

Kunal Jain & Associates

(Chartered Accountant)

List of Documents To be attached with the application for New Central Excise Registration (Three Copies of Each Document)

- Partnership deed in case of partnership firm;
- Memorandum and articles of association in case of Limited/Public Limited Company.;
- Certificate of incorporation issued by Registrar of Companies in case of Limited/Public Limited/Private Limited Companies;
- List of partners/List of Directors including their addresses;
- In case of proprietary concern, photocopy of PAN card of the proprietor with the proof of residence address;
- Photocopy of PAN card issued in the name of the firm/company;
- Photocopies of PAN cards of all the partners/directors;
- Proof of address of the firm/company;
- Photocopy of GST Tin and CST Tin;
- List of Excisable goods to be traded or to be manufactured;
- Proof of possession of firm/company or lease agreement in case of the premises of firm/company is on rent
- Photocopy of firm's bank Account statement/letter

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- Copy of premises/godown ground plan/layout
- Description of location of factory/godown. (North,East,West,South)
- List of Raw materials.
- List of Machineries.
- Figures of monthly Sales up to the date of application.
- Photocopy of IEC code.
- Photocopy of proof of address in case the Office is apart from the factory.
- Process sequence of Manufacturing.

Note: Photocopies of above documents should be duly signed and stamped (self-attested) by the applicants/his authorized person.