

ANNEXURE – CE - II

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
(OFFICE ADDRESS/ PHONE NUMBER/EMAILETC.

C. No.

Date:

To,

Gentlemen,

Sub: Intimation for conducting Central Excise audit under EA 2000 – 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 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.

3. 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.

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

The receipt of this letter may please be acknowledged.

Yours faithfully

Assistant/Deputy Commissioner (Audit)

Copy submitted to:
The Commissioner, Customs, Central Excise and Service Tax,
_____, Commissionerate, _____ for information.

Copy to:
The Deputy/Assistant Commissioner of Central Excise, _____ Division
The Superintendent of Central Excise, _____ Range.