

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE  
NO.1 WILLIAMS ROAD, CANTONMENT, TRICHIRAPPALLI-620 001.

Trade Notice No.20/2005 S Tax

Dated : 18-8-2005.

Sub: Service Tax - Centralized registration to be granted by D.G.  
(Service Tax ), Mumbai- Under Rule 4 (3) (b) of the Service Tax  
Rules, 1994 - Communication of certain instructions-regarding.

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The instructions on above subject communicated vide this office Trade Notice No.16/2005 dtd 22-6-2005, has been revised by the Board. The revised list of information to be furnished is enclosed herewith.

In order to avoid time lapse and to facilitate early issue of Centralised Registration, all the assesseees are hereby instructed to follow the guidelines for Centralized Registration as prescribed by the Ministry under letter F.No.354/106/2005-TRU dtd 8-8-05 and submit the application for Centralized Registration as per the Annexure - 'A' (enclosed herewith) to the jurisdictional Commissioner through the jurisdictional Assistant Commissioner.

(Issued from C.No.IV/16/905/2005 S.Tax)

Encl.: As above.

Attested

Sd/-  
(C. ANANDAN)  
ASSISTANT COMMISSIONER (T).

SUPERINTENDENT,  
SERVICE TAX CELL (HQ).

To  
The Mailing list I / II / III

## Annexure A

- (1) Residential address of the proprietor / partners.
- (2) Name & Address of the “Authorized signatory”.
- (3) Address and Telephone Nos. of the premises/office where centralized accounting / billing is being carried out.
- (4) Proof of address of the premises/office sought to be centrally registered.
- (5) PAN / TAN No. of the assessee
- (6) Whether the application is on the basis of Centralized Billing or Centralized Accounting system?
- (7) List of taxable service/services to be rendered.
- (8) List of branches, offices or premises of the assessee along with postal addresses, e-mail addresses and telephone Nos.
- (9) Whether recoveries are effected through credit/debit notes?      **Yes / No**
- (10) Previous year’s audited balance sheet, if any.
- (11) Specify the reasons for seeking single centralized registration instead of seeking seeking registration with jurisdictional Commissioner / Chief Commissioner
  - 1.
  - 2.
  - 3.
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