

GREEN WOOD ESTATES

5-4-187/3&4, II floor, MG Road,
Secunderabad – 500 003.

Phone: +91-40-66335551

Date : 24th February 2020
The Dy. Commercial Tax Officer-II,
Marredpally Circle, Begumpet Division,
SECUNDERABAD – 500 003.

Dear Sir,

Sub : Request for grant of time for submission of our reply to Notice of Assessment of VAT-
Show Cause
Notice issued.

- Ref : 1. Your notification of audit in Form VAT 304, DATED 25.11.2019
2. Our letter dated 4th January 2020 submitting certain details.
3. Your Notice of Assessment of VAT – Show Cause Notice dated 21st January 2020
Received on 13th February 2020.
4. Our request letter dated 18th February 2020 asking for time to submit the details.
5. Your Notice of personal hearing dated 18th February 2020.

We request you to please grant two weeks time till 10th March 2020 for submitting our reply,
as our consultant is in out of town.

Kindly grant time.

Thanking you,

Yours faithfully,
For GREEN WOOD ESTATES

Authorised Signatory



Endorsement no. 2 Dated :
25-02-2020

It is informed that, time
sought for filing reply up to
10th March 2020 can not be
granted. They are requested
to attend personal hearing
on 28-02-2020 and also
to submit documents in
support of their
claim.

Deto II Marredpally