

To be published on Notice Board (See Rule 5)										
26. Commissioner of Taxes/Finance Department										
Sl No.	Notified Public Service	Stipulated time limit for providing the service (days)	Designation of the Designated Public Servant (DPS)	Designation of Appellate Authority (AA)	Time limit for disposal by Appellate Authority (days)	Designation of Reviewing Authority (RA)	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
242	Certificate of Registration/Amendment of Certificate of Registration under the Assam Professions, Trades, Callings and Employments Tax Act, 1947	3 days or 3+7+3=13 days (in case of revised application)	Assistant Commissioner of Taxes (ACT)/Superintendent of Taxes (ST)	Deputy Commissioner of Taxes (Zone)	Within 30 days from the date of receipt of application or the expiry of stipulated time limit	Commissioner of Taxes, Assam	Within thirty days from the date of application after the order passed by the AA	The application for Certificate of Registration shall be accompanied by the following documents – a. Two passport size photograph of employer/employers b. PAN Card c. Proof of address (principal place of business and other places of business within the state) d. Trade License e. Deed of partnership if any f. Article of Association or Memorandum of Association (in case of Company) g. Certificate of Registration of major Acts like Assam Goods and Service Tax Act, Assam Value Added Tax Act etc.	NIL	Every employer (not being an officer of Government) liable to pay tax as per the provisions of the Assam Professions, Trades, Callings, and Employments Tax Act, 1947 shall apply for Certificate of Registration in FORM I electronically.
243	Certificate of Enrolment/Amendment of Certificate of Enrolment under the Assam Professions, Trades, Callings and Employments Tax Act, 1947	3 days Or 3+7+3=13 days (in case of revised application)	Assistant Commissioner of Taxes (ACT)/Superintendent of Taxes (ST)	Deputy Commissioner of Taxes (Zone)	Within 30 days from the date of receipt of application or the expiry of stipulated time limit	Commissioner of Taxes, Assam	Within thirty days from the date of application after the order passed by the AA	The application for Certificate of Enrolment shall be accompanied by the following documents – h. Two passport size photograph of employer/employers i. PAN Card j. Proof of address (principal place of business and other places of business within the state) k. Trade License l. Deed of partnership if any m. Article of Association or Memorandum of Association (in case of Company) n. Certificate of Registration of major Acts like Assam Goods and Service Tax Act, Assam Value Added Tax Act etc.	NIL	Every person liable to pay tax under the mentioned Act (other than a person earning salary or wages, in respect of whom the tax is payable by his employer), shall obtain a Certificate of Enrolment from the assessing authority shall apply for Certificate of Enrolment in prescribed FORM II electronically.