

Letter Of Authorization For GST Registration

[Your Name]

[Your Address]

[City, State, PIN Code]

[Your Contact Number]

[Your Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, PIN Code]

Subject: Letter of Authorization for GST

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], hereby authorize [Authorized Person's Name] to act as our authorized representative for all Goods and Services Tax (GST) related matters on behalf of [Your Company Name] with immediate effect.

The details of the authorized representative are as follows:

Name: [Authorized Person's Name]

Address: [Authorized Person's Address]

GSTIN (if applicable): [Authorized Person's GSTIN]

Contact Number: [Authorized Person's Contact Number]

Email Address: [Authorized Person's Email Address]

[Authorized Person's Name] is authorized to:

1. File GST returns on behalf of [Your Company Name].
2. Respond to any queries, notices, or communication from the Goods and Services Tax Department.
3. Represent [Your Company Name] before any GST authorities or forums.
4. Take any necessary actions, sign documents, and provide undertakings related to GST matters.

This authorization is valid until further notice or until revoked by [Your Name] in writing.

We request you to accept this letter as a formal authorization and update your records accordingly.

Thank you for your prompt attention to this matter. Please feel free to contact us if you require any further information or clarification.

Yours sincerely,

[Your Signature (if sending a physical letter)]

[Your Name]

[Your Position/Designation]

[Your Company Name]

Enclosures:

1. Copy of PAN Card
2. Copy of Aadhaar Card (for individual) or Certificate of Incorporation (for company)
3. Copy of GST Registration Certificate (if applicable)