

**Form GST REG-03***[See rule 9(2)]*

Reference Number:

Date—

To

Name of the Applicant:

Address:

GSTIN (if available):

Application Reference No. (ARN):

Date:

**Notice for Seeking Additional Information/Clarification/Documents  
relating to Application for <<Registration/Amendment/Cancellation >>**

This is with reference to your <<registration/amendment/cancellation>> application filed vide ARN < > Dated – DD/MM/YYYY The Department has examined your application and is not satisfied with it for the following reasons:

- 1.
- 2.
- 3.

- ☐ You are directed to submit your reply by ..... (DD/MM/YYYY)
- ☐ \*You are hereby directed to appear before the undersigned on ..... (DD/MM/YYYY) at ..... (HH:MM)

If no response is received by the stipulated date, your application is liable for rejection. Please note that no further notice/reminder will be issued in this matter

Signature

Name of the Proper Officer:

Designation:

Jurisdiction:

*\* Not applicable for New Registration Application***Form GST REG-04***[See rule 9(2)]*

**Clarification/additional information/document  
for <<Registration/Amendment/Cancellation>>**

1.	Notice details	Reference No.		Date	
2.	Application details	Reference No.		Date	
3.	GSTIN, if applicable				
4.	Name of Business (Legal)				
5.	Trade name, if any				
6.	Address				
7.	Whether any modification in the application for registration or fields is required.—			Yes <input type="checkbox"/>	(Tick one)
				No <input type="checkbox"/>	

8.	Additional Information	
9.	List of Documents uploaded	
10.	<p>Verification</p> <p>I _____ hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.</p> <p style="text-align: right;">Signature of Authorised Signatory</p> <p style="text-align: right;">Name</p> <p style="text-align: right;">Designation/Status:</p> <p>Place:</p> <p>Date:</p>	

**Note:-**

1. For new registration, *original registration application will be available in editable mode if option 'Yes' is selected in item 7.*
2. *For amendment of registration particulars, the fields intended to be amended will be available in editable mode if option 'Yes' is selected in item 7.*

**Form GST REG-05***[See rule 9(4)]*

Reference Number:

Date—

To

Name of the Applicant

Address -

GSTIN (if available)

**Order of Rejection of Application for <Registration/Amendment/Cancellation/**

&gt;

This has reference to your reply filed vide ARN --- dated----. The reply has been examined and the same has not been found to be satisfactory for the following reasons:

- 1.
- 2.
- 3.

...Therefore, your application is rejected in accordance with the provisions of the Act.

Or

You have not replied to the notice issued vide reference no. .... dated ..... within the time specified therein. Therefore, your application is hereby rejected in accordance with the provisions of the Act.

Signature  
Name

Designation

Jurisdiction