is to be submitted by taxpayer by 25th after the end of period.

Tax year: Tax year is the Nepali Year (not Fiscal Year).

Period: Period that is considered for monthly filling is from 1 to 12 in which 1 represents Baisakh.
Use Case:

PROCEDURE:

1.0 Entering Excise return

This part is to be done by taxpayer.

1.1 To enter the returns, taxpayer must use IRD website (www.ird.gov.np) and select Taxpayer Portal.

1.2 Click on Taxpayer Portal link will display Taxpayer Portal menu.

1.3 Expand 'Excise' menu by clicking '+' sign beside VAT.

1.4 Click on Excise Return Entry. Following screen will be displayed
It is necessary to obtain a submission number for each application. This submission number serves as identification number for the return. Fill in following information in screen displayed above.

1. Username – Username is case sensitive. This username will be used to open application document again if application is partially filled previously. Hence, applicant must note the username.

2. Password – Password is case sensitive and must be six character or more. Password will be required to open previously saved document later. Hence, applicant must note the password.

3. Re-Password – Re-enter password again to confirm the previously typed password.

4. Enter valid PAN number

5. Email-ID – Type in email ID

6. Contact No – Type in contact number.

7. Press 'Register' button at the bottom

On pressing 'Register' button, following screen will be displayed.
This form shows the Submission Number for the document. Taxpayer need to note submission number, username and password to open the document later.

After noting the submission number, click ‘Proceed’ button. The following form will be opened.

Taxpayer needs to fill all the details.

1. Enter tax year.
2. Select period.
3. Enter taxable amount (optional).
4. Enter tax amount (compulsory if there is taxable amount).
5. Enter Export (optional).
7. Enter taxable purchase (optional).
8. Enter tax on taxable purchase (compulsory if there is taxable purchase).
9. Enter taxable purchase import (optional).
10. Enter tax on taxable purchase import (compulsory if there is taxable purchase import).
11. Enter exempt purchase (optional).
12. Enter exempt import (optional).
13. Enter debit and credit adjustment (optional).
14. The debit and credit totals will automatically be calculated. Credit is indicated by minus sign.
15. If you have credit in the previous period, then enter the credit amount as positive number for adjustment.
16. Total Payable tax is calculated automatically.
17. If you want to request for refund, then enter the amount for refund. If refund is entered then, the basis for refund claim will appear and then the refund claim basis should be chosen.
18. Raw Materials: - Taxpayer needs to fill the transaction details of raw materials.
There are two options to fill the data i.e. 1) Load Records from Excel, 2) each and every transaction is added by clicking “Add” button.

19. Taxpayer needs to fill the transaction details of semi raw materials details.

There are two options to fill the data i.e. 1) Load Records from Excel, 2) each and every transaction is added by clicking “Add” button.

20. Readymade Products: - Taxpayer needs to fill the transaction details of readymade products. There are two options to fill the data i.e. 1) Load Records from Excel, 2) Each and every transaction is added by clicking “Add” button. In this transaction, product item should be select from registered product.
21. At this stage, the taxpayer can either save or submit the data. If the data is saved, then the information can be changed later. Once the data is submitted, then the further modification of data will not be possible. So, before submitting the data, one should check whether or not all the information entered is correct. To submit the data, one should check “I hereby declare that all the information entered is correct”. The submission of information indicates that the data is ready for verification. Once, the information is submitted, the “Verify” button will be shown so that one can proceed for verification. If the submission is not verified, the submission will not be registered in IRD.

2.0 Verification of Application

2.1 Click on “Verify” button

Effectiveness Criteria:

Excise return is filed electronically by taxpayer is successfully and verified.

References:

None:

Revision History:

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<th>Description of Changes</th>
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