

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

Subject: Authorized Signatory for GST Related Matters

Dear [Recipient Name],

This letter is to formally designate [Name of Authorized Signatory], holding the position of [Position], as the authorized signatory for all GST related matters on behalf of [Your Company Name].

The designated signatory is authorized to:

1. Submit GST returns.
2. Represent the company before tax authorities.
3. Sign any necessary documents related to GST compliance.

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

Should you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]