

ANNEXURE-V

UNDERTAKING FOR SINGLE REGISTRATION  
(on the letter head of applicant)

I/We, M/s. \_\_\_\_\_ (Name & Address) hereby undertake that on being acceptance of my / our application dated \_\_\_\_\_ for registration in term of proviso to rule 4(1) of Service Tax Rules, 1994 read with section 69 of the Finance Act,1994, I/We shall follow and comply with the below mentioned acts-

- I I/ We agree that record of all the bills/invoices/challans issued and contract/agreement entered into the proper accounting of all the transaction shall be maintained at our proposed registered office and will make available to the Department as and when called for;
- II I/We agree that all the records namely invoices/bills/cenvat availment documents/Challans/Contract/Agreement and other financial records for the past five years would be kept at the registered office;
- III I/ We shall provide all the documents and information relating to provision of output services, availment of cenvat credit and all other relevant financial or other records, at the time of audit and for any other enquiry.
- IV I/ We agree that the service tax department, either through their local officers or from officers of other Commissionerate may carry out audit/any other enquiry at the registered premises and for this purpose all records and documents and other necessary support to the audit staff would be provided by us;
- V I/We would provide the information to the Department regarding the activities of the registered premise including financial information for the purpose of issue of Show Cause Notice or with regard to any enquiry by the Department.

(Signature)  
(Name of Partner/ Proprietor/ Director)  
(Seal of company)

Place:  
Date: