

**Government of India /<<State>>**

**Department of -----**

**Form GST REG-03**

*[See Rule ---]*

**Notice for Seeking Additional Information / Clarification / Documents relating to Application for  
<<Registration/Amendment/Cancellation >>**

**Reference Number** : << Date– DD/MM/YYYY>>

**To**

Name of the Applicant/ Taxpayer

Address of the Applicant/Taxpayer

GSTIN\*

Application Reference No. (ARN):

Dated— DD/MM/YYYY

This is with reference to your <<registration>> application referred above, filed under Section ---- of the Goods and Services Tax Act, 20--. The Department has examined your application and is not satisfied with it for the following reasons:

- 1.
- 2.
- 3.
- ...

ϕ You are directed to submit your reply by ..... (DD/MM/YYYY)

ϕ \*You are hereby directed to appear before the undersigned authority on ..... (DD/MM/YYYY) at ..... (HH:MM)

If no response is received by the stipulated date and time as stated above, your application is liable for rejection. Please note that no further notice / reminder will be issued in this matter.

Digital Signature  
Name of the Proper Officer  
Designation

**\* (Not applicable for Application for New Registration)**