



## CHECKLIST FOR SERVICE TAX REGISTRATION (COMPANY)

Following are the documents required for a company to register under Service Tax

Sr. No.	Particulars
1	Copy of Incorporation Certificate, Memorandum of Association & Articles of Association.
2	<b>Proof Of Place of Business :</b>  <b>1. If Self Owned : (Any Two)</b> Index-II Property Tax Paid Receipt Light Bill Shop Act License  <b>2. If Rented : (Any Two)</b> Rent Agreement Index-II (in the name of the Property owner with whom Rent agreement is entered) Property Tax Paid Receipt (in the name of the Property owner with whom Rent agreement is entered) Light Bill (in the name of the Property owner with whom Rent agreement is entered) Shop Act License
3	Copy of PAN Card
4	Following Details of All Directors : Name : Address : Contact Number : Email Id :
5	Copy of Address Proof and Copy of PAN of All directors.
6	Resolution passed in the board meeting, authorizing the signatory director to sign the Documents.