

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

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)