

Ref: 07-08/ISS/1423/JS  
July 30, 2007

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**All Registered Intermediaries of ISS  
Administrators/ Executive Director of Participating Exchanges, Co-ordination Officers at  
Participating Exchanges/ Regional Administrative Offices**

Dear Sir/Madam

**Sub: Details of Service Tax to be shown separately in the monthly invoice of  
AP commission**

This is in reference to the original bills provided by the members towards AP Commission and the Service Tax, in this regard please note that henceforth a consolidated amount of 12.36% cannot be charged in the monthly invoice and it has to be bifurcated and shown separately as Service tax, Education Cess Tax and Secondary & Higher Education Cess else the service tax invoice will be rejected.

So please raise the service tax invoice every month in the following format:-

AP Commission amount for the month of \_\_\_\_\_ Rs. \_\_\_\_\_

Add: Service tax @ 12% on AP commission amount Rs. \_\_\_\_\_

Add: Education cess @ 2% on services tax amount Rs. \_\_\_\_\_

Add: Secondary & Higher Education Cess @1% on education cess amt. Rs. \_\_\_\_\_

Total amount payable Rs. \_\_\_\_\_

Thanking you,

Yours faithfully,  
**For ISE SECURITIES & SERVICES LTD.**

**Jagdish Sonawalkar  
Head – Client Relations  
& Business Development**