

Documents Required for Centralised Registration

ANNEXURE 'A'

1. Residential Address of the Prop./Partner/Director/Proof of Residential Address
2. Name and Address of Authorised Signatory/ Proof of Address of authorized signatory.
3. Address & Tel.No. of the premises / sought to be registered
4. Proof of address of the premises or office sought to be centrally registered
5. PAN/TAN of the Assessee/COPY OF PAN CARD
6. Whether the application is on the basis of Centralised Billing or Centralised Accounting System
7. List of Taxable service/ services to be rendered
8. List of Branch offices or premises of the assessee alongwith the postal address, Email id, Tel.Numbers
9. Whether recoveries are affected through credit/debit notes
10. Previous year's audited Balance sheet, if any
11. Reason for seeking Centralised Registration
12. Constitution of applicant at the time of filing the application (MOA/Partnership Deed Ect)
13. Power of attorney in respect of Authorised person, if any / 14. St-1 in Revised Format
15. Nature of Service.
16. Copy of ST-2 registration certificate, if already registered.

Annexure-A as above duly typed and signed giving details of each point separately. All documents to be submitted in triplicate (2 +1 sets)