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## SUGGESTIVE FORMAT FOR GST INFORMATION - VENDORS/CLIENTS

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GST is proposed to be implemented from 01.07.2017. In this connection to implement GST provisions in our organization, we need to update our suppliers/clients master to fulfill the requirement of GST network. It will also be helpful to our suppliers/clients for smooth transition to the GST environment.

**Following information are required to update our Vendor/Client master:**

1	Name of the Legal Entity (Business as per GSTN)	
2	State	
3	GST Number(Prov.)/ ARN Number	
4	PAN	
5	Address of principal place of business in the state (As per GST Certificate)	
6	*Additional Place of Business (As Per GST Certificate)	
7	Type of Business (Proprietorship) / Partnership/LLP/Company etc.	
8	Contact details of concerned person (w.r.t. GST) <i>Name of Concern Person:</i> <i>Phone No.</i> <i>E-mail:</i>	

\* Additional Place of Business (from where goods and services will be delivered or to which the goods and services are to be delivered)

**Remarks:**

We request you to kindly fill the above & mail to us along with copy of ARN acknowledgment!

Our provisional ID along with all information is attached as Annexure "A".

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**GST Network information of (Name of Your Organisation)**

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1	Name of the Legal Entity (Business as per GSTIN)	
2	State	
3	a) GST Number(Prov.) b) ARN Number	
4	PAN	
5	Address of principal place of business in the state (As per GST Certificate)	
6	Additional Place of Business	
7	Type of Business (Proprietorship) / Partnership/LLP/Company etc.	
8	Contact details of concerned person (w.r.t. GST) <i>Name of Concern Person:</i> <i>Phone No.</i> <i>E-mail:</i>	

Attached: Copy of our ARN Acknowledgment