

Annexures (Formats)

Annexure 1 :Excise Invoice Format

Invoice for Removal of Excisable Goods from a Factory/registered premise on Payment of Duty (Rule 11 of Central Excise Rules 2001)					
XYZ Ltd., Bengaluru					
Regd. Office: Factory: Excise Regn. No.			Range: Division: Commissionerate		
Bill to (Buyer details) PO ref			Copy of Invoice: Original/duplicate/triplicate		
Shipped to (Consignee details) with details of his jurisdictional office CETH of the goods-			Invoice number: Date of invoice: Date of removal: Time of removal: Vehicle number: DC number (if any):		
S. No.	Item description	Assessee Item code	Qty	Rate per unit	Transaction value
1.	Gold Jewellery				
Excise duty on assessable value @ 1%					
Total excise duty in words			Total (for VAT/CST cal.)		
			VAT/CST		
			Total Invoice value		
"Certified that particulars given above are true and correct and the amount indicated represents the price actually charged by us and there is no additional consideration flowing directly or indirectly from such sales over and above what has been declared.					
E. & O.E. Prepared By: _____ Authorised Signatory					
Checked By: _____					

Annexure 2: Finished goods register (Daily Stock Account)

[illegible]

Annexure 3: Input stock Register

[illegible]

Annexure 4: Input servicecredit register

Co. Name:

ECC no:

Month:

Sl. No	Service Provider name	ST registration no	Invoice ref	Nature of Service	Assessable value	Service Tax	Remark	Date of Payment	Ref

Annexure 5: Details on challan or consignment note based on which goods sent to job worker

Name of consignee			
Registration no.			
Description of Goods			Time of removal
Classification of Removal			Removal date: -
			Mode of transport -
			Vehicle reg. No: -
Quantity of goods	Value of goods	Rate of duty	Duty payable
Self declaration			

Annexure 6: Job work register

Issue Details

Date	Outward DC ref	Job worker name	Sent for	Description	Qty lying with JW	Qty sent	Closing balance

Receipt Details

Date	DC no of Job worker	Description	Qty received	Scrap received	Shortage/ Scrap not received	Invoice ref of Job worker	Remarks

Annexure 7: Scrap register

SR. no.	Date	Opening balance	Scrap generated during mfg	Sale of scrap	Tariff heading of Scrap	Assessable value	Excise Duty	Closing balance

Annexure 8: Details of information in challan for sending the goods to workshop

M/S XYZ		C.Ex. Reg No.
Range-		Division-
Despatched to: - (Name and Address of work shop to be provided)		Challan No. Despatch date: - Authorised By: - Priority No: -
Item description (Spacing to be adjusted	Item code According requirement to	Item quantity
Value of items sent: -		
Date of despatch of goods from work shop's factory: - Nature of the process undertaken: -		
Item description (Details of the processed	Quantity sent Goods despatched from	Balance to be sent The work shop's premises)
Quantity of waste generated if any: - Waste sent or not (Y/N): -		Authorised By: -
Date of receipt back into factory: -		Received By: -

Annexure 9: Outward processing register

Date		
purchase order no. -		
Workshop to whom material are sent		Challan No. Despatch date: - Authorised By: -
Item description (Spacing to be adjusted)	Item code According to requirement)	Item quantity
Value of items sent: -		
Nature of the process undertaken: -		
Item description (Details of the processed)	Quantity sent	Balance to be sent
OC Number of the workshop through which the materials are sent back		
Item received	Quantity received	Balance lying with workshop

Annexure10 : Input credit register

Co. Name:

ECC no:

Month:

[illegible]

Annexure11: capital goods credit register

Co. Name:

ECC no:

Month:

[illegible]

Annexure 12:Information in the records maintained for receipt of goods for servicing and repair

Customer Name	Date of receipt	Doc. Ref of receipt	Date of original dispatch	Original doc ref	Description of goods	Full qty of invoice
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Qty returned	Appropriate duty amt on qty returned	Date & doc for issuing goods for repair	Process involved in repair (brief)	Date of completion	Date and number of invoice for removal after repair	Transaction value	Excise Duty
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