

Date:

Subject: GST Transition and Impact

Dear Sir,

You must be aware that a comprehensive indirect tax reform by the name 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 rate of tax but also various business processes and associated documentation.

While all the pieces of the proposed legislation are still not available in the public domain, the migration of existing VAT dealers into GST registration has already been initiated by some of the states in phases. Also, recently the migration of the existing service tax assessee has been started.

We have applied for migrating our existing sales tax registration into GST and obtained the GSTIN number \_\_\_\_\_ for \_\_\_\_\_ state on a provisional basis. Please note this registration number and kindly embed the same into your ERP system for the specific state.

As required by the Draft Invoice Rules (GST), the GSTIN of customer/ client is to be mandatorily mentioned on the invoices to be issued under GST regime. Hence, the above stated GSTIN is to be mentioned on all the invoices raised on us by your good-self when GST Law comes in force. Further, one important aspect of transition into the new regime is online matching of credits and for matching the credits, GSTIN is one of the unique fields. Hence, stating the GSTIN in the returns require utmost accuracy and any error would result in loss of credits at our end.

Similarly, based on the enrolment schedule, we are sure, you would be obtaining the new GST Registration Numbers. You will be required to inform the new Registration Numbers to us. 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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Kindly acknowledge this letter and do the needful. In case of any concerns, please get back to us.

Thanking You

Yours faithfully

For .....

(Authorized Signatory)