*<<Customer Letter head>>*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

*<<Insert the name of the DTDC entity along with complete address>>*

**Sub:** Declaration regarding non-requirement to be registered under the Central/ State/ Integrated Goods and Services Tax Act, 2017 (‘Act)

Dear Sir/Madam,

We have received your communication dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_, asking us to provide you with details of GST registrations obtained by us such as GST registration number, GST registration certificate and the addresses registered under GST.

In this connection, we state that since <<reason for non-requirement to register (turnover is below taxable limit, exemption to goods/ services supplied etc.)>>, we are not required to get ourselves registered under the Act due to the applicability of Section <<Section Number>> of the Act.

We request you to treat this communication as a declaration regarding non-requirement to be registered under the Act.

Thanks and regards,

<<Name of Authorized Signatory>>

<<Name of Customer/Vendor>>

<<Company stamp>>