



CONSULTANTS PVT. LTD.

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BASIC INFORMATION SHEET
FOR REGISTRATION OF SERVICE TAX

Name of Enterprise :- _____

Category :- _____
(Service provider / Service Recipient / Input service distributor)

Type of service
to be provided :- _____

Date of Commencement
of Business :- _____

Address
(Registered Office) :- _____

Ph : _____

Email :- _____

ADDRESS
(Branch) :- _____

Ph : _____

Banker's name, Address
And Account No.: _____

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

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 (attested)
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 and Copy of Board Resolution in case of Companies.
3. Copy of PAN Card (Attested) of proprietor/all partners/all directors.
4. Business address proof of enterprise.
5. Copy of Lease deed/Rental agreement of the premises if any.
6. A brief technical write up on the services provided.