

BASIC INFORMATION SHEET
FOR REGISTRATION WITH CENTRAL EXCISE

Name of the enterprise :- _____

Constitution :- Proprietor / Partnership /Company / Society/ Other

PAN Card No. :- _____

Date of commencement of business :- _____

Registered office address :- _____

Phone No:- _____

Address (factory / godown / branches if any) :- _____

Phone No:- _____

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

Banker's detail

❖ Name :- _____

❖ Address :- _____

❖ Account number :- _____

Proposed Investment in fixed asset:-

Particulars	Cost of particulars amount ₹. in lakhs
Land	
Building	

Plant and machinery	
Equipments	

Date on which turnover of ₹.

90 Lakhs exceeded :- _____

If you want to authorise any person to sign bills and excise documents on your enterprise's behalf provide following details:-

❖ Name :- _____

❖ Address :- _____

❖ Relevant proofs :- _____

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

Entrepreneur's profile

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

❖ Name: :- _____

❖ Address :- _____

❖ Contact number :- _____

❖ 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 in case of company;
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; and
13. Copy of lease deed/rental agreement of the premises if any.