

Date:

To,

Dear Sir,

Subject: GST Transition and Impact

You must be aware that a comprehensive indirect tax reform by the name of GST is proposed to be introduced in India w.e.f. 01-July-2017. The said reform is a fundamental change in the framework of indirect taxes and impacts not only the rates of tax but also various business processes and associated documentation.

While all the pieces of the proposed legislation are still not in public domain, we have started examining the impact of the said law based on the information available till date. Since the time available for effective transition is limited, we earnestly request you also to kindly examine the law and start the associated preparations.

An important aspect of transition into the new regime is heavy emphasis on online matching of credits. This will require us to include your GST Registration Numbers into our system so that we can upload the information into the returns to be filed by us. We request you to kindly provide the said GST Registration Numbers (along with a copy of your registration certificate) as and when the same are allotted to you, but not later than 28-Feb-2017. It may be noted that in case we do not receive the registration details by the above date, we shall be constrained to treat the transactions with you as B2C transactions and would be unable to pass on credits to you till the time you inform us your GST Registration Numbers. In view of the limited transition time and the large volume involved in this exercise, we have defined the procedure for informing the new registration numbers to us as under

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Regards,

For

Name:

Designation: