

[Registration under Central Excise Law]

Export Oriented Undertaking <input type="checkbox"/>	Unit within Export Processing Zone <input type="checkbox"/>
Manufacturer's Depot <input type="checkbox"/>	Dealer <input type="checkbox"/>
¹⁴ [Importer] <input type="checkbox"/>	

4. Constitution of business (tick only one box) (Please see instruction No. 7)

Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Registered Company <input type="checkbox"/>
Unregistered Company <input type="checkbox"/>	Trust <input type="checkbox"/>	Society <input type="checkbox"/>
		Others <input type="checkbox"/>

5. Address of business premises

(i) Name of Premises/Building

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(ii) Flat/Door/Block No.

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(iii) Road/Street/Lane

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(iv) Village/Area/Locality

--

(v) Block/Taluk/Sub-Division/ Town

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(vi) Post office

--

(vii) City/District

--

(viii) State/Union Territory

--

(ix) PIN

--

(x) Telephone Nos.: (Please see instruction No.8)

--

(xi) Fax No. (Please see instruction No. 8)

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(xii) E-mail Address

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6. Define boundaries of the premises to be Registered (Please see instruction No.9)

(i) North

--

(ii) East

--

(iii) West

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(iv) South

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7. Details of property holding rights of the Registrant with respect to the premises sought to be Registered (tick only one box)

Ownership <input type="checkbox"/>	Lease/Rent <input type="checkbox"/>
If owned whether mortgaged/ hypothecated:	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Estimated investment in land, plant and machinery (Rupees in Lakh):

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9. Address of Head Office if different from that given at S.No. 5 above

(i) Name of Premises/Building

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(ii) Flat/Door/Block No.

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¹⁴ Inserted vide Notification No. 10/2014-CE(NT), dated 28/2/2014 (w.e.f. 1.4.2014)

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(iii)	Road/Street/Lane	
(iv)	Village/Area/Locality	
(v)	Block/Taluk/Sub-Division/ Town	
(vi)	Post office	
(vii)	City/District	
(viii)	State/Union Territory	
(ix)	PIN	
(x)	Telephone Nos.: <i>(Please see instruction No.8)</i>	
(xi)	Fax No. <i>(Please see instruction No. 8)</i>	
(xii)	E-mail Address	

10. Name, designation and address of the person signing this Application Form and of the authorised person(s): *(Please see instruction No.10)*

(i)	Name	
(ii)	Designation	
(iii)	Name of Residential Premises/Building	
(iv)	Flat/Door/Block No.	
(v)	Road/Street/Lane	
(vi)	Village/ Area/Locality	
(vii)	Block/Taluka/Sub-Division/ Town	
(viii)	Post office	
(ix)	City/District	
(x)	State/Union Territory	
(xi)	PIN	
(xii)	Telephone Nos.: <i>(Please see instruction No. 8)</i>	
(a)	Office	
(b)	Residence	
(xiii)	Fax No. <i>(Please see instruction No. 8)</i>	
(xiv)	E-mail Address	

11. Details of Bank Accounts used for business transactions by the Registrant *(Please see instruction No. 11)*

(a)	Number of Bank Accounts	□ □ □	
(b)	Account 1		
(i)	Name of the Bank		
(ii)	Name of the Branch		

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(ix) City/District	
(x) State/Union Territory	
(xi) PIN	
(xii) Telephone Nos.: <i>(Please see instruction No. 8)</i>	
(a) Office	
(b) Residence	
(xiii) Fax No. <i>(Please see instruction No. 8)</i>	
(xiv) E-mail Address	
(xv) PAN <i>(issued by the Income Tax Department)</i>	

PART IV: Major Excisable goods to be manufactured, warehoused or traded/ Major inputs

14 Major excisable goods manufactured, warehoused or traded (description and CETSH)
(Please see instruction No. 15)

(i) _____ (ii) _____ (iii) _____

15 Major excisable goods used in the manufacture of final product (description and CETSH)
(Please see instruction No. 15)

(i) _____ (ii) _____ (iii) _____

DECLARATION

I, _____ hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.

(Please tick appropriate box)

(a) For new Registration/Amendment to Registration Certificate

I would like to receive the Registration Certificate –

by mail at the address specified at S. No. _____ of Part-I

by _____ Hand

(b) **For amendments to information pertaining to existing Registrant**

The above mentioned amendments are with effect from

/ /

(Signature of the applicant/authorised person with stamp)

(Please see instruction No. 16)

Date:

Place:

ACKNOWLEDGEMENT

(To be given in the event Registration Certificate is not issued at the time of receipt of Application for Registration)

I hereby acknowledge the receipt of your Application Form

(a) **For new Registration / amendments to existing Registration Certificate**

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As desired, the New Registration Certificate will be sent by mail/ handed over to you in person on

/ /

(b) For amendments to information pertaining to existing Registrant

Signature of the Officer of Central Excise
(with Name & Official Seal)

Date:

Instructions for filling up the Application Form for Registration

- 1) This Application Form should be used for applying for Registration as also for informing any corrections/ changes in the information, subsequent to Registration. Any change in the information subsequent to Registration, except those under Part IV, must be brought to the notice of the Central Excise Department. Such changes should be indicated by ticking the relevant box at the top of the Form, providing the Registration Number and filling up only such information that has undergone change leaving the boxes for information not to be amended blank.
- 2) The Application Form has to be filled in Duplicate, and submitted to the Deputy Commissioner of Central Excise or Assistant Commissioner of Central Excise, having jurisdiction over the place of business.
- 3) Export Oriented Units and Units in Export Processing Zones in the Port Towns/cities which are in the jurisdiction of Commissioners of Customs would submit the Application Form to the concerned Deputy Commissioner of Customs or Assistant Commissioner of Customs.
- 4) After entering the relevant details, extra boxes in a field may be left blank. Also one box may be left empty after completion of each entry. For example more than one telephone number may be given as under:

0	1	1	3	0	9	2	8	2	9		0	1	1	3	0	9	2	8	3	0															
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- 5) ¹⁵ [The name should be the name and style in which the Registrant is likely to carry out business from the premises seeking to be registered. Please do not mention any prefixes such as M/s, Mr., Shri, etc. In case of a proprietary concern or a business owned by Hindu Undivided Family, the name of the proprietor or Hindu Undivided Family, as the case may be, shall be indicated at serial number 13 (see instruction no.14)]
- 6) An attested copy of PAN allotted by the Income Tax Department should be enclosed; in case PAN has not been allotted attested copy of the acknowledged application for PAN should be enclosed.
- 7) A registered company means, a company registered with the Registrar of Companies under the Companies Act, 1956 (1 of 1956) and having a CIN number. Unregistered means a company that is not so registered
- 8) Telephone and fax numbers to be given with NSD code, without leaving a gap.
- 9) The description of the boundaries of the premises to be registered, should correspond to the one given in the Land Records.
- 10) If there are more than one authorized persons, information is to be provided in respect of all in a separate sheet in the same box format.
- 11) In case the Registrant has more than one Bank Account, for transacting his business, only two accounts with the maximum transactions must be mentioned.
- 12) The details relevant to the Registrant only are to be filled. The details of businesses carried out from other premises need not be filled.
- 13) If the status of the company is shown as Registered Company in Part I 4, then the information in Part II 12 (iv) is mandatory.
- 14) ¹⁶ [In the case of proprietary concern or business owned by a Hindu Undivided Family, the name of the proprietor or Hindu Undivided Family, as the case may be, shall be mentioned. In the case of a partnership firm, details of all partners are to be provided; in case of Registered/unregistered company, the details of its Chief Executive Officer /Chairman and Managing Director/Managing Director/ Chairman/ key Directors, as per relevance, are to be provided; in the case of Society, the details of its President, key Executive Members, are to be provided; in case of any other type of business, the details of key personnel engaged in management of the business are to be provided. If more names are to be provided the information shall be provided in respect of all in a separate sheet in the same manner].
- 15) The details of the three major excisable goods/inputs likely to be manufactured/used/traded should be mentioned.
- 16) The instructions in respect of the person signing the Application for registration are as under:
 - (a) The Application may be signed by the Registrant himself or by his authorised agent having general power of attorney.
 - (b) The person signing the Application must be a holder of Permanent Account Number (PAN) allotted by the Income Tax Department.
 - (c) In case of unregistered partnerships, all the partners should sign the application.
 - (d) In case of registered Partnership the Managing Partner or other partners so authorised in the Partnership Deed may sign the application.”;

¹⁵ Substituted vide notification No. 16/2008-CE (NT), dated 4/3/2008.

¹⁶ Substituted vide notification No. 16/2008-CE (NT), dated 4/3/2008.

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¹⁷[Annexure-1A]

Form A-2

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS/HAND PROCESSORS/ Dealers OF YARnS and Fabrics/ MANUFACTURERS OF READY MADE Garments*

(*strike off whichever is not applicable)

1. Legal Name of the Business with full address of the premises to be registered
2. Permanent Account Number (PAN) (if given by Income Tax authorities or else leave blank).....
3. Name, designation and address of authorised person (s)
4. Name and address (with telephone nos.) of Proprietor/ Partner(s)/ Chief Executive Officer / Chairman/ Managing Director/Trustee/etc
5. Major excisable goods to be manufactured/traded.....
6. Major raw materials/inputs used in manufacture of goods mentioned above

Declaration

I hereby declare 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 Registrant.

[Name and Signature (with date) of the Applicant/authorised person with stamp]

(in case of Unregistered Partnership firms all the partners should sign this Form)

Acknowledgement

(to be used if the Registration Certificate is not given at the time of receipt of the Application)

In accordance with your application for Registration, the Registration Certificate will be sent by mail at the address given at Serial No. 1/handed over personally onat(time).

[Name and Signature (with date) of the Central Excise Officer with Official Seal.]”

¹⁷ Annexure IA inserted vide notification No. 38/2003-CE (NT), dated 22.4.2003

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4. Excisable goods to be manufactured/ traded

.....
.....

5. Major raw materials/ inputs used in manufacture of goods mentioned above

.....
.....

6. **DECLARATION**

I declare that the information given on this form is true and complete.

Signature & stamp:

(Full name in **BLOCK CAPITALS**)

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Date

D D M M Y Y Y Y

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Acknowledgement

(to be used if the Registration Certificate is not given at the time of receipt of the Application)

In accordance with your application for Registration, the Registration Certificate will be sent by mail at the address given at Serial No.1/ handed over personally onat(time).

[Name and Signature (with date) of the Central Excise Officer with Official Seal].”

Instructions for filling the form

1. At S. No.2, (i), Please give the name of the business.
2. At S.No.2 (ii), Full name and address of sole proprietor/ all the partners/ other persons such as directors/ company secretary or authorized signatory is to be stated.
3. At S.No.2 (iii), Please give the address of your principal place of your business. This is where you carry out your day-to-day running of the business.

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4. In the declaration at S.No.6, for sole proprietor, proprietor should sign, for partnerships, one of the partners and for corporate bodies, a director, company secretary or authorized signatory must sign the form and the stamp affixed must be legible.]

Annexure II

¹⁹[Form RC

Central Excise Registration Certificate

(Under rule 9 of the Central Excise Rules, 2002)

This is to certify, subject to the conditions specified below, that

M/s (name and style in which the Registrant is likely to carry out business) (in case of a proprietary concern or business owned by a Hindu Undivided Family, the name of proprietor/Hindu Undivided Family, as the case may be, shall also be indicated)

is/are registered for(type of business) at (address of the business premises) on the basis of the application received in this office on (date of receipt)

Registration Number is:

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Signature of Deputy/Assistant Commissioner of Central Excise

(With Name and official seal)

Date:

Place:

Conditions

1. This Registration Certificate is valid only for the premises and purposes specified in the application
2. Registration certificate is not transferable.
3. No corrections in the certificate will be valid unless the request for any correction/change is applied for and the same is acknowledged.
4. This certificate shall remain valid till the Registrant carries on the activity for which it has been issued or surrenders it or till it is revoked or suspended.
5. The grant of this certificate shall be without prejudice to the rights of any other person (s) over the registered premises or purpose to which such person may be lawfully entitled."

Annexure III

To

The Superintendent of Central Excise,
(Address of the Range)_____

¹⁹ Substituted vide notification No. 16/2008-CE (NT), dated 4.3.2008

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Subject: Surrender of Registration Certificate –

I/We, _____ of M/s _____, duly authorised in this behalf by the proprietor/firm/company declare that we do not require registration with the Central Excise and therefore hereby surrender and deposit with you the original copy of the Registration Certificate No. _____ issued to me on _____ (date) in terms of the provisions of rule 9 read with notification No. _____ dated _____.

I/We further declare that duty has been paid in respect of all excisable goods manufactured and remaining in the factory, which are liable to duty.

I/We also declare that there is no government due pending against us and that there is no demand pending against us under Central Excise Act, 1944 (1 of 1944) and rule made thereunder pending as on the date of surrendering the Registration Certificate.

Signature of the Registrant or the authorised signatory
with full name, date and seal.

Acknowledgement

I hereby acknowledge receipt of "Registration Certificate No. _____ in original. Surrender of registration shall be subject to correctness of the declaration made above.

Superintendent of Central Excise
with full name, date and seal.

12.2 Issued vide notification No. 36/2001-CE (NT), dated 26.06.2001

Annexure ²⁰[Declaration Form]

To

The Deputy Commissioner/Assistant
Commissioner, Central Excise,

I/We..... declare that to the best of my/our knowledge and belief the information furnished in the Schedule below is true and complete.

I/We.....declare that wherever the exemption has been claimed on the basis of conditions mentioned in the notification(s) or in Central Excise Tariff Act, 1985 (5 of 1986), the said conditions have been fulfilled by me/us.

I/We undertake to apply for Central Excise Registration in the proper form as soon as the value of the goods, mentioned in the said Schedule, cleared for home consumption in a financial year, reaches the full exemption limit or as soon as the goods mentioned in the Schedule become chargeable to duty.

I/We undertake to maintain such records and follow such procedure as may be specified by the Commissioner in relation to the exempted goods.

I/We also undertake to intimate any change in the information furnished in the said Schedule.

²¹[THE SCHEDULE

1. Name and full address of the factory:
2. Name and addresses of other factories/manufacturers (producing such goods) in whom the manufacturer claiming the exemption has proprietary interest:
3. Status of business (tick only one box):
Proprietorship Partnership Registered Company
Unregistered Company Trust Society Others

²⁰ Substituted vide notification No. 14/2005-CE (NT), dated 1.3.2005 (w.e.f. 1.4.2005)

²¹ Substituted vide notification No. 40/2008-CE (NT), dated 29.9.2008

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4. Permanent Account Number (PAN) allotted by the Income tax Deptt:

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5. VAT registration number allotted by the State VAT Deptt.:

--	--	--	--	--	--	--	--	--	--

6. Details of electricity connection:

(a) Name of electricity supplying company

--	--	--	--	--	--	--	--	--	--

(b) Total number of electricity meters installed in the factory

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(c) (i) Electricity consumer number:

--	--	--	--	--	--	--	--	--	--

(ii) Electricity meter number(s):

--	--	--	--	--	--	--	--	--	--

(d) Sanctioned electricity load:

(i) Unit of measurement (HP/KWh/others-specify)

--	--	--	--

(ii) Quantity

--	--	--	--

7. Details of the excisable goods manufactured by the factory during the preceding financial year

S.No.	Description of excisable goods	Classification under First Schedule to the Central Excise Tariff Act, 1985 (5 of 1986)	Value of clearance (Rs.)	Notification No. and date, availed	Sr. No. in the notification (if any).
1.	2.	3.	4.	5.	6.

Signature of the Declarant]