

**\*\*Authorized Signatory Documentation for GST\*\***

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**\*\*[Company Letterhead]\*\***

**\*\*Date: [DD/MM/YYYY]\*\***

**\*\*To Whom It May Concern,\*\***

Subject: Appointment of Authorized Signatory for GST

This is to certify that:

**\*\*Company Name:\*\*** [Insert Company Name]

**\*\*GST Number:\*\*** [Insert GST Number]

**\*\*Address:\*\*** [Insert Company Address]

has appointed the following individual as the authorized signatory for all matters related to Goods and Services Tax (GST):

**\*\*Name of Authorized Signatory:\*\*** [Insert Full Name]

**\*\*Designation:\*\*** [Insert Designation]

**\*\*Contact Number:\*\*** [Insert Contact Number]

**\*\*Email Address:\*\*** [Insert Email Address]

This authorization is effective from [Insert Start Date] and will remain in effect until further notice.

The authorized signatory is empowered to act on behalf of the company in all matters related to GST, including but not limited to filing returns, responding to notices, and signing documents.

We hereby confirm that the information provided above is true and accurate.

Thank you.

Yours sincerely,

**\*\*[Signature]\*\***

**\*\*[Name of the Person Signing]\*\***

**\*\*[Designation]\*\***

**\*\*[Contact Information]\*\***

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**\*\*Enclosures:\*\***

1. Copy of the Board Resolution
2. Copy of the Authorized Signatory's ID Proof
3. Any other relevant documents

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**\*\*[Company Seal]\*\***