TAX INVOICE

GST invoice format for a company secretary

Supplier name	Your business name	**Customer name**	Customer / business name
Address	Shop/office address, city, state, PIN	**Customer address**	Billing address
GSTIN	27ABCDE1234F1Z5	**Customer GSTIN**	If registered (B2B)
Invoice no.	INV/25-26/0001	**ICSI membership and certificate of practice number**	
Invoice date	DD/MM/YYYY	**Client CIN**	
Place of supply	State name (state code)	**Form name and SRN**	
		Financial year of annual filing	
		MCA and stamp duty paid	
		Retainer period	

#	Description	HSN/SAC	Qty	Rate	Taxable	GST	CGST	SGST	Total
1	Private limited company incorporation, documentation and SPICe+ filing	998399	1 OTH	15,000.00	15,000.00	18%	1,350.00	1,350.00	17,700.00
2	Annual filing for FY 2025-26: AOC-4 and MGT-7A	998399	1 OTH	12,000.00	12,000.00	18%	1,080.00	1,080.00	14,160.00
3	Secretarial audit and Form MR-3 report, FY 2025-26	998399	1 OTH	40,000.00	40,000.00	18%	3,600.00	3,600.00	47,200.00
4	Drafting of shareholders' agreement and board resolutions	998214	1 OTH	25,000.00	25,000.00	18%	2,250.00	2,250.00	29,500.00
5	Compliance retainer: minutes, registers and event-based filings, quarterly	998399	3 OTH	5,000.00	15,000.00	18%	1,350.00	1,350.00	17,700.00

Taxable	107,000.00
GST	19,260.00
Total (Rs.)	**126,260.00**

Inter-state sale? Replace CGST + SGST with IGST at the full GST rate.

Amount in words: _____

Bank / UPI details: _____

Declaration: We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

For (Supplier name) — Authorised signatory

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