# FORM GST REG-13

*[See Rule 17]*

**Application/Form for grant of Unique Identity Number (UIN) to UN Bodies/ Embassies /others**

**State /UT – District –**

# PART A

|  |  |  |
| --- | --- | --- |
| (i) | Name of the Entity |  |
| (ii) | Permanent Account Number (PAN) of entity (Not applicable for entitiesspecified in clause (a) of sub-section (9) of section 25 of the Act) |  |
| (iii) | Name of the Authorised Signatory |  |
| (iv) | PAN of Authorised Signatory(Not applicable for entities specified in clause (a) of sub-section (9) of section 25 of the Act) |  |
| (v) | Email Address of the Authorised Signatory |  |
| (vi) | Mobile Number of the Authorised Signatory (+91) |  |

**PART B**

|  |  |  |
| --- | --- | --- |
| 1. | Type of Entity (Choose one) | UN Body Embassy Other Person |
| 2. | Country |  |
| 2A. | Ministry of External Affairs, Government of India‘ Recommendation (if applicable) | Letter No. | Date |
| 3. | Notification details | Notification No. | Date |
| 4. | Address of the entity in [respect of which the centralized UIN is sought]13 |
| Building No./Flat No. | Floor No. |
| Name of the Premises/Building | Road/Street |
| City/Town/Village | District |
| Block/Taluka |  |
| Latitude | Longitude |
| State | PIN Code |

13Substituted for ―State‖ vide Notf no. 75/2017-CT dt 29.12.2017

|  |  |  |
| --- | --- | --- |
|  | Contact Information |  |
| Email Address |  | Telephone number |  |
| Fax Number |  | Mobile Number |  |
| 7. | Details of Authorized Signatory, if applicable |
| Particulars | First Name | Middle Name | Last name |
| Name |  |  |  |
| Photo |  |  |  |
| Name of Father |  |  |  |
| Date of Birth | DD/MM/YYYY | Gender | <Male, Female, Other> |
| Mobile Number |  | Email address |  |
| Telephone No. |  |
| Designation /Status |  | Director Identification Number (if any) |  |
| PAN (Not applicable for entities specified in clause (a) of sub- section (9) of section 25 of the Act) |  | Aadhaar Number (Not applicable for entities specified in clause (a) of sub- section (9) of section 25 of the Act) |  |
| Are you a citizen of India? | Yes / No | Passport No. (in case of foreigners) |  |
| Residential Address |
| Building No/Flat No |  | Floor No |  |
| Name of the Premises/Building |  | Road/Street |  |
| Town/City/Village |  | District |  |
| Block/Taluka |  |
| State |  | PIN Code |  |  |  |  |  |  |
| 8 | Bank Account Details (add more if required) |
| Account Number |  | Type of Account |  |
| IFSC |  | Bank Name |  |
| Branch Address |  |

|  |  |
| --- | --- |
| 9. | Documents Uploaded*The authorized person who is in possession of the documentary evidence shall upload the scanned copy of such documents including the copy of resolution / power of attorney, authorizing the applicant to represent the entity.*Or*The proper officer who has collected the documentary evidence from the applicant shall upload the scanned copy of such documents including the copy of resolution / power of attorney, authorizing the applicant to represent the UN Body / Embassy etc. in India and link it along with the UIN generated and allotted to respective UN Body/ Embassy etc.* |
| 11. | Verification*I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.* |

Place: (Signature)

Date: Name of Authorized Person:

Or

(Signature)

Place: Name of Proper Officer:

Date: Designation:

Jurisdiction:

**Instructions for submission of application for registration for UN Bodies/ Embassies/others notified by the Government.**

* Every person required to obtain a unique identity number shall submit the application electronically [or otherwise]14.
* Application shall be filed through Common Portal or registration can be granted suo- moto by proper officer.
* The application filed on the Common Portal is required to be signed electronically or through any other mode as specified by the Government.
* The details of the person authorized by the concerned entity to sign the refund application or otherwise, should be filled up against the ―Authorised Signatory details‖ in the application.
* PAN / Aadhaar will not be applicable for entities specified in clause (a) of sub- section (9) of section 25 of the Act.

14Inserted vide Notf no. 75/2017-CT dt 29.12.2017