

Department of -----
Government of -----
(State with which the TRP wants to enrol)

Form GST TRP- 3

[See Rule ----]

Reference No << Reference Number >>

<< Date >>

To

(Name of the Applicant) (As mentioned in the registration application)

(Address of the Applicant) (As mentioned in the registration application)

Application Reference No. (ARN) Dated – DD/MM/YYYY TRP Enrolment Number

**Notice for Seeking Additional Information / Clarification / Documents for
Application for Registration as Tax Return Preparer,**

or,

Show cause for disqualification in case of misconduct in connection to proceeding by Tax Return Preparer

This is with reference to your enrolment application referred above, filed under
the ---- Goods and Services Tax Act, 2016. The Department has examined your application and is not satisfied with it for the following reasons: -

1

2

Or

The Department has found guilty of misconduct in connection with following proceeding under the Act, -

1

2

..... You are directed to submit the above said documents/ file reply / clarification on the above said points within << seven days >> (Date Picker). If no response is received by the stipulated date (Date Picker), your application is liable for rejection/ Your enrolment is liable for cancellation.

Please note that no further notice / reminder will be issued in this matter.

Signature (digital]
Name

(Designation)