

Declaration for Authorized Signatory

I/We (*Name of Proprietor/business owner/ all Partners/Karta or name of the business*) hereby solemnly affirm and declare that (*name of the third party authorized signatory*) to act as an authorized signatory for the business (*Name of the Business mentioned during GST registration*) having GST Registration Number (*Goods and Service Tax Identification Numer*) for which application for registration is being filed/ is registered under the Goods and Services Tax.

All his/her actions concerning this business will be binding on me/us/ or the business.

Signature of owner of the business/all partners of the business

Name

Designation

Digital Signature and Date

Acceptance as an authorized signatory

I (*Name of authorized third party signatory*) hereby humbly assure my acceptance to act as authorized signatory for the business mentioned above. (*name of the business*) and all my acts shall be binding on the business. I wish to conduct all the proceedings legally and ensure to keep the benefit of the business first, before any other priority.

Signature of Authorized Signatory

Designation/Status of the third-party signatory

Place and Date

The above-mentioned letter is only a sample letter that is a general letter that can be used across different sectors. Ensure you use the letter but then modify it ad customise it according to the needs and preferences of your business and what works for your business. These are all the details required for the letter of authorization for GST purposes. Ensure you find the right employee and get all the documentation in place before the registration of your business on the GST portal. This is all you need to know about the letter of authorization for GST.