



SERVICE TAX -I

सेवाकर -I आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF SERVICE TAX-I**  
न्यूरी टावर्स, सं. 2054 - 1, II एवेन्यू, अण्णा नगर, चेन्नै 600 040  
**NEWRY TOWERS, NO. 2054 - 1, II AVENUE, ANNA NAGAR , CHENNAI -40.**

व्यापार सूचना सं / **TRADE NOTICE NO. 07 /2015-ST** दिनांक/ Dated: 05 /03/2015

Sub : Service Tax - Registration - Procedures & Safeguards in Applying for  
Single Registration - Reg.

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Please refer to Trade Notice No. 06/2015-ST dated 02.03.2015, communicating the changes in procedures and safeguards in applying for single premises registration.

2. In partial modification of Trade Notice No.24/2005 dated 05.12.2005 (Copy enclosed) and with a view to facilitate the simplified procedure as per Trade Notice No.06/2015-ST dated 02.03.2015, it has been decided that the registration of single premises as well as Centralised Registration hitherto being handled by IFC section will henceforth be handled by the Superintendents of respective jurisdictional Divisions/Ranges with effect from 06.03.2015. For knowing about the details of jurisdiction under which the assessee falls, Trade Notice No 06/2014- ST dated 01.10.2014 issued by the Chief Commissioner of Central Excise, Chennai Zone may be referred to. For any clarifications in the matter, the Help Desk functioning at Ground Floor may be contacted either in person or over phone No.2614 2851.

सभी व्यापार संघ से निवेदन है कि व्यापार सूचना में उल्लेख पर वस्तु व्यापार उद्योग से संबंधित और सभी सदस्यों के ध्यान में लाया जाय ।

3. All the trade associations are requested to bring the contents of the Trade Notice to the attention of their members, the trade and everyone concerned.

(सी सं IV/16/004/2015-सेवाआ(तक) से जारी) (Issued in C.No.IV/16/004/2015-STC (Tech)

(संजय कुमार अग्रवाल/ **SANJAY KUMAR AGARWAL**)  
आयुक्त / **COMMISSIONER**  
**SERVICE TAX-I, CHENNAI**

संलग्नक /Encl: यद्योपरि /As above

सेवा में / To

1. All as per mailing list (Both Trade and Department).
2. Members of the R.A.C.

Copy to: File C.No.IV/16/26/2015-STC Tech.,





GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
OFFICE OF THE COMMISSIONER OF SERVICE TAX  
MHU COMPLEX, 692, ANNA SALAI, NANDANAM, CHENNAI-35

**ST - TRADE NOTICE NO: 24/2005**

**Dated: 5/12/05**

Subject: Service Tax – Registration and filing of returns -  
regarding

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With a view to facilitate and simplify the procedures further, it has been decided to centralize the registration of Service tax Assesseees, issuance of ST-2 Registration Certificate and filing of ST-3 returns in the Technical Section of the Headquarters of the Service Tax Commissionerate (instead of Divisions / Groups) with immediate effect.

2. The Service providers falling under the jurisdiction of the Service Tax Commissionerate, shall henceforth submit their application in **ST-1 forms** to the **Superintendent (Technical)** stationed on the ground floor of the M.H.U Complex, 692, Anna Salai, Nandanam Chennai 35. While submitting the said application, the following documents must necessarily be furnished (wherever applicable):

- 1) Copy of PAN allotment letter;
- 2) Copy of Partnership deed / Memorandum & Article of Association / Trust Deed, as the case may be;
- 3) List of Partners / Directors / Trustees, as the case may be;
- 4) Power of Attorney / Board Resolution authorizing the Signatory, as the case may be.
- 5) Brief details of the service provided.
- 6) Date of commencement.

3. The Service providers seeking centralized registration covering different branches / offices shall submit the ST-1 application



alongwith check-list enclosed as Annexure-A to this notice to the Superintendent mentioned above. All the information / documents specified in the check-list enclosed are required to be necessarily furnished.

4. Where any deletion / substitution / amendment is sought in the existing Registration Certificate, the application for this purpose shall also be submitted to the same officer on the ground floor, alongwith the concerned documents including the original Registration Certificate.

5. The assesseees shall also submit the half-yearly ST-3 returns to the Superintendent (Technical) on the ground floor mentioned above.

6. This Trade Notice is issued in partial modification of Trade Notice No. 19/2005 dated 31.10.2005 and in supercession of Trade Notice No.17/2005 dated 17.08.2005.

7. All the Trade associations are requested to bring the contents of this Trade Notice to the attention of their members, in particular, and the trade and all other concerned, in general.

(Issued from file C.No. IV/16/ 23 /2005-STC)

Encl: As above.

*anuraj m*  
*05.12.2005*  
(V. T. K. NAYANAR)  
COMMISSIONER OF SERVICE TAX

To,

As per mailing list.  
Both Trade and Department.

On 7/12/05  
*DU*

