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Authorised representative letter format for gst

MODEL AUTHORISATION FORMAT TO APPEAR BEFORE GST OFFICERSI, xxxxxxxxxxxxxxxxx, Proprietor, M/s. xxxxxxxx (GSTIN:), Kerala, 680002, hereby authorize Tony M P, Practicing Chartered Accountant, 4th Floor, Sreelakshmi Narayana Palace, Casino Complex, Kokkalai, Thrissur - 680021, to represent us as our Authorized Representative under Section 116 of Central Goods and Services Tax Act, 2017/ Kerala Goods & Services tax Act, 2017, in connection with all proceedings before the Appellate Authorities / Adjudication Authorities (SCN No/ Appeal N. / Other Reference No) and to produce a court and other documents connected therewith and whatever explanations or statements he gives or make on our behalf will be binding on us. Place: Thrissur Date: 23.08.2020

Signature I, Tony M P, Practicing Chartered Accountant, 4th Floor, Sreelakshmi Narayana Palace, Casino Complex, Kokkalai, Thrissur - 680021, do hereby declare that I am a Practicing Chartered Accountant duly qualified under Section 116 (2) (c) of Central Goods and Services Tax Act, 2017/ Kerala Goods & Services tax Act, 2017 and I agree to attend on behalf of xxxxxxxxxxxxxxxxx, Proprietor, M/s. xxxxxxxx (GSTIN:), Kerala, 680002, and I shall state the facts and give explanations to the best of my knowledge and belief. Place: Thrissur Date: 23.08.2020

Signature Dr. Sanjiv Agarwal Who is Authorized Representative Authorized representative means a person who is authorized by a person to appear on his behalf. Section 2(15) of GST Act, 2017, provides that 'authorized representative' means the representative as referred to in section 116. As per section 116(1) of the GST Act, 2017, any person who is entitled or required to appear before a GST officer appointed under the Act, or the appellate authority or the appellate tribunal in connection with any proceeding under the Act, may, otherwise than when required under this Act to appear personally for examination on oath or affirmation, subject to the other provisions can appear by an authorized representative. For this purpose, 'authorized representative' has been defined in the Act itself. Broadly, it includes a relative, a regular employee, an advocate, a chartered accountant, a cost accountant, a company secretary, or any person with prescribed qualifications. It is also provided that indirect tax gazetted officers can appear as authorized representative after one year from retirement. The GST law also provides for some disqualifications for an authorized representative such as dismissal from government service, conviction under some specific Acts, insolvency, misconduct, etc. Such orders of disqualification are, however, required to be passed after following the principles of natural justice.

A person is not allowed to appear by an authorized representative when he is required to appear personally for examination on oath or an affirmation (e.g. in case of summons for recording of statement under an oath). Authorities before whom authorized representative can appear by an authorized representative in any proceedings under the GST law before the following authorities- (a) GST officer, (b) Appellate authority, (c) Appellate Tribunal. 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(Print on Firm Letterhead)

Declaration for Authorised Signatory

I declare that Mr./Miss/Mrs. (Name)
 designation: (Designation) to act as an Authorised
 M/s. (Firm Name) for which
 is being filed/ is registered under the Goods and Service Tax Act

..... (Name of Authorized Signatory)
 is authorized to sign all the necessary applications, undertakings and
 may be necessary for GST Application on behalf of firm.

This business will be binding on me/ us.

Partners Name, Signature and Firm Seal Here

Importance as an authorized signatory

..... (Name of Authorized Signatory) hereby solemnly accord and
 I am signatory for the above referred business and all my acts shall

Signature of Authorized Person
 (Name of Authorized Person)
 (Designation of Authorized Person)

Services Tax Act, 2017/ Kerala Goods & Services tax Act, 2017 and I agree to attend on behalf of xxxxxxxxxxxxxxxxxx , Proprietor, M/s. _____

[TYPE HERE COMPANY ADDRESS]
[TYPE HERE CONTACT NO., EMAIL]

Place: Thrissur Date: 23.08.2020 Signature Dr. Sanjiv Agarwal Who is Authorized Representative Authorized representative means a person who is authorized by a person to appear on his behalf. Section 2(15) of GST Act, 2017, provides that 'authorized representative' means the representative referred to in section 116. As per section 116(1) of the GST Act, 2017, any person who is entitled or required to appear before a GST officer appointed under the Act, or the appellate authority or the appellate tribunal in connection with any proceedings under the Act, may, otherwise than when required under this Act to appear personally for examination on oath or affirmation, subject to the other provisions can appear by an authorized representative. For this purpose, 'authorized representative' has been defined in the Act itself. Broadly, it includes a relative, a regular employee, an advocate, a chartered accountant, a company secretary or any person with prescribed qualifications. 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Information relating to reverse charge liability transactions cannot be filled due to absence of reasonable fields in the returns. in cases where the recipient is not having a GSTN. There are situations where a recipient who was required to

Consent Letter Format For GST Registration in Word

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that I, **Ramakant Tiwari**, the owner of the property, **Plot No. 13, New Colony, Jaipur 302 001** have permitted and allowed **Mr. Ashok Gupta** for operating his business from the above mentioned address.

I also state that if **Mr. Ashok Gupta** uses the above mentioned address as mailing address for his business, I will have no objections on it.

Signature of Owner of the Property

(Ramakant Tiwari)

Date: February 14th, 2020

Place: Jaipur



As per section 116(1) of the GST Act, 2017, any person who is entitled or required to appear before a GST officer appointed under the Act, or the appellate authority or the appellate tribunal in connection with any proceedings under the Act, may, otherwise than when required under this Act to appear personally for examination on oath or affirmation, subject to the other provisions can appear by an authorized representative. For this purpose, 'authorized representative' has been defined in the Act itself. Broadly, it includes a relative, a regular employee, an advocate, a chartered accountant, a cost accountant, a company secretary, or any person with prescribed qualifications. It is also provided that indirect tax gazetted officers can appear as authorized representative after one year from retirement. 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Proprietor / Partners / Directors / Business owner) of M/s.....(name of the firm/company) hereby solemnly affirm and declare that Mr.....(name of the person being made authorized signatory), Accounts Manager / Chief Financial Officer / Partner (Designation) to act as an authorized signatory for the firm/company M/s.....(name) having GST Registration Number for making an application for amendment in GST registration, filing of GST Returns, application for GST refund, other forms and correspondence with GST Department. All his / her actions concerning this business will be binding on me/us / firm/company. For(Partners / Directors) Signature of owner of the business (all partners/directors of the business) with Name and Designation Place: Date : Digital Signature and Date Acceptance to act as an authorized signatory. I.....(Name of authorized third party signatory) hereby give my acceptance to act as authorized signatory for the firm/company M/s...(name of the business) mentioned above. Signature of Authorized Signatory Designation of Authorized Signatory Place: Date: Letter of Authorization for GST by a Proprietor Any person doing business individually in his name or the capacity as a proprietor of their sole proprietorship firm need not file any Letter of Authorization in GST Portal at the time of registration or subsequently for the appointment of any third party as his Authorized Signatory.

It is not mandatory. But let's suppose a proprietor wants to appoint any third party like their employee or any other person as their Authorized Signatory for GST purposes. In that case, they will have to file a Declaration for Authorized Signatory in the same format as already given above. Sole proprietorship firms generally give a Letter of Authorization to their employees/any other person for smooth compliances of GST Law. Authorized Representative under GST Although no difference has been defined between an Authorized Signatory and an Authorized Representative under the GST Act or under the GST Rules, but still for practical purposes there is some difference between the two. The difference can be understood in the following paragraphs:- Authorized Signatory: An Authorized Signatory is the person who is given the responsibility by the firm/company/business owner to do the routine business transactions of the business entity. They comply with various provisions and rules of GST Law on a day-to-day basis like registration under GST, signing of invoice and other documents, filing of GST returns, filing of an application for GST Refund, other forms on GST Portal or physically with the GST Department. They also reply on behalf of the firm/company to routine Notices or Queries, etc., of the GST department and other correspondence with GST Authorities. Such a person is generally an employee of the company or any other third person who is regularly associated with the firm/company. All the acts of an Authorized Signatory are binding on the business entity. Authorized Representative: An Authorized Representative is a person who is appointed or authorized by the firm/company/business owner to represent the company/business entity before the GST Authorities to reply to any Notices, Summons, etc. They also handle assessment, appeals, revision of any Order or any other similar type of work under the GST Law. Such person is generally an Advocate or a Chartered Accountant/Cost Accountant/Company Secretary in practice or any Employee of the business entity or any Retired Officer of GST Department in practice as permitted by GST Law. Usually, such persons are appointed by means of a Power of Attorney. A Board Resolution is also required in addition to Power of Attorney if any such person is appointed as Authorized Representative in case of a company. All the representations made by the Authorized Representative before the GST Authorities are binding on the firm/company/business entity appointing such person. Also Read: Direct And Indirect Expenses Conclusion The purpose of writing this article is to make everyone understand the Letter of Authorization for GST and clarification to act as Authorized Signatory and the difference between an Authorized Signatory and an Authorized Representative. This article will also help you understand the Letter of Authorization for GST Format. - Never miss a story with notifications - Gain full access to our premium content - Browse free from up to 5 devices at once