ANNEXURE – CE · II

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

C. No. Date:

To,

Gentlemen,


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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) w ef _______ 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.