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BASIC INFORMATION SHEET
FOR REGISTRATION WITH CENTRAL EXCISE

Name of Enterprise :- _____

PAN :- _____

Date of Commencement
of Business :- _____

Address :- _____
(Registered Office)

Ph : _____

ADDRESS :- _____
(Factory/Branch/Godown - all)

Ph : _____

Manufacturing / Trading
Items /products
(Write all the items):- _____

Banker's Name, Address
And Account No.:- _____

Estimated Investment in
land, plant & machinery _____

Date on which turnover
Of Rs. 90 Lakhs exceeded: _____

If you want to authorize any person to sign
Bills and Excise documents on your Enterprise's
behalf, his name, address and relevant proofs:

Category : _____
(Manufacturer / Warehouse / Export oriented undertaking
Manufacturer's depot / Dealer)

Entrepreneur's profile
(Proprietor/ all Partners / all Directors)

- Name: _____
- Address: _____
- Stake in other Enterprise? (Give name and address and their TIN No.)

DOCUMENTS REQUIRED:

1. Copy of PAN Card of enterprise.
2. Copy of Partnership deed in case of Partnership Firm and In case of company memorandum of Association and Article of Association including Company registration certificate from ROC.
3. Copy of last electricity bill of enterprise.
4. Copy of PAN Card (Attested) of proprietor/all partners/all directors.
5. 2 Passport size photographs of Proprietor/all partners/all directors
6. ID Proof of proprietor/all partners/all directors (Any one out of Passport, Election card, Driving license)
7. Residence address proof of proprietor/all partners/all directors (Any one out of Passport, Election card, Driving license, Electric bill, Telephone bill)
8. Proof of business place i.e. Purchase deed or latest tax payment of Municipal Corporation. In case of rental place, rent agreement or consent letter of landlord.
9. Copy of site plan with road map.
10. Copy of VAT / CST registration Certificate if any.
11. Copy of Directorate General Foreign Trade's Import Export Code No. if any.
12. The Details of three major excisable goods / inputs likely to be manufactured / used / traded should be mentioned.
13. Copy of Lease deed/Rental agreement of the premises if any.