

**Form GST REG-03**

[See rule 9(2)]

Reference Number:

Date—

To

Name of the Applicant:

Address:

GSTIN (if available):

Application Reference No. (ARN):

Date:

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

This is with reference to your <<registration/amendment/cancellation>> application filed vide ARN <> Dated  
—DD/MM/YYYY The Department has examined your application and is not satisfied with it for the following  
reasons:

- 1.
- 2.
- 3.

...

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

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

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

Signature

Name of the Proper Officer:

Designation:

Jurisdiction:

*\* Not applicable for New Registration Application*