CREDIT NOTE

Rule 53(1A) of the CGST Rules - issued under section 34(1) of the CGST Act

SUPPLIER (who issues the credit note)	RECIPIENT
Name: _____ **Address:** _____ **GSTIN:** _____ **State & code:** _____ **Phone / email:** _____	**Name:** _____ **Address:** _____ **GSTIN / UIN:** _____ **State & code:** _____ **Contact:** _____

Credit note number		**Credit note date**	
Original invoice no(s).		**Original invoice date(s)**	
Place of supply		**Reason (sales return / rate revision / deficiency / excess tax)**	

S. No	Description of goods / services	HSN / SAC	Qty	Unit	Rate	Taxable value credited	GST %	CGST	SGST	IGST	Total credited

Total taxable value credited (Rs)	
Less: CGST	
Less: SGST / UTGST	
Less: IGST	
TOTAL CREDITED (Rs)	

Amount in words: _____

Section 34 and Rule 53 notes

1. Rule 53(1A) requires: the word 'Credit Note' as the nature of the document, a consecutive serial number of up to 16 characters unique for the financial year, the date, the supplier and recipient details, the serial number(s) and date(s) of the corresponding tax invoice(s), the value credited, the rate of tax and the amount of tax credited, and a signature.
2. Report the credit note in Table 9B of GSTR-1 for the month in which it is issued.
3. The supplier's output tax reduces only if the recipient reverses the matching input tax credit. Section 15(3)(b)(ii) makes that reversal the condition.
4. A credit note for FY 2025-26 must be declared by 30 November 2026, or the date of filing the FY 2025-26 annual return, whichever is earlier. After that the tax cannot be reduced.
5. A debit note uses the same fields with the word 'Debit Note' and carries no time limit, because it increases the tax payable.

For _____

Authorised signatory

Free template from blog.mybillplease.com. Fields follow the CGST Rules. GST rates shown are the 0 / 5 / 18 / 40 per cent structure in force from 22 September 2025.