

Annexure-II

(In Duplicate)
(To be filed in the Service Tax Cell)

Format for Application for Obtaining Service Tax Code Number

To,

The Deputy / Assistant Commissioner,

Sub: **Allotment of Service Tax Code Number – Regarding**

Sir,

I/We may kindly be allotted Service Tax Code Number (STC Number) for which the details are as under :-

Format for the Details (All entries shall be in BLOCK letters)

1	Name of the Applicant(s)				
2	Permanent account Number				
(Issued by the Income-Tax Department) Attested Copy to be enclosed)					
3	Applicant's Premises or offices registered under rule of Service Tax Rules, 1994				
	Existing Classification Code, if any				
	Registration Number				
	Address				
	Telephone Nos.				
	Fax Nos.				
	E-mail Address				
	Division _____ Commissionerate _____ Location Code (to be filed by the Service Tax Cell (Headquarter/ Division) _____				
4	Other* Premises of Offices *[Each of these Premises or Offices have to apply individually in their own jurisdiction unless covered under sub-rule (2) or (3A) of rule of 4 of the Service Tax Rules				
	Sl. No.	Name and Address		Services Being Provided	Registration No.
	Tel. No(s)	Fax No.	E-Mail No.	Division	Commissionerate
	[Please furnished the aforesaid information for each of other registered premises or				

offices)

I/We hereby certify that the information given in this form is true, correct and complete in every respect and that I am authorized to sign on behalf of the applicant.

Date :

**(Signature of Authorized
Person)**

Place:

ACKNOWLEDGEMENT

Subject: **Allotment of Service Tax Code Number – Regarding**

Your application for allotment of STC Number Received on _____ is hereby acknowledged. The Receipt Number is _____ dated _____.

***(Signature of the Inspector)
With Official Seal***

Annexure-III

ADDRESS OF THE CENTRAL EXCISE OFFICE

To,

Sub: **Allotment of Service Tax Code Number _____ Application
Receipt No. _____ dated _____**

Sir/Madam,

1. In place of your existing Classification Code _____ the STC Number is _____
OR

Your STC Number is _____
(For New applicants)

2. The location Code concerning your registered premises or offices is _____

3. You are advised to deposit Service Tax and other related Government dues in any of the authorized branches of the nominated banks, i.e. _____

4. You are requested to use the STC Number along with the existing Classification Code (if any) with effect from 01.07.2000 till 31.12.2000 on the requisite documents/ records. The STC Number shall be exclusively used with effect from 01.01.2001.

Dated:
Excise

Signature
Deputy / Assistant Commission of Central

Place:

or Deputy/ Assistant Director, DGST
With Official Seal