

LIST OF REQUIREMENTS FOR THE EXCISE REGISTRATION:

1. Name of the company _____

2. Address in full reg. _____

3. Constitution _____

4. Pan number of company _____

5. Telephone no. of Co. _____

6. Fax number. Of Co. _____

7. Email of co. _____

8. Name / resi.add / pan no. / telephone no. /

Email. Add. Of the singing person _____

9. Memorandum & articles of associations & partnership deeds /

Duly attested with Two copies (Xerox)

10. POA / board resolution duly attested with Two copies (Xerox)
11. Address proof of the company (electric bill/ leave & licence agreement / rent receipt/ Maintenance bill of the society) duly attested with Two copies (Xerox)
12. Pan card (company) duly attested Two copies (Xerox)
13. Pan card (directors/ partners) duly attested Two copies (Xerox)
14. Pan card (authorized person) duly attested Two copies (Xerox)
15. List of all directors/ partners with his all details like
(Full name, resi.add/ pan no. / res. Tel. No).with residences add. Proof)
16. List of authorized person with his all details like
(Full name, resi.add/ pan no. / res. Tel. No).with residences add. Proof)
17. Type of Business(Manufacturer/Dealer & Exporter)
18. Date of business commencement / List of Job Work
19. List of Godown / Factory with full add & tel. No. With add .proof. Two Copies (Xerox)
20. Ground Plan of the Factory Premises (East/West/North/South Boundaries) Two Copies.
21. Bank Details (Bank Name/Branch Add /Account Type & Account Number)
22. VAT/CST Certificate & Import & Export Certificate Two Copies.
23. List of Finish Goods of Major Excisable Products with Chapter number Two Copies.
24. List of Raw Materials used for Final Finished Excisable Products with Chapter number Two Copies.

Pls. fill up all above free space area.

Regards

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