

FORMAT OF BOARD RESOLUTION

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF <NAME OF THE COMPANY> HELD AT THE REGISTERED OFFICE OF THE COMPANY AT <REGISTERED ADDRESS> ON <DATE> AT <TIME>.

Resolved that the Board of Directors do hereby appoint <Name of the Director>, Director of the Company as Authorised Signatory for registration of the Company on the Goods and Service Tax (GST) System Portal and to sign and submit various documents electronically and/or physically and to make applications, communications, representations, modifications or alterations on behalf of the Company before the Central GST and/or the concerned State GST authorities as and when required.

Further resolved that <Name of the Director>, Director of the Company be and is hereby authorized to represent the Company and to take necessary actions on all goods and service tax-related issues including but not limited to presenting documents/records, etc., on behalf of the Company liaising/representing for registration of the Company under GST and also to make any alterations, additions, corrections, to the documents, papers, forms, etc., filed with other Government authorities as and when required.

Further resolved that <Name of Director>, Director of the Company be and is hereby authorized on behalf of the company to sign the returns, documents, letters, correspondences, etc., and to represent on behalf of the Company, for assessments, appeals or otherwise before the goods and service tax authorities as and when required.

CERTIFIED TRUE COPY
FOR <NAME OF THE COMPANY>

<Name of Director>
Director
DIN:

Date:
Place:

Note: The Resolution of the board has to be printed on the company letterhead.