

Reference Number:

Date—

To

Name of the Applicant:

Address:

GSTIN/GSTP ID (if available):

Application Reference No. (ARN):

Date:

Notice for Seeking Additional Information / Clarification

**/ Documents relating to Application for
<<Registration/Amendment/Cancellation/Withdrawal>>**

This is with reference to your <<registration/amendment/cancellation/withdrawal >> 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 or if proceedings under section 29 is initiated against you, 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:

1. Substituted vide Notification No. 18/2025 - CT dated 31.10.2025 (w.e.f. 01.11.2025)