

ANNEXURE – ST-II



OFFICE OF THE COMMISSIONER OF CUSTOMS, CENTRAL EXCISE
AND SERVICE TAX

_____ AUDIT COMMISSIONERATE

www._____.gov.in

Tel: xxxxxxxx, Fax : xxxxxxxx

(e-mail id: _____@nic.in)

C.NO.

Dated: . .2015.

To

M/s _____
(STC : _____)

Sir/Madam

Sub: Intimation for conducting Service Tax Audit – reg.

The Internal Audit Group headed by Shri _____ Superintendent of Central Excise (Audit) (Contact Phone No. _____ and email id _____), Audit Group No. ____ will take up the audit of the accounts/records of your unit on _____ for the year(s) **wef _____ upto _____ (Last completed financial year before the date of issue of this letter)**. It is requested that the following documents may be furnished immediately to this office:

- 1) Copies of Balance Sheet, Trial Balance and Annual Financial Statement for the years _____
- 2) Annual returns submitted to the Registrar of Companies, Sales Tax, Income Tax Returns along with Annexures for the financial years _____
- 3) Returns if any submitted to Banks/Financial Institutions for the period _____.
- 4) Cost Audit, Tax Audit and Internal Audit Reports, wherever applicable for the period _____.

2. It may please be noted that non-furnishing of information/documents within he stipulated time may attract penal action under Section 77 of the Finance Act, 1994.

3. It is also requested to designate a person (employee of the company/ registered concern) for coordinating with the Audit team and communicate the name, designation and contact numbers and e-mail id of the person so designated.

4. It is further requested that full co-operation may be extended to the Audit party in carrying out the audit and keep all the relevant records ready so that the audit can be conducted smoothly.

5. In case of any difficulty, you can get in touch with the undersigned through the telephone number/fax/email mentioned above.

Yours faithfully,

(NAME)

Additional/Joint Commissioner

Details of the Group:

Group No.

Names of the Officers and designations:

Phone Nos. Off. _____ Mobile _____

e-mail id of the group is