

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

**Form GST REG-09**

[See Rule ---]

**Application for Allotment of Unique ID Number (UIN) to UN Bodies/ Embassies /any other person**

1	<b>Name of the Entity</b>		
2	<b>Type of Entity (Choose one)</b>	UN Body <input type="radio"/> Embassy <input type="radio"/> Other Person <input type="radio"/>	
3	<b>MEA Letter No. &amp; date , if applicable</b>		
4	<b>Country</b>		
5	<b>Notification No.</b>	<b>Notification Date</b>	DD/MM/YYYY
6	<b>Address of office of UN Body/ Embassy /any other person in State</b>		
	Building No./Flat No.	Floor No.	
	Name of the Premises/Building	Road/Street	
	Locality/Village	City/District	
	State	PIN Code	
	Contact Information		
	Office Email Address	Office Telephone number	STD
	Mobile Number	Office Fax Number	STD
7	<b>Center Jurisdiction</b>		
8	<b>Sector, Circle, Ward, etc. as applicable</b>		
9	<b>Authorized Signatory Details</b>		
	Particulars	First Name	Middle Name
	Name		Surname
	Name of Father		
	Date of Birth	DD/MM/YYYY	Gender
			<Male, Female, Other>

	Mobile Number		Email address	
	Telephone No. with STD			
	Designation /Status		Director Identification Number (if any)	
	PAN		Aadhaar Number	
	Are you a citizen of India?	Yes / No	Passport No. (in case of foreigners)	
	<b>Residential Address</b>			
	Building No/Flat No		Floor No	
	Name of the Premises/Building		Road/Street	
	Locality/Village		City/District	
	State		PIN Code	
10	<b>Bank Account Details of UN Body/ Embassy /any other person</b>			
	Account Number			
	Type of Account			
	IFSC			
	Bank Name			
	Branch Address			
11	<p><b>Document Upload</b></p> <p><i>The authorized person who has in possession of the documentary proof (UN Body/ Embassy etc.) must upload the scanned copy of such documents including the copy of resolution / power of attorney, authorizing the applicant to represent the UN Body / Embassy etc. in India.</i></p> <p><b>Or</b></p> <p><i>The authorized tax official who has collected the documentary proof from the applicant (UN Body/ Embassy etc.) must upload the scanned copy of such documents including the copy of resolution / power of attorney, authorizing the applicant to represent the UN Body / Embassy etc. in India and link it along with the UIN generated and allotted to respective UN Body/ Embassy etc.</i></p>			
12	<p><b>Verification</b></p> <p><i>I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed there from.</i></p>			

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Place (Digital Signature/ E-sign)  
Date Name of Authorized Signatory

Or

Place (Digital Signature of the Proper Officer)  
Date Name of Authorized Proper Officer  
Designation

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**Instruction for filing Application for registration for UN Bodies/ Embassies/Any other person notified by the Government.**

- Every person required to obtain a unique identity number under sub-section -- of section -- shall submit an application, electronically.
- Application can be filed through common portal or registration can be suo-moto granted by proper officer from the back end.
- Notification issued by the Government/ Ministry of External Affairs with notification number and date will be required to be uploaded along-with details of the applicant and the address of the office/embassies.
- Unique identification number may be granted after processing the application filed on the common portal or it can be processed through backend by proper officer State/Center jurisdiction. UIN generated is required to be communicated after generation to the concerned State/Center authority.
- Application filed on the Common portal is required to be signed electronically or any other mode as specified by the Government.