FORMAT PREVIEW · NOT A REPLY
Drafted by Patron Accounting for the client · illustration only

[client letterhead not shown]

REPLY TO SHOW CAUSE NOTICE

Form GST RFD-09 · [See Rule 92(3)] · reply to a notice in Form GST RFD-08

Reference no. of notice: [redacted]

Date of issue: [redacted]

To
The Proper Officer
[redacted]

GSTIN / UIN	[redacted]
Name of business (legal)	[redacted]
Trade name, if any	[redacted]
Refund application (ARN)	[redacted] dated [redacted]
Tax period of the claim	From [redacted] To [redacted]
Refund amount in question (Rs.)	[redacted]

REPLY TO THE NOTICE

Subject: reply to the show cause notice proposing to reject the refund claim, in full or in part

1. BACKGROUND

[redacted]

2. POINT-WISE REPLY

GROUND IN THE NOTICE	OUR REPLY	DOCUMENT RELIED ON
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

3. REQUEST

[redacted]

4. DOCUMENTS UPLOADED WITH THE REPLY

1. [redacted]
2. [redacted]

VERIFICATION

Signature of authorised signatory	*[signature not shown]*
Name	[redacted]
Designation / status	[redacted]
Place and date	[redacted]

How this reply is used

- Patron Accounting drafts the reply from the notice, the refund application and the client's records. The client approves it before it is filed.
- It is filed on the GST portal in Form GST RFD-09, within the time given in the notice. It ends with a declaration that the information given is true and correct.
- After considering the reply, the officer passes the refund order in Form GST RFD-06.

Format preview. This is an illustration of the format only. The actual reply is drafted by Patron Accounting on the facts of each case, approved and signed by the client, and filed on the GST portal (gst.gov.in). This preview is unsigned and carries no client details.