

B.P. MUNDRA & CO.

Chartered Accountants

A-822, Shivaji Nagar, Civil Lines, Jaipur

E-mail: office@bpmundra.com Dial 91-141-2225110, 2225116, 2224085, 9828935456, 9314501791, 9314501680

(PRIVATE CONFIDENTIAL (ONLY FOR OUR EXISTING CLIENTS))

Dear Sir/ Mam,

Kindly refer to query raised regarding for new GST registration.

We are pleased to inform that we need following documents/ Information :-

- 1) FOR GST REGISTRATION:-
 - a) If you are Proprietorship Firm we need:-
 - i) Proprietor's Photo.
 - ii) PAN Card Copy.
 - iii) Please provide your Aadhar Card copy or Digital signature.
 - iv) If you know your Commodity HSN No. please provide and if you don't know then please give name of the items for trade and purchase/ sales.
 - v) Please provide First page of Pass book/ bank statement of your personal account duly self attested.
 - vi) Please provide Business place address proof like Electricity bill. If you have taken the business place then please provide Rent/Lease Agreement or NOC from the person in whose name electric bill is coming. If the electric bill is coming in the name of person who died then please take from legal heir with death certificate.
 - vii) If there is any Additional Place of business then please provide the same as mention above.
- 2) If you are Partnership Firm / Company/ Association /Society then we need following:-
 - i) All Partner's/ Director's Photo.
 - ii) All Partner's/ Director's PAN Card copy.
 - iii) All Partner's/ Director's ID Address proof copy.
 - iv) Please provide your Aadhar Card copy or Digital signature of authorized partner and in case of company digital signature of authorized director / manager.
 - v) For Firm-Authorized signatory letter for GST & For Co-Board Resolution. Copy of format resolution is enclosed herewith. Please take printout of this resolution on your letter head mentioning name, CIN No. and registered office address with date of meeting hold.
 - vi) Pan Card of Firm /Company.
 - vii) Partnership Deed and Firm registration certificate / MOA.
 - viii) Please provide First page of Pass book/ bank statement of authorized partner/ manager/director personal account duly self attested.
 - ix) Please provide Business place address proof like Electricity bill. If you have taken the business place then please provide Rent/Lease Agreement or NOC from the person in whose name electric bill is coming. If the electric bill is coming in the name of person who died then please take from legal heir with death certificate.
 - x) If there is any Additional Place of business then please provide the same as mention above.
- 3) Please send a cheque of Rs. 17,700/- (includes GST @18% of Rs. 2700/-) in the name of B.P.Mundra & Co.
You may directly RTGS/NEFT/IMPS at the following address:
UCO Bank a/c no 11740210000984 Branch:-22, Godown, Jaipur IFSC CODE: UCBA 0001174
Please ensure to make the above payment so that we can complete the formalities at earliest.
Please take printout of power of attorney on non judicial stamp of Rs. 50/- and sign the same and send alongwith above details.

For B.P. Mundra & Co.

Chartered Accountants

Vinod Kumar 9828935456

Authorised Signatory

B. P. Mundra & Co.

Chartered Accountants

Mundra House A-822, Shivaji Nagar , Civil Lines, Jaipur-302001

Dial:Office 91-141- 2225110,2225116, 2224085, 2225125, 2225126, 2222541,

Res. 2812224, 4036951

Email: office@bpmundra.com, Website : www.bpmundraca.com

POWER OF ATTORNEY

I/we,

PAN:

hereby appoint and authorize

B.P. Mundra 93145 01680 , B.Com, F.C.A. or

Smt Prabha Rana 93145 01791 M.Com, C A Inter or

Vinod Kumar L.L.B 98289 35456 or

CA Ashwin Rathi 98284 32282

of B. P. MUNDRA & CO.; Chartered Accountants to represent me/us in connection with my/our income Tax, Wealth Tax, Expenditure Tax, Gift Tax, Estate Duty, Central Service Tax ,Sales Tax, Registrar of Companies, Registrar of Firms, Registrar of Societies, Assessment / reassessment and/or appeal and/or review proceeding and/or revision for the assessment year And to produce accounts, documents and any evidence connected therewith and to file the returns, papers, applications and documents or to withdraw any one already filed and to inspect, file and to take copies of any documents, proceedings or orders and to receive demand notices, refund voucher or moneys and to grant receipt thereof and in general to attend all tax matters pertaining and incidental to my/our assessment, appeal and revision on my/our behalf.

Power of attorney accepted

Assessee Signature

Date

B.P. Mundra / Prabha Agarwal /Vinod Kumar/ Ashwin Rathi

A/R

Board Resolution (Suggested format)

(To be printed on organization letter head)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF BOARD OF DIRECTORS OFHELD ITS CENTAL OFFICE SITUATED ATON DATED

“RESOLVED:

That(Director) resident of authorized to appear, represent, negotiate, sign, execute, appoint attorney or any person or to submit any paper, information, documents, application or representation on behalf of the company to the Central / State Government GST department or any other office of Central Government or State Government or any other statutory body.

By the order of the Board of Directors
For

Sd/-

.....
Director

Certified True Copy

For

.....
Director