

ANNEXURE - (I)

**LIST OF DOCUMENTS AND THE CHECK-LIST FOR APPLICATION OF  
SINGLE/CENTRALISED REGISTRATION**

(For fresh Centralized Registration or conversion from single registration to Centralized Registration)

Sl. No.	PARTICULARS	YES/NO	PAGE No.
1	Print out of the filled ST-1 form duly signed by the Director/partner/ proprietor/ authorized person at the end of the application		
2	Information with regard to the branches for which single registration has already been taken as per Annexure-II.		
3	<p>Documents Required for new branches and Centralized Registration office which is not registered with Service Tax;</p> <p>a. List of new branches, which are not registered so far (Name and Address of branches sought to be centrally registered).</p> <p>b. Name and Address of the place from where centralized accounting/billing is sought to be done.</p> <p>c. Address proof of (a) and (b) above.</p> <p>(No address proof required for existing branches, for which ST-2 Certificate has been issued, if address remains the same as per the existing ST-2. Address proof is required only for branches and office which are not registered with service tax department and where there is any change in address of the branches already registered)</p> <p>Proof of Address: Any one of the following.</p>		

	<p>(I) In case of self owned property, any document like Annual Property tax payment return/receipt showing name of applicant, or copy of sale deed etc. may be provided.</p> <p>(II) In case of a rented premises, Lease License/rent agreement or rent receipt of Registered Co. Op. Housing Society.</p> <p>Note:- In case the Lease License Agreement or Rent Receipt is not made in the name of the applicant and the Lessee is related /associate person of the tenant / lessee, then the Rent Agreement between original lessor and applicant shall be produced along with following document/ details:</p> <p>(i) Relationship <b>between applicant and</b> lessee/ tenant,</p> <p>(ii) No objection <b>Certificate for carrying out</b> the business <b>of applicant from the</b> owner of the premises,</p> <p>(iii) Photo ID proof of the person giving NOC i.e. owner of the premises.</p>		
4	<p>Details of the Director / Partners / Proprietors/Authorized Signatory</p> <p>a) Name and address of the Directors / Partners /Proprietor, (Note II),</p> <p>b) Name and address of Authorized signatory (Note I),</p> <p>c) Copy of PAN Card of (a) &amp;(b) above,</p> <p>d) Identity Proof ( To verify the address) of (a) &amp; (b)(submit any one of the following).</p> <p>1.Passport,</p> <p>2.Voter Identity Card,</p> <p>3.Driving License,</p> <p>4.Bank Passbook showing name and address, along with photograph.</p>		

	<p>Note – I) In case of Authorized Signatory, submit the Authorization by the Partner / Proprietor/Director of the Firm. In the case of a Company, submit Board Resolution.</p> <p>Note – II ) In case of partnership Firm, Company under the Companies Act or Association of persons (Like Trust), Co-operative Societies, please give the identity proof and copy of PAN documents only for 3 partners/directors/trustees, who are actively involved in running the affair of business</p>		
5	Copy of PAN Card of the assessee		
6	<p>Details of at least one major Bank accounts of the applicant (attach photocopy of blank cheque)</p> <p>a) Name of the bank and address</p> <p>b) Account Number</p>		
7	Memorandum of Association/Partnership deed.		
8.	Notarized Affidavit certifying of keeping Centralized accounting or billing		
9	Undertaking in Annexure III for centralized registration and annexure V for single registration		