

## GSTIN Updation Request

CRN: \_\_\_\_\_

OPTY ID: \_\_\_\_\_

(For Bank use only, in case of New Accounts)

Account Name: \_\_\_\_\_

Permanent Account Number (PAN): \_\_\_\_\_

(If PAN is not updated in Bank records, please attach a copy of the PAN Card to update PAN in the Bank records.)

**Please refer the guidelines overleaf and select the appropriate option.**
 **Single GSTIN for each state:**

I / We request Kotak Mahindra Bank to update the following GSTIN at my / our Customer Relationship Number (CRN).

GSTIN*				GSTIN*			
State	PAN	Last 3 Digits		State	PAN	Last 3 Digits	

First two digits of GSTIN is state code. In this section there cannot be more than one GSTIN with same state code.

 **Multiple GSTIN per state / multiple states:**

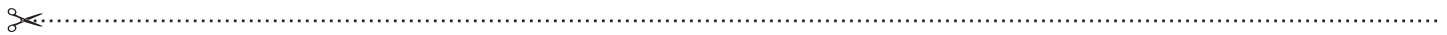
I / We request Kotak Mahindra Bank to update the following GSTIN at my / our Account level.

GSTIN*				KMBL Account Number <sup>#</sup> (Mandatory)
State	PAN	Last 3 Digits		

Only one GSTIN can be updated against the Account Number.

<sup>#</sup>Account stands for Locker, Loan, MF Investment, Demat or any other relationship with the Bank.

<sup>†</sup>Please fill a new form to add more records.


**ACKNOWLEDGMENT:**

We acknowledge the receipt of the GSTIN update request from \_\_\_\_\_ relating to Customer Relationship Number \_\_\_\_\_.

Bank Official (Sign and stamp) \_\_\_\_\_

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

**Customer Declaration:**

- 1) I / we confirm that GSTIN(s) provided are correct & pertain to my / our firm / company / individual & KMBL may update the same without any further independent verification.
- 2) I / we understand that, bank shall validate PAN updated in bank records against GSTIN provided & the request for updation of GSTIN will be rejected in case of mismatch.
- 3) I / we have read and understood the methodology of accounting & updation of GST on GST Network as mentioned below & do not have any objection to it.

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

Place: \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory

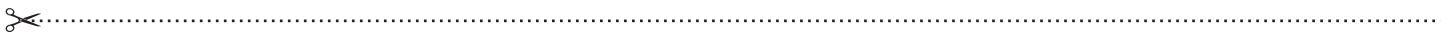
\_\_\_\_\_  
Authorised Signatory

\_\_\_\_\_  
Authorised Signatory

**Important Note:**

The Bank will update the GST details on GSTN (Goods & Services Tax Network) basis below guidelines:

- 1) The Bank will map GSTIN to CRN / Account level provided the "State code" in GSTIN matches with the "State" mentioned in communication / mailing address and as updated in bank records.
- 2) **Customer has one GSTIN registration for each "State" / GSTIN Updation at CRN Level:**
  - a. If the "State code" in GSTIN **matches** with the "State" mentioned in communication / mailing address at account level – Transaction with customer classified as B2B & reported as such in the GST Network.
  - b. If there is **mismatch** between "State code" in GSTIN with the "State" mentioned in communication / mailing address at account level – Transaction with customer a B2C transaction & reported as such in the GST Network.
- 3) **Customer has Multiple GSTIN registrations for same "State" / Customer has multiple bank accounts** (Only one GSTIN can be linked per account):
  - a. The "State code" in GSTIN must match with the "State" mentioned in communication / mailing address at account level.
  - b. If the "State code" in GSTIN **matches** with the "State" mentioned in communication / mailing address of the linked account – Transaction with customer classified as B2B & reported as such in the GST Network.
  - c. In case of **mismatch** between "State code" in GSTIN with the "State" mentioned in communication / mailing address of the linked account - Transaction with customer a B2C transaction & reported as such in the GST Network.
- 4) **GSTIN updated at Customer Relationship number (CRN) and Account Level (both) :**
  - a. In case customer opts to update GSTIN at CRN level and selected account level (both) –
    - "State code" of GSTIN and "State" mentioned in the communication / mailing address **must match**.
    - Transaction with customer classified as B2B & reported as such in the GST Network.
  - b. In case GSTIN is not available at some of the accounts then GSTIN updated at the CRN level and matching with the "State" of the mailing address at account level will be selected.
    - Transaction will be a B2B transaction & reported as such in the GST Network.



We wish to bring to your notice a critical provision of GST. It is necessary that the "State" code of your GST registration and the "State" of your mailing / communication address available in KMBL records are matching. In case of a mismatch of "State" code of your GST registration and "State" of your mailing / communication address, request you to update the mailing address for the Account / Customer Relationship Number (CRN) to comply with the above requirements.