

### Query Response (Mandatory Box)

In response to the notice issued under GST REG-03, we hereby submit that the required documents have been uploaded as sought.

Registered rent agreement / consent letter for the additional place of business has been submitted along with PAN of the owner and latest electricity bill.

Further, the complete address including locality, street name, landmark and PIN code has been correctly updated in the appropriate column of the registration application.

We request you to kindly consider the above submission and approve the amendment application.

Additional Information (Optional but Recommended)

(Use this only if space is available, otherwise skip.)

All documents submitted are valid, clear and pertain to the declared place of business. The details provided are true and correct to the best of our knowledge.

### SUPPORTING DOCUMENTS – UPLOAD EXACTLY LIKE THIS

Do NOT upload random files.

Name files properly — officer bhi insaan hai.

File Naming (Strongly Recommended)

- Registered\_Rent\_Agreement.pdf  
OR
- Consent\_Letter\_POA.pdf
- Owner\_PAN.pdf
- Electricity\_Bill\_POA.pdf

Agar multiple additional places hain, combine PDFs location-wise.

### COMMON BLUNDERS (DON'T DO THIS)

Let me be direct:

- ✗ “Kindly find attached” likhna bina content ke
- ✗ Emotional language (“due to oversight... sorry...”)
- ✗ Extra explanations jo officer ne maange hi nahi
- ✗ Address text aur document mismatch
- ✗ File size zyada hone ke chakkar mein unreadable scan

Ye sab rejection ke shortcuts hain.

## FINAL CHECKLIST BEFORE SUBMIT

Before clicking SUBMIT, mentally tick this:

- ✓ Query ka exact answer diya
- ✓ Documents query se match kar rahe hain
- ✓ Address portal + document dono mein same
- ✓ Deadline se pehle submit ho raha hai

Agar ye 4 tick nahi hue — ruk jao.

### 1 REG-03 REPLY: ✗ WRONG vs ✓ CORRECT (COMPARISON)

#### ✗ WRONG REG-03 REPLY (Typical Mistakes)

*“Respected Sir,*

*Due to oversight and heavy workload, we could not upload the correct documents earlier. We sincerely apologise for the inconvenience caused. Kindly consider our request and approve the amendment. Documents are attached for your kind perusal.”*

#### ! Why this fails:

- Apologetic tone (not required)
- No confirmation of what is uploaded
- No reference to specific deficiencies
- Sounds defensive and vague
- Officer still doesn't know if compliance is complete

#### ✓ CORRECT REG-03 REPLY (Professional & Effective)

*“In response to the notice issued under GST REG-03, we hereby submit that the required documents have been uploaded as sought.*

*Registered rent agreement / consent letter for the additional place of business has been submitted along with PAN of the owner and latest electricity bill.*

*Further, the complete address including locality, street name, landmark and PIN code has been correctly updated in the appropriate column of the registration application.*

*We request you to kindly consider the above submission and approve the amendment application.”*

#### ✓ Why this works:

- Addresses the exact query
- Confirms document compliance
- No unnecessary emotion
- Clear closure language
- Officer can approve without follow-up

- Wrong reply explains your problem
- Correct reply closes the officer's problem

## 2 REG-14 REJECTED: WHAT NEXT? (PROFESSIONAL ACTION PLAN)

First — accept reality.

REG-14 rejection is procedural, not punitive.

There is no penalty.

But delay is on you, not the department.

### ◆ STEP 1: UNDERSTAND THE REASON FOR REJECTION

Download the rejection order from the GST portal and identify:

- Missing documents
- Address mismatch
- Incorrect upload
- Non-response within time limit

! Do not reapply blindly without fixing this.

### ◆ STEP 2: CHECK WHETHER FRESH REG-14 IS ALLOWED

In most cases:

- ✓ You can re-file REG-14
- ✓ There is no cooling-off period
- ✓ Earlier rejection does not block future amendment

But:

- The same mistake repeated may attract stricter scrutiny.

### ◆ STEP 3: PREPARE DOCUMENTS BEFORE RE-FILING

Before opening the portal:

- Finalise registered rent agreement / consent letter
- Verify PAN of owner
- Collect latest electricity bill
- Ensure address consistency across:

- Agreement
- Electricity bill
- GST portal fields

Mismatch = second rejection.

◆ STEP 4: RE-FILE REG-14 (CLEAN APPLICATION)

When re-filing:

- Enter full address carefully (locality, street, landmark, PIN)
- Upload documents in clear, readable format
- Avoid last-minute submissions
- Track ARN regularly

Treat it like a fresh application, not a correction.

◆ STEP 5: EXPECT POSSIBLE VERIFICATION AGAIN

Be prepared:

- Officer may issue another REG-03
- This time reply immediately and precisely
- Avoid casual language or assumptions

Second chance is about execution, not explanation.

◆ STEP 6: WHEN TO ESCALATE (RARE CASE)

Escalation is justified only if:

- Documents are complete
- Rejection reason is factually incorrect
- System error is evident

Otherwise, escalation wastes time and irritates officers.

*"REG-14 rejection is not a dead end.*

*It is feedback.*

*Those who read it carefully get approved next time."*

### **⚠️ DISCLAIMER**

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