

To be published on Notice Board  
(See Rule 5)

Appendix-2

**5. FINANCE**

Sl. No.	Notified public service	Stipulated time limit for providing the service (Days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit for disposal by Appellate Authority (Days)	Designation of Reviewing Authority	Time limit for disposal by Reviewing Authority (Days)	Documents to be enclosed with the application	User charge, if any(in Rupees)	Eligibility criteria to obtain service
30.	Registration under Assam Value Added Tax Act, 2003.	Within 15(fifteen) days.	Assistant Commissioner of Taxes/Superintendent of Taxes.	Deputy Commissioner of Taxes (Zone).	Within thirty days from the date of rejection of application or the expiry of stipulated time limit.	Commissioner of Taxes, Assam	Within thirty days from the date of order of Appellate Authority.	The application for registration shall have to be accompanied with the following documents- i) Two passport size photographs (to be signed before Prescribed Authority when he is called upon to do so), ii) PAN card iii) Bank Account No, (with proof) iv) Proof of address (telephone bill under BSNL). v) Trade license. vi) Deed of partnership (in case of partnership firm). vii) Article of Association or Memorandum of Association (in case of Company) viii) Challan for Rs.100/- (as application fees). ix) Challan for rs.1000/- (As security money)	No.	Any person who intends to get himself/herself registered shall have to file filled up application for registration in Form No. 2, if he/she desire to get TIN (Taxpayers Identification No.) and in Form no, 4, if he/she desires to get GRN (General Registration No.)

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31.	Application for obtaining statutory Form C and Form F under the Central Sales Tax Act, 1956	Within 7(Seven) days.	Assistant Commissioner of Taxes/Superintendent of Taxes.	Deputy Commissioner of Taxes (Zone).	Within thirty days from the date of rejection of application or the expiry of stipulated time limit.	Commissioner of Taxes, Assam	Within thirty days from the date of order of Appellate Authority.	The application in Form 1A has to be accompanied by the following documents- (a) Proof of payment of fees. (b) Account of Forms issued earlier in Form issued earlier in Form No. II in case of Form 'C' and in Form IIA in case of Form 'F'.	No.	To obtain Form 'C' or Form 'F' – (a) The person has to be a registered dealer under the Central Sales Tax Act, 1956. (b) The goods intended to be procured by such Form must be mentioned in his/her certificate of registration. (c) Such goods must be procured for re-sale, use in manufacture/processing of goods for sale, use in mining, use in generation/distribution of power, packing of goods for sale/re-sale or use in the telecommunications network.