

BASIC INFORMATION SHEET
FOR REGISTRATION OF SERVICE TAX

Name of the enterprise :- _____

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

Type of service to be provided :- _____

Date of Commencement of business :- _____

Registered office address :- _____

Phone No:- _____

Branch address :- _____

Phone No:- _____

Banker's detail

❖ Name :- _____

❖ Address :- _____

❖ Account number :- _____

If you want to authorize any person to sign bills and service tax documents on your enterprise's behalf:-

❖ Name :- _____

❖ Address :- _____

❖ Relevant proofs :- _____

Entrepreneur's profile

(Proprietor/ all partners – in case of partnership firm / all directors – in case of company)

- ❖ Name: :- _____
- ❖ Address :- _____
- ❖ Stake in other enterprises?
(Provide name and address
and their TIN No.) :- _____

DOCUMENTS REQUIRED:-

1. PAN Card copy of enterprise;
2. Copy of partnership deed in case of partnership firm and memorandum of association and article of association including company registration certificate from ROC and copy of board resolution in case of companies;
3. PAN Card copy of proprietor/all partners/all directors;
4. Business address proof of enterprise;
5. Copy of lease deed/rental agreement of the premises if any; and
6. A brief technical write up on the services provided.

JNJ & ASSOCIATES