

Documents Required for Service Tax Regn:

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1. For Proprietorship Firm

1. Print out of the filled Form ST-1
2. PAN of proprietor
3. Res. address proof of proprietor - Any one of the documents (Voter Id Card / Driving Licence / Passport / Tel bill)
4. Office Address Proof - If it is rented - Rent agreement or Rent Receipt & ownership proof of land lord - Electricity bill or water bill or registration documents. In case of self owned property , any document like Annual property tax payment return/receipt showing name of the applicant , or copy of sale deed etc may be provided.
5. Bank Account details (cancelled cheque and account statement for latest three months needed)
6. Undertaking in Annexure V in case of Single registration and Annexure III in case of Centralised Registration

2. For Partnership Firm

- Print of the filled Form ST-1
- PAN of FIRM
- Partnership Deed
- Address Proof of all partners (Any one of the below mentioned documents Voter Id Card / Driving Licence / Passport / Tel bill)
- PAN of Partners & Authorised signatory
- Office Address Proof - If it is rented - Rent agreement or Rent Receipt & ownership proof of land lord - Electricity bill or water bill or registration documents. In case of self owned property , any document like Annual property tax payment return/receipt showing name of the applicant , or copy of sale deed etc may be provided.
- Bank Account details (cancelled cheque and account statement for latest three months needed)
- Undertaking in Annexure V in case of Single registration and Annexure III in case of Centralised Registration

3. For Private Limited Company / Limited Company

- Print out of Filled Form ST-1
- MOA & AOA of Company
- Certificate of Incorporation of company

- PAN of Company
- Form 32 & 18
- PAN & Address Proof of all Directors
- PAN & Address Proof of Authored Signatory, if he is a person other than Directors
- Passport Size Photo of directors & Authorised Signatory 2 each
- Resolution
- Office Address Proof - If it is rented - Rent agreement or Rent Receipt & ownership proof of land lord
- Electricity bill or water bill or registration documents. In case of self owned property , any document like Annual property tax payment return/receipt showing name of the applicant , or copy of sale deed etc may be provided.
- Bank Account details (cancelled cheque and account statement for latest three months needed)
- Undertaking in Annexure V in case of Single registration and Annexure III in case of Centralised Registration
- Note : In case of Centralised Registration List of All branches along with Address proof and Name and Address of the place from where centralised accounting / billing , has to be provided . Also a Notarised Affidavit regarding centralised accounting or billing .