

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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. 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.

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.

Office seal

Place _____

Date _____

Head of Audit Team,**Signature and Designation**