

****GST Signatory Authorization Template****

****[Your Company Letterhead]****

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

****To,****

[GST Department/Authority Name]

[Department Address]

[City, State, ZIP Code]

****Subject:**** Authorization for GST Signatory

****Dear Sir/Madam,****

This is to formally authorize the following individual(s) to act as the signatory(ies) for our Goods and Services Tax (GST) submissions and related matters:

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

1. ****Name:**** [Full Name]

****Designation:**** [Job Title]

****PAN:**** [Permanent Account Number]

****Contact Number:**** [Phone Number]

****Email:**** [Email Address]

2. ****Name:**** [Full Name]

****Designation:**** [Job Title]

****PAN:**** [Permanent Account Number]

****Contact Number:**** [Phone Number]

****Email:**** [Email Address]

****Company Details:****

- ****Company Name:**** [Your Company Name]

- ****GSTIN:**** [Your GST Identification Number]

- ****Address:**** [Company Address]

- ****City, State, ZIP Code:**** [City, State, ZIP Code]

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

Please feel free to contact us for any further information or clarification.

Thank you.

****Sincerely,****

[Your Name]

[Your Designation]

[Company Name]

[Contact Number]

[Email Address]

****[Company Seal/Stamp (if applicable)]****