

**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"/>  |            |