

Outward No.: JSSB/HO/2017-18/GST/

Date: 25.06.2017

To,

All our valued customers,

As you all are aware, Goods & Service Tax (GST) is applicable from 01.07.2017, some additional information is required urgently from all the customers of the Bank, as under:

1. Your GST Registration Number (GSTIN),
2. Your Mobile number/Landline number, &
3. Your e-mail address.

Please note that Bank will provide the GST Invoice in the name of GST registered customer's names only. Bank will be not responsible if the name of the account & Address is different from their GST registration.

In the absence of the GST registration number, Bank will not be able to issue you any GST invoice. Hence, you will not able to claim Input Tax Credit (ITC) on Bank's service charges. You are requested to provide the same immediately. Relative format of the reply letter is appended in Annexure 'A' below.

Looking forward for continued support.

Thanking you in anticipation,

Yours faithfully,

Branch Manager.

Encl.: Format of reply letter.

Annexure A
(On Customer's letterhead)

GST Registration Details for updating in the system of Janaseva Sahakari Bank (Borivli) Ltd.

Name of the Customer: _____

Customer Number : _____

15 Digits Account Number of the Customer: _____

GST Identification Number (GSTIN)/ Provisional ID	PAN (Optional)	TAN (Optional)
Address of principal place of business in the State as per GST registration		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
City		
State		
Pin code:		
Contact Person Full Name		
Mobile Number (Compulsory)		
Email ID (Compulsory)		

I/We further declare that the above information is true and correct and Janaseva Sahakari Bank (Borivli) Ltd. will not be responsible for any wrong information furnished herein.

Signature of authorized person(s):
Name & Designation of the Authorized Signatory:
(Rubber Stamp)
Date:

Encl.: Attested copy of GSTIN Registration Certificate.
(If you want to change the present details as mentioned above in the Bank record then please submit the written request along with necessary documents for the same)