

# Manual > Filing Application for Rectification or Taking Action in the Subsequent Proceedings u/s 161 Conducted by Tax Officer

How can I file an application for rectification of order and participate in the subsequent proceedings u/s 161?

To file an application for Rectification and participate in the subsequent proceedings u/s 161, perform following steps:

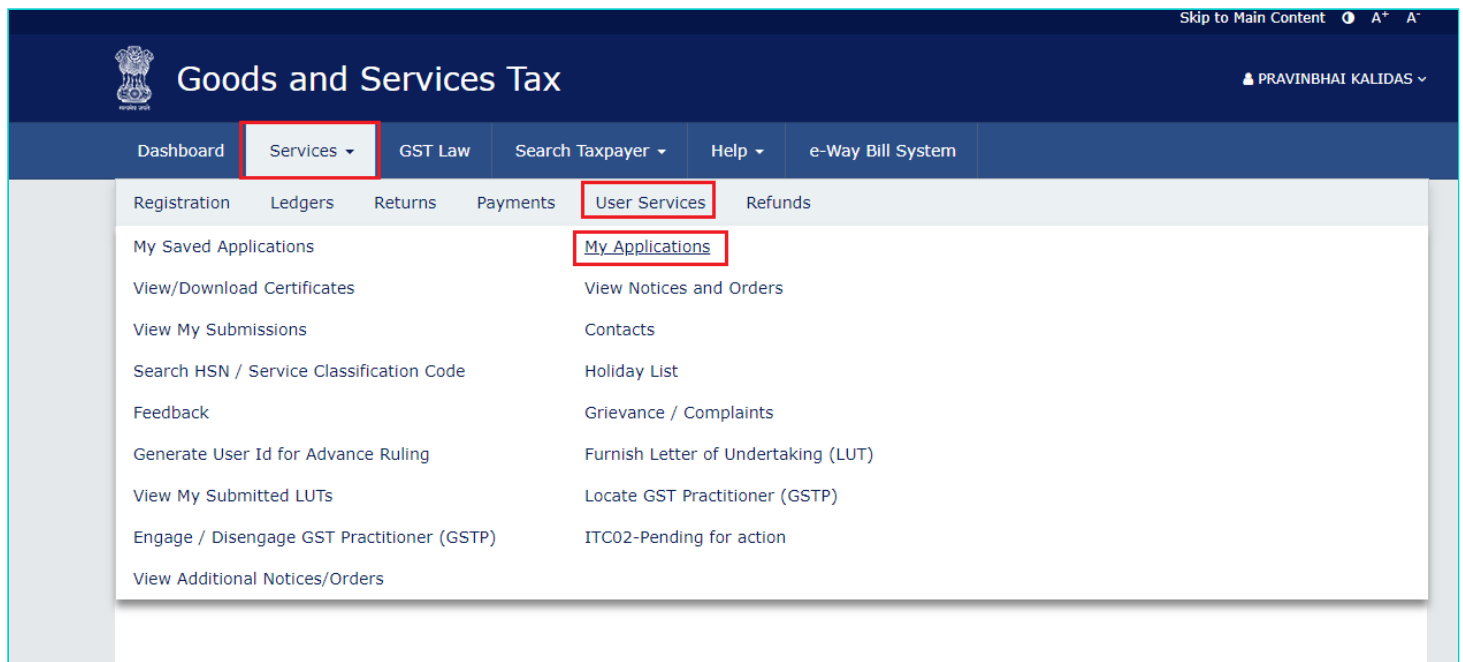
- A. A (1). [File an Application for Rectification of Order](#) or A (2). [View Issued Order/Notice and Open the related Case Details Screen](#)
- B. [Search for your Applications for Rectification of Order and open its Case Details Screen](#)
- C. Take action using APPLICATIONS tab of Case Details screen: [View your Filed Application](#)
- D. Take action using NOTICES tab of Case Details screen: [View issued Notice of that Application](#)
- E. Take action using REPLIES tab of Case Details screen: [View/Add your replies to the issued Notice of that Application](#)
- F. Take action using ORDERS tab of Case Details screen: [View issued Orders of that Application](#)

**Click each hyperlink above to know more.**

## A(1). File an Application for Rectification of Order

To file an Application for Rectification of Order, perform following steps:

1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Dashboard page is displayed. Click **Dashboard > Services > User Services > My Applications**



The screenshot shows the GST portal interface. At the top, there is a header with the GST logo and the text 'Goods and Services Tax'. Below the header, there is a navigation bar with several tabs: 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The 'Services' tab is selected, and a dropdown menu is visible. In this menu, 'User Services' is highlighted, and a sub-menu is shown with 'My Applications' highlighted. Other options in the sub-menu include 'Registration', 'Ledgers', 'Returns', 'Payments', and 'Refunds'. The user's name 'PRAVINBHAI KALIDAS' is visible in the top right corner.

4. **My Applications** page is displayed. Select "Application for rectification of order" in the **Application Type** field. Then, click the **NEW APPLICATION** button.

The screenshot shows the 'My Applications' page with the following elements:

- Navigation: Dashboard > Services > User Services > **My Applications**
- Section Header: My Applications
- Legend: • indicates mandatory fields
- Application Type •: A dropdown menu with the following options:
  - Select
  - Select
  - Advance Ruling
  - Intimation of Voluntary Payment - DRC-03
  - Letter Of Undertaking
  - Appeal to Appellate Authority
  - Application for rectification of order** (highlighted)
  - Application for Deferred Payment/Payment in Instalments
  - REFUNDS
- From Date: A date input field with the format DD/MM/YYYY and a calendar icon.
- To Date: A date input field with the format DD/MM/YYYY and a calendar icon.
- Buttons: **SEARCH** and **NEW APPLICATION** (highlighted).

5. **New Application** page is displayed. Enter details in the displayed fields as mentioned in the following steps.

GSTIN/UIN/Temp Id -  
18AJIPA1572EAZBLegal Name - ANGAD  
JASBIRSINGH ARORA

Trade Name - Angad Provision

Status - DRAFT

• Indicates Mandatory Fields

**Original Order Number** \*

Select Order to rectify

**Original Order Issue Date** \*

DD/MM/YYYY

**Tax Period**

From		To	
Select	Select	Select	Select

**Grounds for rectification** \*

Reason

1000 characters remaining

**Attachments**[Choose File](#) No file chosen

• File with PDF or JPEG format is only allowed

• Maximum 4 files and 5 MB for each file allowed

**Verification** \* I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.**Name of Authorized Signatory** \*

Select

**Place** \*

Enter Place

Designation / Status

Date

PREVIEW

FILE

**Note:** Currently, Status of the application is "Draft". It will remain so until you file the application.

5a. In **Original Order Number** field, select the order number of the order that you wish to rectify.

**Original Order Number** \*

Select Order to rectify

- ZA180418000025Z
- ZA180418000026X
- ZA180418000027V
- ZA180418000028T
- ZA180418000029R
- ZA1804180000324
- ZA180418000036W

5b. Based on your selection, **Original Order Issue Date** and **Tax Period** fields get auto-populated.

**Original Order Number** \* ZA1805180100015

**Original Order Issue Date** \* 29/5/2018

**Tax Period**

From		To	
APR	2018	APR	2018

5c. In **Grounds for rectification** field, enter reason for filing this application.

5d. Click **Choose File** to upload the document(s) related to this application, if any. This is not a mandatory field.

5e. Enter **Verification** details. Select the declaration check-box and select the name of the authorized signatory. Based on your selection, the fields **Designation/Status** and **Date** (current date) displayed below gets auto-populated. Enter the name of the place where you are filing this application.

**Verification** \*

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory \* ANGAD ARORA

Place \* Delhi

Designation / Status: Manager

Date: 17/08/2018

[PREVIEW](#) [FILE](#)

5f. Click **PREVIEW** to download and review your application.

Application for rectification of orders

1. GSTIN / Temp ID	18AJIPA1572EAZB	
2. Legal name	ANGAD JASBIRSINGH ARORA	
3. Trade name, if any	Angad Provision	
4. Detail of the order	Reference No.: ZA1805180100015	Date of issue of order: 29/5/2018
5. Tax Period, if any	APR 2018 - APR 2018	
6. Grounds for rectification	Tax liability incorrectly assessed.	

7. Verification:

I, ANGAD JASBIRSINGH ARORA hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.


Signature of Authorized Signatory  
Name: ANGAD ARORA  
Designation / Status: Manager  
Date: 17/08/2018

5g. Once you are satisfied, click **FILE**.

6. **Submit Application** page is displayed. Click **SUBMIT WITH DSC** or **SUBMIT WITH EVC**.

Dashboard > **Submit Application** English

GSTIN	Legal Name	Trade Name
18AJIPA1572EAZB	ANGAD JASBIRSINGH ARORA	Angad Provision



## Warning

Digital signatures are governed by the provisions of Information Technology Act, 2000 ("IT Act") and rules made thereunder. It is a mode of authenticating electronic records [Section 2(p) of IT Act]. Affixing digital signature on any document herein is deemed to be equivalent to affixing hand written signature/mark on such information/document (Section 5 of IT Act). Fraudulently/Dishonestly making use of any other person's digital signature is a punishable offence under IT Act (Section 66 C). Before attaching your digital signature certificate, please be certain that you wish to authenticate this electronic record.

- ❗ DSC is compulsory for Companies & LLP
- ❗ Facing problem using DSC? [Click here for help](#)

SUBMIT WITH DSC SUBMIT WITH EVC

7. **Acknowledgement** page is displayed with the generated ARN. To download the filed application, click the **Click here** hyperlink or click **CREATE NEW APPLICATION** to go back to **My Applications** page.

Dashboard > My Applications > **Acknowledgement**

GSTIN/UIN/Temp Id - 18AJIPA1572EAZB	Legal Name - ANGAD JASBIRSINGH ARORA	Trade Name - Angad Provision	Status - Pending for action by tax officer
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"Your ARN has been generated with ARN AD180818000062C dated 17/08/2018". To download the Application [Click here](#)

<< CREATE NEW APPLICATION

**Note:** Once the application is filed, following actions also take place on the GST Portal.

- Status of the application gets updated to "**Pending for action by tax officer**".
- You will receive an intimation of successful filing, along with the generated ARN, on your registered email and mobile.
- You will be able to view and track the ARN from the following navigation: **Dashboard > Services > User Services > My Applications > Case Details > APPLICATIONS**

[Go back to the Main Menu](#)

## A(2). View Issued Order/Notice and Open the related Case Details Screen

To view issued order/notice related to rectification of orders and open the Case Details screen, perform following steps:

1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.

3. Dashboard page is displayed. Click **Dashboard > Services > User Services > View Additional Notices/Orders**

The screenshot shows the 'Goods and Services Tax' portal. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', 'Help', and 'e-Way Bill System'. The 'Services' dropdown menu is open, showing options like 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. The 'User Services' sub-menu is expanded, listing various options such as 'My Saved Applications', 'View/Download Certificates', 'View My Submissions', 'Search HSN / Service Classification Code', 'Feedback', 'Generate User Id for Advance Ruling', 'View My Submitted LUTs', 'Engage / Disengage GST Practitioner (GSTP)', and 'View Additional Notices/Orders'. The 'View Additional Notices/Orders' option is highlighted with a red box.

4. **Additional Notices and Orders** page is displayed. Using the Navigation buttons provided below, search for the Orders related to Rectification of Orders. Click **View** hyperlink to go to the Case Details screen of that particular Order/Notice.

The screenshot shows the 'Additional Notices and Orders' page. The table below lists the notices and orders:

Type of Notice/Order	Description	Ref ID	Date of Issuance	Action
RECTIFICATION OF ORDERS	Application Rejected	ZA180818000150W	17/08/2018	<a href="#">View</a>
RECTIFICATION OF ORDERS	Order Rectified	ZA180818000149F	17/08/2018	<a href="#">View</a>
RECTIFICATION OF ORDERS	Intimation of Adjournment	ZA180818000148H	17/08/2018	<a href="#">View</a>
RECTIFICATION OF ORDERS	Issuance of Reminder	ZA180818000147J	17/08/2018	<a href="#">View</a>
RECTIFICATION OF ORDERS	Notice for seeking additional information	ZA180818000146L	17/08/2018	<a href="#">View</a>
DETERMINATION OF TAX	Order for Determination of Tax	ZA180818000118K	16/08/2018	<a href="#">View</a>
DETERMINATION OF TAX	Statement and Summary thereof in Form GST DRC-02	ZA180818000116O	16/08/2018	<a href="#">View</a>
DETERMINATION OF TAX	Order for proceedings dropped	ZA180818000115Q	16/08/2018	<a href="#">View</a>
DETERMINATION OF TAX	Order for Determination of Tax	ZA180818000114S	16/08/2018	<a href="#">View</a>
DETERMINATION OF TAX	Issuance of Reminder for Determination of tax	ZA180818000111Y	16/08/2018	<a href="#">View</a>

At the bottom of the page, there is a pagination bar showing page 1 of 22, and a filter bar showing 10, 25, 50, and 100 items per page.

5. **Case Details** page is displayed. From this page, you can initiate acting on proceedings related to rectification of order u/s 161 by operating on the tabs provided at the left-hand side of the page: APPLICATIONS, NOTICES, REPLIES, ORDERS.

Dashboard > Additional Notices and Orders > **Case Details** English

ARN <b>AD180818000063A</b>	GSTIN/UIN/Temporary Id <b>18AJIPA1572EAZB</b>	Date of Application/Case Creation <b>17/08/2018</b>	Status <b>Pending for reply by taxpayer</b>
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APPLICATIONS

NOTICES

REPLIES

ORDERS

Type of Documents	View Documents
-NA-	-NA-

BACK

**Note 1:** On this page, the APPLICATIONS tab is selected by default.

**Note 2:** Currently, Status of the ARN/Case is "Pending for reply by taxpayer". It will change as you act on the proceeding.

[Go back to the Main Menu](#)

## B. Search for your Applications for Rectification of Order and open its Case Details Screen

To search for your Applications for Rectification of Order and open its Case Details Screen, perform following steps:

1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Login to the portal with valid credentials.
3. Dashboard page is displayed. Click **Dashboard > Services > User Services > My Applications**

Skip to Main Content A\* A

Goods and Services Tax

PRAVINBHAI KALIDAS ▾

Dashboard
Services ▾
GST Law
Search Taxpayer ▾
Help ▾
e-Way Bill System

Registration
Ledgers
Returns
Payments
User Services
Refunds

<p style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">My Saved Applications</p> <p style="margin-bottom: 5px;">View/Download Certificates</p> <p style="margin-bottom: 5px;">View My Submissions</p> <p style="margin-bottom: 5px;">Search HSN / Service Classification Code</p> <p style="margin-bottom: 5px;">Feedback</p> <p style="margin-bottom: 5px;">Generate User Id for Advance Ruling</p> <p style="margin-bottom: 5px;">View My Submitted LUTs</p> <p style="margin-bottom: 5px;">Engage / Disengage GST Practitioner (GSTP)</p> <p style="margin-bottom: 5px;">View Additional Notices/Orders</p>	<p style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">My Applications</p> <p style="margin-bottom: 5px;">View Notices and Orders</p> <p style="margin-bottom: 5px;">Contacts</p> <p style="margin-bottom: 5px;">Holiday List</p> <p style="margin-bottom: 5px;">Grievance / Complaints</p> <p style="margin-bottom: 5px;">Furnish Letter of Undertaking (LUT)</p> <p style="margin-bottom: 5px;">Locate GST Practitioner (GSTP)</p> <p style="margin-bottom: 5px;">ITC02-Pending for action</p>
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4. **My Applications** page is displayed. Select "Application for rectification of order" in the **Application Type** field, select submission period in the **From Date** field and **To Date** fields and then click **SEARCH**.

Dashboard > Services > User Services > My Applications

### My Applications

• indicates mandatory fields

Application Type •

From Date

To Date

SEARCH NEW APPLICATION

Select

- Select
- Advance Ruling
- Intimation of Voluntary Payment - DRC-03
- Letter Of Undertaking
- Appeal to Appellate Authority
- Application for rectification of order
- Application for Deferred Payment/Payment in Instalments
- REFUNDS

5. Based on your Search criteria, applications are displayed. Click the **ARN** hyperlink you want to open.

Dashboard > Services > User Services > My Applications

### My Applications

• indicates mandatory fields

Application Type •

From Date

To Date

SEARCH NEW APPLICATION

ARN/RFN	Form No.	Form Description	Date of Filing	Status
AD180818000062C		RECTIFICATION OF ORDERS	17/08/2018	Pending for action by tax officer

10 25 50 100

6. **Case Details** page is displayed. From this page, you can initiate acting on proceedings related to rectification of order u/s 161 by operating on the tabs provided at the left-hand side of the page: APPLICATIONS, NOTICES, REPLIES, ORDERS. Click **BACK** to go back to **My Applications** page.

Dashboard > Services > User Services > My Applications > **Case Details**

ARN <b>AD180818000062C</b>	GSTIN/UIN/Temporary ID <b>18AJIPA1572EAZB</b>	Date Of Application/Case Creation <b>17/08/2018</b>	Status <b>Pending for action by tax officer</b>
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<b>APPLICATIONS</b>	<b>Type of Documents</b>	<b>View Documents</b>
NOTICES	Application for Rectification of order	View
REPLIES		
ORDERS		

**BACK**

**Note 1:** On this page, the APPLICATIONS tab is selected by default.

**Note 2:** Currently, Status of the ARN/Case is "**Pending for action by tax officer**". It will change as you act on the proceeding.

[Go back to the Main Menu](#)

## C. Take action using APPLICATIONS tab of Case Details screen: View your Filed Application

To view Application Details based on which this Case was created, perform following steps:

1. On the **Case Details** page of that particular application, select the **APPLICATIONS** tab, if it is not selected by default. This tab provides you an option to view the filed application in PDF mode. Click **BACK** to go back to **My Applications** page.

Dashboard > Services > User Services > My Applications > **Case Details**

ARN <b>AD180818000062C</b>	GSTIN/UIN/Temporary ID <b>18AJIPA1572EAZB</b>	Date Of Application/Case Creation <b>17/08/2018</b>	Status <b>Pending for action by tax officer</b>
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<b>APPLICATIONS</b>	<b>Type of Documents</b>	<b>View Documents</b>
NOTICES	Application for Rectification of order	View
REPLIES		
ORDERS		

**BACK**

2. Click the **View** hyperlink to download and view the application in PDF mode.

[Go back to the Main Menu](#)

## D. Take action using NOTICES tab of Case Details screen: View issued Notice of that Application

To view issued Notices and File your Reply, perform following steps:

1. On the **Case Details** page of that particular application, select the **NOTICES** tab. This tab displays all the notices (Additional Information/Reminder/Adjournment) issued by Adjudication Authority (A/A).

Dashboard > Additional Notices and Orders > Case Details

ARN: AD180818000063A, GSTIN/UIN/Temporary ID: 18AJIPA1572EAZB, Date Of Application/Case Creation: 17/08/2018, Status: Order rectified

Type	Reference Number	Issue Date	Due Date to Reply	Personal Hearing	Section Number	Attachments
Adjournment	ZA180818000148H	17/08/2018	23/08/2018	Yes	73	
Reminder	ZA180818000147J	17/08/2018	24/08/2018	Yes	73	<a href="#">RO_Reminder_ZA18081800014</a>
Additional Information	ZA180818000146L	17/08/2018	24/08/2018	Yes	73	<a href="#">Document</a> <a href="#">RO_AddtnlInfo_ZA18081800014</a>

2. Scroll to the right to view the document name(s) in the **Attachments** section of the table and click them to download into your machine.

[Go back to the Main Menu](#)

## E. Take action using REPLIES tab of Case Details screen: View/Add your replies to the issued Notice of that Application

To view or add your replies to the issued Notice of that Application, perform following steps:

1. On the **Case Details** page of that particular application, select the **REPLIES** tab. This tab will display the replies you will file against the Notice issued by Adjudication Authority (A/A). To add a reply, click **ADD REPLY** and select **Additional Information**.

Dashboard > Additional Notices and Orders > Case Details

ARN: AD180818000062C, GSTIN/UIN/Temporary ID: 18AJIPA1572EAZB, Date Of Application/Case Creation: 17/08/2018, Status: Pending for action by tax officer

ADD REPLY ▾

Additional Information

filed Against	Reply Date/Ph	Option for Personal Hearing	Attachments
No Records Found			

2. **Additional Information** page is displayed. Enter details in the displayed fields as mentioned in the following steps. To go to the previous page, click **BACK**.

Dashboard > Additional Notices and Orders > Case Details

ARN	GSTIN/UIN/Temporary ID	Date Of Application/Case Creation	Status
AD180818000062C	18AJIPA1572EAZB	17/08/2018	Reminder No. 1 issued

APPLICATIONS

NOTICES

**REPLIES**

ORDERS

• indicates mandatory fields

**Type**  
Additional Information

**Date Of notice**  
13/08/2018

**Reference Number**  
ZA1808180001001

**Personal Hearing Required ?**  
 Yes

**Reply** \*

**Attachments**  
 No file chosen  
 ⓘ File with PDF/JPEG format is only allowed  
 ⓘ Maximum 4 files and 5 MB for each file allowed

**Verification**  
 I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

**Name of Authorized Signatory** \*  
Select

**Place** \*  
Enter Place

**Designation / Status**  
Date

ⓘ DSC is compulsory for companies and LLP.

2a. In the **Personal Hearing Required?** field, select **Yes** or **No**.

**Note:** This button is visible in only those applications where the A/A has not called for a personal hearing in the issued notice.

2b. In **Reply** field, enter details of your reply to the issued notice.

2c. Click **Choose File** to upload the document(s) related to your reply, if any. This is not a mandatory field.

2d. Enter **Verification** details. Select the declaration check-box and select the name of the authorized signatory. Based on your selection, the fields **Designation/Status** and **Date** (current date) displayed below gets auto-populated. Enter the name of the place where you are filing this application.

**Name of Authorized Signatory** \*  
ANGAD ARORA

**Place** \*  
Delhi

**Designation / Status**  
Manager

**Date**  
17/08/2018

2e. Click **PREVIEW** to download and review your application.

Reply to notice seeking additional information		
1. GSTIN/ID	18AJPA1572EAZB	
2. Legal name	ANGAD JASBIRSINGH ARORA	
3. Trade name, if any	Angad Provision	
4. Details of notice vide which additional information sought	Notice No.: ZA1808180001001	Notice date: 13/08/2018
5. Reply	I shall be there.	
6. Documents filed	NA	

7.Verification :

I hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.


Signature of Authorized Signatory  
Name: ANGAD ARORA  
Designation / Status:  
Date:

2f. Once you are satisfied, click **FILE**.

3. **Submit Application** page is displayed. Click **ISSUE WITH DSC** or **ISSUE WITH EVC**.

Dashboard > **Submit Application** English

<b>GSTIN</b>	<b>Legal Name</b>	<b>Trade Name</b>
18AJIPA1572EAZB	ANGAD JASBIRSINGH ARORA	Angad Provision



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- ❗ DSC is compulsory for Companies & LLP
- ❗ Facing problem using DSC? [Click here for help](#)

SUBMIT WITH DSC
SUBMIT WITH EVC

4. **Notices and Orders** page is displayed with the generated Reference number. To download the filed reply, click the **Click here** hyperlink. Then, click **OK**.

Dashboard > **Notices and Orders**

Your reply has been filed against **Ref. no ZA1808180001001** dated 13/08/2018. To download the document [Click here](#)

OK

5. The updated **REPLIES** tab is displayed, with the record of the filed reply in a table and with the **Status** updated to "**Reply furnished, Pending for rectification order**". You can also click the documents in the **Attachments** section of the table to download them.

Dashboard > Services > User Services > My Applications > Case Details

ARN <b>AD180818000031H</b>	GSTIN/UIN/Temporary ID <b>18AJIPA1572EAZB</b>	Date Of Application/Case Creation <b>10/08/2018</b>	Status <b>Reply furnished, Pending for rectification order</b>
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APPLICATIONS

NOTICES

REPLIES

ORDERS

ADD REPLY
▼

Type	Reply filed Against	Reply Date/Ph	Option for Personal Hearing	Attachments
Additional Information	ZA1808180001001	13/08/2018	Y	RO_REPLY_ZA180818000100120180817035212.pdf

**Note:** Once you file your reply, you will receive an intimation of successful filing, along with the generated RFN, on your registered email and mobile.

[Go back to the Main Menu](#)

## F. Take action using ORDERS tab of Case Details screen: View issued Orders of that Application

To download order issued against your application, perform following steps:

1. On the **Case Details** page of that particular taxpayer, click the **ORDERS** tab. This tab provides you an option to view the issued order, with all its attached documents, in PDF mode.

Dashboard > Additional Notices and Orders > **Case Details**

ARN <b>AD180818000063A</b>	GSTIN/UIN/Temporary ID <b>18AJIPA1572EAZB</b>	Date Of Application/Case Creation <b>17/08/2018</b>	Status <b>Order rectified</b>
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APPLICATIONS	<table><thead><tr><th>Type</th><th>Order Number</th><th>Order Date</th><th>Attachments</th></tr></thead><tbody><tr><td>RECTIFICATION OF ORDER - DRC-08</td><td>ZA180818000149F</td><td>17/08/2018</td><td>Document.pdf RO_RectificationOrder_ZA180818000149F_20180817023003.pdf</td></tr></tbody></table>	Type	Order Number	Order Date	Attachments	RECTIFICATION OF ORDER - DRC-08	ZA180818000149F	17/08/2018	Document.pdf RO_RectificationOrder_ZA180818000149F_20180817023003.pdf
Type		Order Number	Order Date	Attachments					
RECTIFICATION OF ORDER - DRC-08		ZA180818000149F	17/08/2018	Document.pdf RO_RectificationOrder_ZA180818000149F_20180817023003.pdf					
NOTICES									
REPLIES									
<b>ORDERS</b>									

2. Click the document(s) in the **Attachments** section of the table to download them.

[Go back to the Main Menu](#)