Annexure VI to CBIC Circular No. 257/03/2026-GST dated 26 October 2026

CONSENT LETTER

Date: [DD/MM/YYYY]

To Whomsoever It May Concern

Subject: Consent for use of premises for GST Registration

I/We, [Owner's Full Name], son/daughter of [Father's/Mother's Name], residing at [Owner's Address], and being the lawful owner(s) of the premises situated at [Full Address of Premises] (hereinafter referred to as "the said premises"), do hereby solemnly affirm and declare as under:

1. That I/We have permitted [Applicant's Full Name / Business Name], who is my/our [relationship, e.g., son/daughter/brother/tenant/authorized occupant], to use the said premises for the purpose of obtaining registration under the Central Goods and Services Tax (GST) Act, 2017 and rules made thereunder and for carrying on business activities therefrom.

2. That I/We have further permitted the applicant to use either the entire said premises or an exclusively earmarked and clearly demarcated portion thereof, more particularly described as: [Insert precise description e.g., "Cabin No. 3, First Floor, admeasuring approximately __ sq. ft., located on the right-hand side of the staircase," or "Workstation area marked 'B' in the attached layout plan, admeasuring approximately ___ sq. ft."] (hereinafter referred to as "the allocated premises", where applicable).

3. That the allocated premises, where applicable, is independent, clearly identifiable, and exclusively assigned to the applicant for carrying on business activities, notwithstanding that the overall property may be shared with other occupants/entities.

4. That I/We have no objection whatsoever to the applicant using the said premises or the allocated premises, as the case may be, as its/their Principal/Additional place of business for the purposes of registration

under the Central Goods and Services Tax (GST) Act 2017 and rules made thereunder and for all related statutory compliances.

This consent is granted voluntarily, with my/our full knowledge and without any coercion or undue influence.

Owner's Details:

Name: [Owner's Full Name]

PAN: [Owner's PAN]

Contact Number: [Phone Number]

Signature of Owner:

Name: [Owner's Name]

Note: This is the format prescribed in Annexure VI to CBIC Circular No. 257/03/2026-GST. Print it on plain paper, fill in the bracketed details, and have it signed by the owner of the premises. Upload it with one ownership document of the premises (for example, the latest electricity bill, water bill, property tax receipt or municipal khata in the owner's name) with your GST registration application in FORM GST REG-01.