

[Your Company Letterhead]

[Date]

To,

The Goods and Services Tax Officer,

[Department Name]

[Office Address]

[City, State, Zip Code]

Subject: Authorization of Signatory for GST Compliance

Dear Sir/Madam,

We, [Your Company Name], located at [Your Company Address], hereby authorize the following individual as our authorized signatory for all matters related to Goods and Services Tax (GST) compliance.

****Authorized Signatory Details:****

Name: [Full Name]

Designation: [Designation/Title]

Address: [Address of Signatory]

PAN: [PAN of Signatory]

GSTIN: [Company GSTIN]

This authorization shall be effective from [Start Date] and shall remain in effect until further notice. The authorized signatory shall have the power to sign, file returns, and correspond with the GST authorities on behalf of our company.

We declare that this authorization is made in accordance with our company policies and is duly approved by the Board of Directors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]

[Contact Information]