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Damania & Varaiya
Chartered Accountants

GST ALERT IX

Under GST regime, availing Input Tax Credit (ITC) is of paramount importance. Getting Credit of ITC is subject to correct information to be given by supplies in his Return of Outward Supply.

Hence we suggest you obtain complete information from your suppliers as well as customers, as per the formats attached, as soon as possible and save the information so received in your Data base.

Damania & Varaiya

14/2, Mahalaxmi Industrial Estate,
Dainik Shivner Marg,
Lower Parel, Mumbai – 13.
Branch-Pune



For any queries email at consult@dnvca.com

Date: 2nd June, 2017

Dear Customer:

You have been our esteemed customer. GST will be in force very shortly. Hence to enable you to claim Input Tax Credit on our supply to you, you are requested to submit the following details to us immediately along with photocopy of your GST enrolment/ registration:

GSTIN Information		
Sr.No	GSTIN Details	Data to be filled up
1	Customer Name as registered in GSTIN	
2	Customer's Address as registered in GSTIN	
3	Mobile No	+91-
4	e-mail id	
5	PAN No	
6	Status of customer i.e.whether SEZ/ EOU/Domestic Tariff Unit/ Govt/ Local Authority	
7	GSTIN No / ARN	
8	State of registration of GSTIN	Eg. Maharashtra
9	The HSN Codes of Goods and SAC being supplied by us to you	
10	Additional Information if any	

Encl: Copy of GST enrolment / registration

Signature of the Customer
&
Seal

Dear Supplier:

You have been our esteemed supplier. GST will be in force very shortly. Hence you are requested to furnish the following information to us within seven days along with photocopy of your GST enrolment/ registration:

GSTIN Information		
S.No	GSTIN Details	Data to be filled up
1	Customer Name as registered in GSTIN	
2	Customer's Address as registered in GSTIN	
3	Mobile No	+91-
4	e-mail id	
5	PAN No	
6	GSTIN No / ARN	
7	State of registration of GSTIN	Eg. Maharashtra
8	Complete HSN Codes of goods/services being supplied to us by you	
9	Additional Information if any	

Encl: Copy of GST enrolment / registration

Signature of the Customer
&
Seal