

“NOTICE FOR AUDIT VISIT
[Refer Sub-rule (2) of rule 44]

01. Office address

D	D		M	M		Y	Y	Y	Y
		-			-				

02. TIN/SRIN

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03. Name and address of the dealer

04. To

Sri _____
 Status _____
 Business _____
 Address _____
 Phone No. _____

Reference

Please take note that the officers from the Audit Unit of _____ Circle/Range will visit your place of business/godown to conduct tax audit on dt. _____ at _____ A.M./P.M for the period from _____ to _____.

You are, therefore, instructed to keep all your books of account including registers and records relating or incidental to your business and produce the same to the audit team, as and when required. More particularly the following books of accounts may be kept in readiness for production before the Audit Team:-

- | | | |
|----|----|----|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

You are further instructed to render all assistance to the audit team, as may be required for conduct of audit including allowing them to inspect your additional place(s) of business, branch or godown, take physical stock of goods at hand and allowing access to the electronic records maintained in respect of the business, if any.

HEAD OF AUDIT UNIT”.

Office seal

Place _____

Date _____