

GOVERNMENT OF ANDHRA PRADESH  
COMMERCIAL TAXES DEPARTMENT

Office of the  
Chief Commissioner of State Taxes,  
Andhra Pradesh, Vijayawada.

**CIRCULAR**

**CCT's Ref. No.CCW/CS(2)/31/2017, dated 30.10.2017.**

Sub: APPT Act, 1987 – Registrations under APPT – DIPP, GoI – Action points on Ease of Doing Business – Comprehensive instructions issued – Further instructions – Issued - Communicating– Regarding.

Ref: E mail received from Joint Director,O/o. Commissioner of Industries On 16.10.2017.

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In the reference cited, a detailed comprehensive instructions were issued on procedures to be followed, while issuing APPT Registrations to create a conducive atmosphere for business men and transparency in official service.

- i) The applicant who applied for registration under APPT Act, shall upload the required supportive documents i.e., PAN Card, AADHAR CARD, BANK Statement with self declaration.
- ii) The application filed by the applicant is incomplete, the Registering Authority shall raise the query within a one working day or if he satisfied the application is complete as prescribed at item no (i), the Registering Authority shall approve the registration within one working day.
- iii) The Registering Authorities should not insist for submission of original supportive documents by the applicant before issuing of the registration, and he should approve the registration and upload the registration certificate as per the timeline prescribed.

All the officers concerned are instructed to follow the above instructions scrupulously. Any deviation in following the instructions will be viewed seriously.

Sd/- J.Syamala Rao,

Chief Commissioner of State Taxes

To  
All the Assistant Commissioners(ST) in the State,  
All the Deputy Assistant Commissioner(ST) in the State,  
All the Joint Commissioners (ST) in the State.