

To: - Members of the Committee
All Associate and Corporate Members
All Members

Dear Sir,

Re: - Service Tax Registration – Documents.

The Director (Service Tax), Central Board of Excise and Customs, New Delhi has issued an Order No. 2/2011 – Service Tax dated 13. 12. 2011, specifying the documents required to be submitted for taking out registration of Service Tax. It also prescribes a time-limit of 15 days for submission of the documents from the date of online application. The documents are:-

- a. Copy of PAN
- b. Proof of Residence
- c. Constitution of the applicant, and
- d. Power of Attorney in respect of authorized person (s).

A copy of the said order is enclosed for your kind attention.

Yours faithfully,

Encl: - a/s.

(R. K. Sen)

Director General

ORDER NO. 2/2011 – Service Tax dated 13th December 2011

" In exercise of the powers conferred by Rule 4(1A) of the Service Tax Rules 1994, Central Board of Excise and Customs hereby specifies the following documents that are required to be submitted by the person who has made an application for registration under Rule 4(1) of the Rules ibid:

(a) Copy of Permanent Account Number (PAN)

(b) Proof of Residence

(c) Constitution of the Applicant.

(d) Power of Attorney in respect of authorised person (s).2. It is further stated that the above documents must be submitted to the concerned authority within a period of 15 days from the date of filing of the application for registration. Failure to do so would lead to rejection of the registration application.

3. It is also clarified that the time limit of seven days from date of receipt of application or intimation under Rule 4(5A), within which the registration is to be granted by the Superintendent of Central Excise or Service Tax, as referred to in Rule 4(5) shall be reckoned from the date the application for registration is complete in all respects."

Director (Service Tax)

CBEC, New Delhi