1. visit the Commercial Taxes Department’s official web-site http://gst.puducherry.gov.in. Click ‘Online Services’ link button and login to your account.
2. In the main page various options are displayed. Here, select the 'F-Form' option under **Online Issue of Forms menu**.

3. Now, select the 'Requisition' option in **F-Form menu** under Online Issue of Forms. The system verifies whether the dealer is registered under the CST Act 1956 or not.
4. Now Select the ‘Month’ & ‘Year’ for which F Form is required and press ‘GO’ button.
5. Next enter the Transferor’s details viz., TIN, CST No., Name and Address and click NEXT Button.
6. Now enter details of goods transferred from other states for the given month one-by-one. Here, system verifies whether document date falls in the same month. Also system does not allow duplication of entry of document number.

Enter details of Goods transferred from other States one by one & Click ADD
7. After entering details for all Stock Inwards for the given month, the dealer have the option, either to **SAVE and EXIT** without submitting or if he is 100% sure, that values entered are correct and doesn’t require any corrections or modification he can straight away click the **SUBMIT** button. If the dealer has exited without submitting, he can review the details already entered through ‘**Update & submit**’ option in **F-Form menu** under **Online Issue of Forms**. Click on the select button against the entry to be reviewed. The list of saved data relating to goods transfers received from other states is shown. Here, if required, one can make addition, deletion and corrections and after making sure that the data entered is correct he can submit the details.

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**Click Select for updating:** addition, modification, corrections. After ensuring correctness and completeness one can submit
8. When you click ‘Submit’ button then the following screen will be displayed. User has to read and select yes for all the option consciously.

Select yes for all options and click I Agree
9. Now click ‘I Agree’ button. That’s all you have successfully send request for online issue of F Form. Now, the system instantly shows the acknowledgement for submission.
10. Also the dealer has the option to ‘upload XML file’ containing details of Transferor’s and goods transferred from other states. (Name of the uploading file should be TIN of the Transferor (i.e. other state dealer) Name of the Form and followed by the return period. (Ex: 33000448456-F-201004.xml)
11. Dealer can also update or delete the entry before submission. Dealer can see the status of his request by clicking the view status option available the F Form menu.
12. If the Status is Approved, user can take printout of the F-Form by selecting 'Print Forms' in the F-Form menu under the online issue of forms.
# Printout of F-FORM

**THE CENTRAL SALES TAX**  
**) REGISTRATION AND Turnover) RULES, 1957**  

**FORM - F**

Form Serial No. | PYF 10 000001
---|---
Name of issuing State | U.T. OF PUDUCHERRY
Office of issue | OFFICE OF THE CTO - I, PUDUCHERRY
Date of issue | 01/06/2010

Name and address of the person to whom issued along with his Registration Certificate No. | 3468987/0043 DEMO DEALER NO. 20, JAWAHARLAL NEHRU STREET, PUDUCHERRY - 000001

Date from which Registration is valid | 01/06/1990

To (Transferee) | Name: AFG PRIVATE LTD
Address: NO. 7, ANNA SALAI, KVBARAI, CHENNAI

Registration Certificate No. of the Transferee | 034657

Certified that the goods transferred to me/us as per details below have been received and duly accounted for:

- Description of the goods sent:
- Quantity or Weight:
- Value of goods:

Number and date of invoice or challan* or any other documents under which goods were sent | Month : April 2010  
Total no. of Documents : 2  
Value of F-Form : Rs. 10000/-

Name of Railway, Steamer or Ferry Station or Airport or Post Office or Road Transport Company’s office from where the goods were despatched:

No. and date of Railway Receipt or Post Office Receipt or Goods Receipt with the sheet of lorry or any other documents indicating the means of transport:

Date on which delivery was taken by the transferee:

The above statements are true to the best of my knowledge and belief.

Date | Signature
---|---

Name of the person signing the declaration | RAM

Status of person signing the declaration in relation to the transferee:

Status of person signing the declaration in relation to the transferee | MANAGER

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*NOTE: - Counterfoil - to be retained by the transferee; Duplicate - to be retained by the transferor.  
[Original to be furnished to the assessing authority in accordance with the rules framed under sec 13(4)(e) by the appropriate State Government.]

Genuineness of this form can be verified through the official website http://gst.puducherry.gov.in using web reference number 877 or http://www.linxays.com
ANNEXURE TO FORM - F  Serial No. PFY 10 00001/04/010

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Goods</th>
<th>Qty / Weight</th>
<th>Value of Goods</th>
<th>Document Name</th>
<th>Document No</th>
<th>Document Date</th>
<th>Mode of Transport</th>
<th>Transport Name</th>
<th>Inst. From</th>
<th>Inst. To</th>
<th>Receipt No</th>
<th>Receipt Date</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FOOTWEAR ACCESSORIES</td>
<td>500 Nos</td>
<td>5000</td>
<td>Stock Transfer Note</td>
<td>3900054</td>
<td>07/04/2010</td>
<td>Railway</td>
<td>Southern</td>
<td>Tambaram</td>
<td>RR2237</td>
<td>08/04/2010</td>
<td>11/04/2010</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SPORTS GEAR</td>
<td>50 Nos</td>
<td>5000</td>
<td>Cheque</td>
<td>39001855</td>
<td>30/04/2010</td>
<td>Road</td>
<td>GR Long</td>
<td>Tambaram</td>
<td>LR827350</td>
<td>20/05/2010</td>
<td>01/06/2010</td>
<td></td>
</tr>
</tbody>
</table>

**V** Form Value: 10000

The above statements are true to the best of my knowledge and belief.

Name of the person signing the declaration: RAJ

Signature: [signature]

Status of person signing declaration in relation to the goods: [status]

[Official Seal]

[Date: 01/06/2010]

[Location: Puducherry]