# 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 entities  specified 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