

Check List for Service Tax Registration

For Proprietorship Firms:

A. Registration of Single Premises:

1. Print out of the filled ST-1 form signed by the proprietor/authorized person.
2. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
3. Details of the Proprietor /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
4. Copy of the PAN card of the assessee.
5. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number. (if any)
6. Undertaking in Annexure V.
7. Power of Attorney.

Check List for Service Tax Registration

For Proprietorship Firms:

B. Registration of Centralized Premises:

1. Print out of the filled ST-1 form signed by the proprietor/authorized person.
2. Information with regard to the branches for which single registration has already been as per Annexure II (if any).
3. Documents required for new branches and Centralized Registration office which is not registered with Service Tax:
 - a) List of new branches, which are registered so far.
 - b) Name and address of the place from where centralized accounting/billing is sought to be done.
 - c) Address proof of (a) or (b) of the above.

Note: No address proof required for existing branches for which ST-2 certificate has been issued, if address remains same as per the existing ST-2. Address proof is required only for the branches and office which are not registered with the service tax department and where is any change in address of the branches already registered.

4. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
5. Details of the Proprietor /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
6. Copy of the PAN card of the assessee.
7. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number.(if any)

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8. Notarized affidavit certifying of keeping Centralized accounting for billing.
9. Undertaking in Annexure III.
10. Power of Attorney.

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Check List for Service Tax Registration

For Partnership Firms:

A. Registration of Single Premises:

1. Print out of the filled ST-1 form signed by the partner/authorized person.
2. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
3. Details of the Partners /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
4. Copy of the PAN card of the assessee.
5. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number.(if any)
6. Partnership Deed.
7. Undertaking in Annexure V.
8. Power of Attorney.

Check List for Service Tax Registration

For Partnership Firms:

B. Registration of Centralized Premises:

1. Print out of the filled ST-1 form signed by the partner/authorized person.
2. Information with regard to the branches for which single registration has already been as per Annexure II (if any).
3. Documents required for new branches and Centralized Registration office which is not registered with Service Tax:
 - a) List of new branches, which are registered so far.
 - b) Name and address of the place from where centralized accounting/billing is sought to be done.
 - c) Address proof of (a) or (b) of the above.

Note: No address proof required for existing branches for which ST-2 certificate has been issued, if address remains same as per the existing ST-2. Address proof is required only for the branches and office which are not registered with the service tax department and where is any change in address of the branches already registered.

4. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
5. Details of the Partners /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
6. Copy of the PAN card of the assessee.

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7. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number.(if any)
8. Partnership Deed.
9. Notarized affidavit certifying of keeping Centralized accounting for billing.
10. Undertaking in Annexure III.
11. Power of Attorney.

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Check List for Service Tax Registration

For Companies:

A. Registration of Single Premises:

1. Print out of the filled ST-1 form signed by the director/authorized person.
2. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
3. Details of the Directors /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
4. Copy of the PAN card of the assessee.
5. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number. (if any)
6. Memorandum of Association.
7. Undertaking in Annexure V.
8. Power of Attorney.

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For Companies:

B. Registration of Centralized Premises:

1. Print out of the filled ST-1 form signed by the partner/authorized person.
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 - b) Name and address of the place from where centralized accounting/billing is sought to be done.
 - c) Address proof of (a) or (b) of the above
4. Address proof of the place of business as under:
 - a) In case of self owned property, any document like Annual Property Tax payment return/receipt showing the name of the applicant, or copy of the sale deed.
 - b) In case of rented premises, Lease agreements/license or rent receipt and landlord electricity bill.
 - c) NOC for carrying out the business of the applicant from the owner of the premises.
 - d) Photo Id proof of the person giving the NOC i.e. owner of the premises.
5. Details of the Partners /authorized signatory as under:
 - a) Copy of the PAN.
 - b) Identity proof along with address by as under (any one):
 - i) Passport.
 - ii) Voter Identity Card
 - iii) Driving License
 - iv) Bank Passbook showing name & address along with photograph within the latest three months statement from the applying date.
6. Copy of the PAN card of the assessee.
7. Details of the at least one major bank accounts of the applicants (attach photocopy of the cheque) i.e. bank name & address and account number.(if any)
8. Memorandum of Association.
9. Notarized affidavit certifying of keeping Centralized accounting for billing

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10. Undertaking in Annexure III.

11. Power of Attorney.

Thanks & Regards,

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