



ACES
Automation of Central Excise and
Service Tax
User Manual
For
ST Registration



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1. Introduction

Registration Module of Service Tax introduces an online system that brings the Service Providers, Service Receivers and Input Service Distributors, under the electronic purview of the Service Tax.

To transact business all users have to first register with ACES (Automation of Central Excise and Service Tax) application. This registration is not a statutory registration as envisaged in Service Tax Act but only a registration with the system.

The registration with ACES is a simple process and is done by giving user credentials like Username, E-Mail ID, Unit Name, Designation and Phone Number. At the time of submission of these details the password will be emailed to the user on the respective e-Mail ID, which along with the username will be used for login into the system.

Once logged in for the first time, the user will be compelled to change the password and choose a new password and a hint question along with its answer. The hint question and answer are used for authentication and password re-generation in the event of user forgetting the password. On the homepage, the user can perform various tasks through the incorporated menu options such as REG, RET, REF, SDR etc.

After Assessee fills the statutory registrations form i.e. ST1 Form, functionalities like filing Returns, claiming Refunds, accessing the proceedings of Disputes, viewing documents like Provisional Assessment and Show Cause Notices are available.



2. ST Registration

2.1 Registration with ACES

2.1.1 Description

The registration with ACES is the process by which the user registers himself with the ACES electronically; it is a mechanism by which the user gets introduced to the system.

The user is required to visit website <http://www.aces.gov.in>. In the homepage user selects Service Tax option and gets a login screen.

The user may login into the system directly if already registered or may register with the system as a new user.

2.1.2 Navigational path

For a new user the sequence of steps of registering with the ACES is as following:

User à Login page à “Register with ACES” screen à Submit the details.

Figure: 2.1 Screen for Login to ACES

- Enter the User Name and Password. For Assessee the User Name is the login ID given at the time of registration with ACES
- Click on the Logon button to login to the system
- Click on Clear button for entering the User Name and Password afresh

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The page will be filled up with details and validations as per the following table:

Field Name	Description	Validation	Example
User Name	This is the login ID given by the user at the time of registration with ACES	At the time of submission of the user name and password, this entry is checked against the username that are present in the system. The user is alerted if no match is found.	padamjain
Password	The password of the user	This entry is checked against the password that had been generated and sent to the user on his E-Mail account. A mismatch creates an alert.	

Table 2.1: Field Descriptions for Login Screen

The login page has the following buttons for navigation:

Logon: On clicking the logon button, the system logs the user into the system and takes the user to the home page, provided the User Name and Password as entered by the user are correct. Otherwise it prompts the user for the same.

Clear: In case user wants to enter the credential afresh, he can click on Clear button.

Already registered users with ACES logs into the system and if not registered, the user has to register himself with ACES through the “Click here to Register with ACES”.

In case the users forget their passwords, they can click on “Forgot your password” hyperlink to request for generating new password. The process has been explained in details in chapter 2.8.

The login page also has following hyperlinks which can be used by the user to explore their locations:



Know your location: On clicking this hyperlink user can know his/her location based on the jurisdiction i.e. Commissionerate, Division and Range.

The screenshot shows the 'Know your location' screen of the ACES system. At the top, there is a header with the Government of India emblem and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. Below this is a table titled 'LIST OF STATES' containing a list of Indian states and territories, each with a hyperlink. At the bottom of the screen, there is a 'Cancel' button and a copyright notice: '© CopyRight Information 2007'.

LIST OF STATES
ANDAMAN AND NICOBAR
ANDHRA PRADESH
ARUNACHAL PRADESH
ASSAM
BIHAR
CHANDIGARH
CHATTISGARH
DADRA AND NAGAR HAVELI
DAMAN AND DIU
DELHI
FOREIGN
GOA
GUJARAT
HARYANA
HIMACHAL PRADESH
JAMMU AND KASHMIR
JHARKHAND
KARNATAKA
KERALA
LAKSHADWEEP
MADHYA PRADESH
MAHARASHTRA
MANIPUR
MEGHALAYA
MIZORAM
NAGALAND
ORISSA
PONDICHERRY
PUNJAB
RAJASTHAN
SIKKIM
TAMIL NADU
TRIPURA
UTTAR PRADESH
UTTARAKHAND
WEST BENGAL

Cancel

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Figure: 2.2 'Know your location' Screen showing List of States

Clicking on State hyperlink, next screen will show the Commissionerates under the State.



CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue		
COMMISSIONERATE UNDER THE STATE/TAMIL NADU		
COMMISSIONERATE CODE	COMMISSIONERATE NAME	COMMISSIONERATE ADDRESS
05	CHENNAI-I	- 121 (NEW NO.26/3) MAHATMA GANDHI ROAD NUNGAMBAKKAM District: CHENNAI TAMIL NADU PINCODE: 600034 Phone(1): 044-28331068 Phone(2): 044-28331001 Fax(1): 044-28331133 Fax(2): 044-0 email: cexmdrz@excise.nic.in - NO 692 MHU COMPLEX ANNA SALAI NANDANAM
57	CHENNAI-II	NANDANAM District: CHENNAI TAMIL NADU PINCODE: 600035 Phone(1): 044-4330066 Phone(2): 044-4322001 Fax(1): 044-4336285 Fax(2): 044-0 email: cexchen2@vsnl.com
58	CHENNAI-III	- 121 MAHATMA GANDHI ROAD NUNGAMBAKKAM District: CHENNAI TAMIL NADU PINCODE: 600034 Phone(1): 044-8331011 Phone(2): 044-8331054 Fax(1): 044-8331051 Fax(2): 044-8331388 email: cexchen3@excise.nic.in - MHU COMPLEX, 5TH FLR 692, ANNA SALAI, NANDANAM
65	CHENNAI-IV	NANDANAM District: CHENNAI TAMIL NADU PINCODE: 600035 Phone(1): 044-24337705 Phone(2): 044-24330065 Fax(1): 044-24312797 Fax(2): 044-24310894 email: chennai4@excise.nic.in
25	COIMBATORE	- 67 ATD STREET RACE COURSE ROAD District: COIMBATORE TAMIL NADU PINCODE: 641018 Phone(1): 0422-2222036 Phone(2): 0422-2220037 Fax(1): 0422-2220775 Fax(2): 0422-2222364 email: cexcoimbatore@eth.net
L2	LTU CHENNAI	- - - District: - TAMIL NADU PINCODE: -999 Phone(1): - Phone(2): - Fax(1): - Fax(2): - email: -
24	MADURAI	- 4 LAL BHAGADUR SASTRI ROAD BIBIKULAM District: MADURAI TAMIL NADU PINCODE: 625002 Phone(1): 0452-2532481 Phone(2): 0452-2532488 Fax(1): 0452-2530297 Fax(2): - email: cexmadur@touchtelindia.net
63	SALEM	- NO.1 FOULKES COMPOUND ARAIKUDU SALEM HO District: SALEM TAMIL NADU PINCODE: 636001 Phone(1): 0427-2295047 Phone(2): 0427-2295148 Fax(1): 0427-2296535 Fax(2): 0427-2295925 email: salem@excise.nic.in
SF	SERVICE TAX COMMISSIONERATE CHENNAI	- 692 MHU COMPLEX 6 FL ANNA SALAI NANDANAM District: CHENNAI TAMIL NADU PINCODE: 600035 Phone(1): 044-24330840 Phone(2): 044-24323017 Fax(1): 044-24323046 Fax(2): - email: chennai.servicetax@dataone.in
30	TIRUCHIRAPPALLI	- 1 WILLIAMS ROAD CANTONMENT District: TIRUCHIRAPPALLI HO TAMIL NADU PINCODE: 620001 Phone(1): 0431-2410929 Phone(2): 0431-2411195 Fax(1): 0431-2411593 Fax(2): 0431-0 email: cextrich@excise.nic.in
64	TIRUNELVELI	- 3A/16 SOUTH BYE-PASS ROAD VANNARPET District: TIRUNELVELI TAMIL NADU PINCODE: 627003 Phone(1): 0462-2502216 Phone(2): 0462-2502217 Fax(1): 0462-2502215 Fax(2): - email: cextvlcom@sancharnet.in

Figure: 2.3 'Know your location' Screen showing List of Commissionerates under State

Clicking on Commissionerate Code hyperlink, next screen will show the Divisions under Commissionerate.



CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue		
DIVISIONS UNDER THE COMMISSIONERATE:CHENNAI-I		
DIVISION CODE	DIVISION NAME	DIVISION ADDRESS
0501	CHENNAI-A	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24328097 Phone(2): 044-24337932 fax(1): 044-24333550 fax(2): - email: edecs_div0501
0506	CHENNAI-AB	-, - - - - District: - TAMIL NADU PINCODE: -999 Phone(1): - Phone(2): - fax(1): - fax(2): - email: -
0502	CHENNAI-B	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24364592 Phone(2): 044-24351842 fax(1): 044-24357063 fax(2): - email: edecs_div0502
0503	CHENNAI-C	-, 1775 JAWAHARLAL NEHRU INNER RING RD - ANNANAGAR WESTERN EXTN District: CHENNAI TAMIL NADU PINCODE: 600101 Phone(1): 044-26155690 Phone(2): 044-26155698 fax(1): 044-26155699 fax(2): - email: edecs_div0503
0504	CHENNAI-D	-, 1775 JAWAHARLAL NEHRU INNER RING RD - ANNANAGAR WESTERN EXTN District: CHENNAI TAMIL NADU PINCODE: 600101 Phone(1): 044-26155909 Phone(2): 044-26155906 fax(1): 044-26155907 fax(2): - email: edecs_div0504
0505	CHENNAI-E	-, 1775 JAWAHARLAL NEHRU INNER RING RD - ANNANAGAR WESTERN EXTN District: CHENNAI TAMIL NADU PINCODE: 600101 Phone(1): 044-26155880 Phone(2): 044-26155887 fax(1): 044-26155886 fax(2): - email: edecs_div0505
0599	DUMMY DVN FOR MISC ASSESSEE	-, - - - - District: - PINCODE: 0 Phone(1): -0 Phone(2): -0 fax(1): -0 fax(2): -0 email: -
0500	XX	-, 121 MAHATHMA GANDHI ROAD NUNGAMBAKKAM - NUNGAMBAKKAM District: CHENNAI TAMIL NADU PINCODE: 600034 Phone(1): 044-28331068 Phone(2): 044-28331001 fax(1): 044-28331133 fax(2): 044-0 email: cexrmds@vsnl.com
Cancel		
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Figure: 2.4 'Know your location' Screen showing List of Divisions under the Commissionerate

Clicking on Division Code hyperlink, next screen will show the Ranges under the Division.

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RANGES UNDER THE DIVISION:CHENNAI-A		
RANGE CODE	RANGE NAME	RANGE ADDRESS
050101	CHENNAI-A-1	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326843 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050102	CHENNAI-A-2	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326844 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050103	CHENNAI-A-3	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326840 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050104	CHENNAI-A-4	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326842 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050105	CHENNAI-A-5	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326841 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050199	DUMMY RANGE FOR MISC ASSESSES	-, 317 ANNA SALAI TEYNAMPET - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): - Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050100	XXX	-, 317 ANNA SALAI TEYNAMPET - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24333550 Phone(2): 044-24364143 fax(1): 044-24364143 fax(2): 044-0 email: adivac1@yahoo.com

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Figure: 2.5 'Know your location' Screen showing List of Ranges under Division



Know your Location based on locality: On clicking this hyperlink user can know his/her location based on the State and District.

LIST OF STATES
ANDAMAN AND NICOBAR
ANDHRA PRADESH
ARUNACHAL PRADESH
ASSAM
BIHAR
CHANDIGARH
CHATTISGARH
DADRA AND NAGAR HAVELI
DAMAN AND DIU
DELHI
FOREIGN
GOA
GUJARAT
HARYANA
HIMACHAL PRADESH
JAMMU AND KASHMIR
JHARKHAND
KARNATAKA
KERALA
LAKSHADWEEP
MADHYA PRADESH
MAHARASHTRA
MANIPUR
MEGHALAYA
MIZORAM
NAGALAND
ORISSA
PONDICHERRY
PUNJAB
RAJASTHAN
SIKKIM
TAMIL NADU
TRIPURA
UTTAR PRADESH
UTTARAKHAND
WEST BENGAL

Cancel

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Figure: 2.6 'Know your location based on your locality' Screen showing List of States

Clicking on State hyperlink, next screen will show the District under the State.



GOVERNMENT OF INDIA	
CENTRAL BOARD OF EXCISE AND CUSTOMS	
Ministry of Finance - Department of Revenue	
DISTRICTS UNDER THE STATE:TAMIL NADU	
DISTRICT NAME	
ARTYALUR	
CHENNAI	
COIMBATORE	
CUDDALORE	
DHARMAPURI	
DINDIGUL	
ERODE	
KANCHIPURAM	
KANYAKUMARI	
KARUR	
KRISHNAGIRI	
MADURAI	
NAGAPATTINAM	
NAMAKKAL	
NILGIRIS	
PERAMBALUR	
PUDUKKOTTAI	
RAMANATHAPURAM	
SALEM	
SIVAGANGA	
THANJAVUR	
THENI	
TIRUCHIRAPPALLI	
TIRUNELVELI	
TIRUVALLUR	
TIRUVANNAMALAI	
TIRUVARUR	
TUTICORIN	
VELLORE	
VILLUPURAM	
VIRUDHUNAGAR	
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Figure: 2.7 'Know your location based on your locality' Screen showing List of Districts

Clicking on District Name hyperlink, next screen will show the Area of Locality under the District.

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CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue		
AREA OF LOCALITY UNDER THE DISTRICT:CHENNAI		
PINCODE	AREA OF LOCALITY	
600001	Govt Stanley Hospita	
600002	Pudupet S.O	
600003	Dr. Ambedkar Nagar S	
600004	Mandaveli S.O	
600005	Chepauk S.O	
600006	Greens Road S.O	
600007	Vepery S.O	
600008	Ethirai Salai S.O	
600009	Fort St George S.O	
600010	Kilpauk Medical Coll	
600011	Perambur North S.O	
600012	Decosters Road S.O	
600013	Ravapuram S.O	
600014	Gaudivamath Road S.O	
600015	Guindy North S.O	
600017	Hindi Prachar Sabha	
600018	Chamiers Road S.O	
600020	Adyar S.O	
600021	Cemetry Road S.O	
600022	Raibhavan S.O	
600023	Avnavaram S.O	
600024	Kdm West(Mer With Kd	
600025	Directorate Of Tech	
600026	Vadapalani S.O	
600028	Foreshore Estate S.O	
600029	Aminjikarai S.O	
600030	P.C Hostel S.O	
600031	World University Cen	
600032	Chennai Race Course	
600033	Kumaran Nagar S.O	
600034	Loyola College S.O	
600035	Handanam S.O	
600036	Indian Institute Of	
600038	Jcf Colony S.O	
600039	Vvazar Nagar Colony	
600040	Anna Nagar S.O	
600041	Tiruvanniyur North S	
600042	Velacheri S.O	
600078	Kalaighar Karunanidh	
600079	Mint Building S.O	
600081	Tondiarpet Bazaar S.	
600082	Aqaram S.O	
600083	Ashoknagar S.O	
600084	Flowers Road S.O	
600085	Kotturpuram S.O	
600086	Gopalapuram S.O	
600090	Besantnagar S.O	
600092	Koyambedu Wholesale	
600093	Saligramam S.O	
600094	Choolaimedu S.O	
600101	Anna Nagar Western E	
600102	Anna Nagar East S.O	
600104	High Court Building	
600106	Arumbakkam S.O	
600107	Koyambedu S.O	
600108	Broadway S.O	
600112	Choolai S.O	
600113	Tidel Park S.O	
600118	Erukkancheri B.O	

Figure: 2.8 ‘Know your location based on your locality’ Screen showing List of Area of Locality

Clicking on Area of Locality hyperlink, next screen will show Location Code, Range, Division and Commsionerate’s details under the Area of Locality.



LOCALITIES UNDER AREA OF LOCALITY:Govt Stanley Hospita				
Locality	Location Code/Range Code	Range Details	Division's Details	Commissionerate's Details
Govt Stanley Hospita	990501	RangeName: CHENNAI CUSTOMS RangeAddress: -, -, -, CHENNAI GPO, -, District: CHENNAI, Pincode:600001, Telephone(1):-, Telephone(2):-, Fax1: -, Fax2:-, email:-	Division Name: CHENNAI CUSTOMS Division Address: -, -, -, CHENNAI GPO, -, District: CHENNAI, Pincode:600001, Telephone(1):-, Telephone(2):-, Fax1: -, Fax2:-, email:-	Commissionerate Name: CUSTOMS COMMISSIONERATES Commissionerate Address: -, DUMMY, -, -, CARNICOBAR, -, District:ANDAMAN NICOBAR, Pincode:744301, Telephone no(1):-, Telephone no(2):-, Fax1:-, Fax2:-, email:-

Cancel

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Figure: 2.9 'Know your location based on your locality' Screen showing Localities

2.1.3 Operating instructions

The screen can be accessed from the login page of the Assessee by clicking on the hyperlink "Click here to Register with ACES ":

Assessee login page à hyperlink for "Click here to Register with ACES"

The details that the user needs to submit to the system are:

- User Name
- Email Address for Communication
- Name of the unit
- The first name, middle name and the last name
- Designation of the user
- Phone number of the user

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 **GOVERNMENT OF INDIA**
CENTRAL BOARD OF EXCISE AND CUSTOMS
Ministry of Finance - Department of Revenue 

REGISTRATION WITH ACES FOR SERVICE TAX

User Name :	lalita *
User Name can be 6-12 alphanumeric characters. First character should be an alphabet, it can contain the special character (_) only	
Email Address For Communication :	lalita.pawar@yahoo.co.in *
Name Of The Unit :	Anurag Builders *
Designation :	Managing Director *
First Name :	Lalit *
Middle Name :	Kumar
Last Name :	Agarwal
Phone Number :	9971145526
(All the Fields marked with * Are Mandatory)	
 Submit	 Reset  Cancel

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Figure: 2.10 Registration with ACES screen

- Enter the details for registration with ACES
- Click on Submit to submit the details and get registered the user with ACES
- Click on Reset to clear the contents of the fields, if required
- Click on Cancel to cancel the process of Registration with ACES

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The Registration with ACES screen will be filled up with details and validations as per the following table:

Field name	Description	Validation	Example
User Name	User name will be used as the login ID for the user	The user name entered by the user is checked for the validity e.g. user name should be 6-10 characters long. First character should be an Alphabet. Can contain the special character underscore (_)	vishalks
E-Mail Address for communication	The E-Mail address will be used for communication with the Assessee.	The E-Mail ID entered by the Assessee is checked with the list of existing Ids present in the database. The E-Mail ID entered by the user is checked for validity – presence of @, .com or .net or other such extensions.	amit.sharma@informax.com
Name of the unit	Name of the unit being registered.	No validations are performed on this entry	Informax Corporation
First name	First name of the user.	Checked for the presence of characters, should not contain spaces	Amit
Middle name	Middle name of the user.	Checked for the presence of characters, should not contain spaces	
Last name	Last name of the user.	Checked for the presence of characters,	Sharma

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		should not contain spaces	
Designation	Designation of the user	No validations are performed on this entry	CFO
Phone Number	Phone number of the user.	Checked for the presence of numbers	9876543211

Table 2.2: Field Descriptions for Registration with ACES screen

2.1.4 Button Descriptions

Logon: On clicking on the logon button the system logs in the user based on the credentials entered

Clear: Click on Clear button for entering the details afresh

Submit: Submit the details entered by user and lead the user to the response page.

Reset: Click on Reset to clear the contents of the fields, if required.

Cancel: Click on Cancel to cancel the process of Registration with ACES.



2.2. Migrating the Details of Existing Assessee into ACES

2.2.1 Description

Existing Assesseees have to register with ACES application as a user only. They are not required to fill ST1 form again and will continue to have their existing statutory registration numbers. For such existing Assesseees whose data is migrated into ACES, the system will send an email informing TPIN (Temporary Personal Identification Number) and password to enable them to register with ACES.

The email message would contain a hyperlink to Login ID selection screen in ACES, password for the Login Id and a link for notifying department about no further communication to this address. The link “If you do not want to receive further e-mail communication” will be used by persons who would have received the mail due to incorrect e-mail ID's.

In case no email containing TPIN is received by the Assessee, he will contact the Range Officer. The Assessee may not receive TPIN in several situations described in section 2.2.3.

In case e-mail address of the Assessee is not valid, the Assessee can approach department for correction of details and regeneration of password. To register with ACES click on the hyperlink provided in the email.

2.2.2 Navigational Path

The Assessee will access ACES application for the first time through the hyperlink received by him/her through the mail.

2.2.3 Operating Instructions

Figure: 2.11 Screen for selecting Login ID and Password



- TPIN is auto-populated by the system in the t+'9 digit number' format
- Enter the user name that would be used as Login Id for accessing ACES
- Enter password as provided in the mail and new password
- Select the security question and its answer from the respective dropdown
- Click on Submit button to submit the details. The system will authenticate user based on the credentials and check for availability of desired Login Id as entered. If the login Id is already in use by some other Assessee, then the system will prompt the user to select a different login Id.
- To enter the details afresh click on Reset button.

2.2.4 Button Descriptions

Submit: Submit the details will lead the user to the homepage.

Reset: The reset button will reset the values of the fields to the values they held before being changed.



2.3. Registration of Non-Assessee's

2.3.1 Description

A Non Assessee is one who is required to transact business with the department but is not a registered as an assessee. He could be a:

- Persons other than registered assesses who wish to file refunds
- Co-notices in Departmental proceedings against registered assesses
- Persons who have failed to obtain ST registration as required under the law and against whom the Department has initiated proceedings
- Persons who are required to tender any payment under ST Act /Rules

Such Non-Assessee would require a Non-Assessee code for payment of fine, penalties or duties imposed.

2.3.2 Navigational Path

User à Login page à "Non-Assessee Registration Form" screen à

2.3.3 Operating Instructions

The code generation process is initiated either by the Non-Assessee or by the departmental officer on behalf of the Non-Assessee.

- The process to get login Id and password for Non-Assessee is similar to any other normal Assessee, he has to first fill in Assessee registration form and get login Id and password.
- Once logged in successfully, the menu option to fill in Non-Assessee designated Registration Form is provided.
- Assessee will pick the relevant statutory registration form from the list of available forms (ST1, Non-Assessee registration form).
- Once Non-Assessee registration form is filled and submitted, the Non-Assessee code will be issued and the application shall not allow submitting further ST1 or Non Assessee registration forms.
- To aid Assessee in selecting correct registration form a help note is displayed post login.
- The Non-Assessee would have access to all functionalities in ACES as a normal Assessee.
- The information regarding registered Non-Assessee would be passed on to NSDL and further to the bank for enabling the person to make the payment.

The structure of Non-Assessee code would mimic the 15 digit Assessee code and this code would be mapped to a jurisdiction.

ACES

USER MANUAL – ST REGISTRATION



The screenshot shows the ACES (Automated Customs and Excise System) navigation screen. At the top, it displays the Government of India logo and the Central Board of Excise and Customs, Ministry of Finance - Department of Revenue. Below this, there is a navigation bar with tabs: SDR, PRA, REF, REG, RET, and HELP. The REG tab is selected, and a dropdown menu is open, showing options: Fill ST-1, Fill Non Assessee, and Change Password. The main content area is mostly blank, with a 'Sign Out' link in the top right corner. The footer indicates '© Copyright Information 2007'.

Figure: 2.12 Navigation Screen for Registration of Non-Assesseees

- A Non Assessee can access and fill his registration form by clicking on Fill Non Assessee Registration Form under REG main menu. Here REG is the label for registration menu.

The screenshot shows the 'Form for Registration of Non-Assesseees' in the ACES system. The form is divided into several sections:

- APPLICANT DETAILS:** Includes fields for Name Of The Applicant (Venkat Seshaiya), Address Of The Applicant (8/16, Spring Field Colony, Bhubaneshwar), and PAN (If Allotted) (ASDSW1232Q). A note indicates PAN is mandatory for claiming Refund/Rebate.
- BUSINESS TRANSACTION NUMBER OBTAINED FROM OTHER GOVT. AGENCIES / DEPARTMENTS:** Includes fields for Customs Registration No (BIN No), Import Export Code Number, State Sales Tax Number, Central Sales Tax Number, and CIN Number.
- POSTAL ADDRESS:** Includes fields for Name Of Building (Arvind Tower), Road / Street / Lane (D/G), Block / Taluk / Division / Town (Rambagh), City / District (Bhubaneshwar), State / Union Territory (ORISSA), Pin (110000), Flat / Door / Block No (11/32), Village / Area / Locality (Sita Nagar), Post Office (Amar Colony), Phone Number - 1 (2346074), Phone Number - 2 (2346075), Fax Number - 1 (2346076), Fax Number - 2 (2346077), Email Address (arvind_pandey@rediffm), Commissionerate (BHUBANESHWAR-I), Division (BHUBANESWAR), and Range (BHUBANESWAR-I (C)).

 Fields marked with an asterisk (*) are mandatory. At the bottom, there are buttons for Save, Reset, and Cancel. The footer indicates '© Copyright Information 2007'.

Figure: 2.13 Screen showing Registration Form of Non-Assesseees



- Enter the details in the Registration Form for Non Assessee. It is mandatory for the Non Assessee who claim any refund or rebate from the department to quote their valid PAN numbers.
- All the fields marked with * are mandatory
- Select the jurisdiction. On selecting the Commissionerate the system will automatically refresh the page and populate the Division dropdown, similarly on selecting the Division field the system will populate Range dropdown.
- Click on Save button to save the details into the database
- Click on Reset button to enter the details afresh
- To cancel the process of filing registration form for Non Assessee click on Cancel button, this will take user to the home page.

GOVERNMENT OF INDIA		CENTRAL BOARD OF EXCISE AND CUSTOMS		Ministry of Finance - Department of Revenue	
SDR	PRA	REG	REF	RET	HELP
Service Tax Registration - Form Non Assessee		Logged in : sandeep		Sign Out	
Form for Registration of Non-Assessee					
APPLICANT DETAILS					
Name Of The Applicant :		Venkat Seshaiya			
Address Of The Applicant :		8/16, Spring Field Colony, Bhubaneshwar			
PAN (If Allotted) :		ASDSW1232Q			
BUSINESS TRANSACTION NUMBER OBTAINED FROM OTHER GOVT. AGENCIES / DEPARTMENTS					
Customs Registration No(BIN No) :					
Import Export Code Number :					
State Sales Tax Number :					
Central Sales Tax Number :					
CIN Number :		75523598			
POSTAL ADDRESS					
Name Of Building :	Arvind Tower	Flat / Door / Block No :	11/32		
Road / Street / Lane :	D/G	Village / Area / Locality :	Sita Nagar		
Block / Taluk / Division / Town :	Rambagh	Post Office :	Amar Colony		
City / District :	Bhubaneshwar	State / Union Territory :	ORISSA		
Pin :	110000	Phone Number-1 :	2346074		
Phone Number-2 :	2346075	Fax Number -1 :	2346076		
Fax Number -2 :	2346077	Email Address :	arvind_pandey@rediffmail.com		
Commissionerate :	BHUBANESHWAR-I				
Division :	BHUBANESHWAR				
Range :	BHUBANESHWAR-I (CX)				
Submit Modify Cancel					
© Copyright Information 2007					

Figure: 2.14 Confirmation Screen of filled Registration form of Non-Assessee

- Click on Submit button to submit the registration form
- Click on Modify button to modify the details entered if required
- To cancel the process of filing registration form for Non Assessee click on Cancel button, this will take user to the homepage.

ACES

USER MANUAL – ST REGISTRATION



The screenshot shows the ACES (Automated Central Excise System) interface. At the top, it displays the Government of India logo and the Central Board of Excise and Customs logo. The text "CENTRAL BOARD OF EXCISE AND CUSTOMS" and "Ministry of Finance - Department of Revenue" is visible. Below this is a navigation bar with links: SDR, PRA, REG, REF, RET, and HELP. The main content area shows the message: "You have been successfully registered with ACES as Non - Assessee. The Registration Number is: ASDSW12320ST001." At the bottom, there is a copyright notice: "© Copyright Information 2007".

Figure: 2.15 Response Screen for Registration of Non-Assesseees

ACES**USER MANUAL – ST REGISTRATION**

The Registration of Non-Assesseees will be filled up with details and validations as per the following table:

Field name	Description	Validation	Example
Name of the Applicant	Name of Person	No validations are performed on this entry	Manish Engineering Ltd.
Address of the Applicant	Address of Person	No validations are performed on this entry	Plot No.234, Udyog Vihar, Gurgaon
PAN	PAN of the applicant	If the applicant holds a PAN, same to be provided	ASDSW1232Q
Customs Registration No (BIN No)	Customs Registration No. (Bin No.)	If the applicant holds a Customs Registration No, same to be provided	012354-455
Import Export Code Number	Directorate General Foreign Trade's Import Export Code No.	If the applicant holds a Directorate General Foreign Trade's Import Export Code No., Same to be	5431674000
State Sales Tax Number	State Sales Tax No.	If the applicant holds a State Sales Tax No., same to be provided	ST13245
Central Sales Tax Number	Central Sales Tax No	If the applicant holds a Central Sales Tax No., same to be provided	CE567830
CIN Number	Registrar of Company's CIN No (Company Index Number).	If the applicant holds a Registrar of	A17688Y

ACES

USER MANUAL – ST REGISTRATION



		Company's CIN No., same to be provided	
Name of Building	Name of premises / building	The system does not perform any validations on the entries made by the Assessee in this field	Vikas Bhawan
Flat / Door / Block No	Flat / Door / Block number	The system does not perform any validations on the entries made by the user in this field	234
Road / Street / Lane	Road / Street / Lane	The system does not perform any validations on the entries made by the user in this field	
Village / Area / Locality	Village / Area / Locality	The system does not perform any validations on the entries made by the user in this field	Udyog Vihar
Block / Taluka / Subdivision / Town	Block / Taluka / Sub-division / Town	The system does not perform any validations on the entries made by the user in this field	Gurgaon
Post Office	Post Office	The system does not	Gurgaon

ACES**USER MANUAL – ST REGISTRATION**

		perform any validations on the entries made by the user in this field	
City/ District	The city from which the assessee operates	The system does not perform any validations on the entries made by the user in this field	Gurgaon
State/Union Territory	This is the state in which the above city is present	The system provides a drop down list of states from which the user has to select one state	Haryana
Pin	PIN Code	The system checks that this figure should not exceed six digits	121003
Phone Number-1	Telephone Number 1	The system checks that this figure should not exceed sixteen digits	01242346074
Phone Number-2	Telephone Number 2	The system checks that this figure should not exceed sixteen digits	01242346075
Fax Number-1	Fax Number 1	The system checks that this figure should not exceed sixteen digits	01242346076

ACES

USER MANUAL – ST REGISTRATION



Fax Number-2	Fax Number 2	The system checks that this figure should not exceed sixteen digits	01242346077
Email Address	e-mail address	The Email ID shall be Non Mandatory in case the departmental User fills the form and mandatory when the user fills the form	vikas@123india.com
Commissionerate	Name of the jurisdictional Commissionerate of the Assessee	No validations are performed on this entry	Aurangabad
Division	Name of the jurisdictional Division of the Assessee	No validations are performed on this entry	Ahmednagar
Range	Name of the jurisdictional range of the Assessee	No validations are performed on this entry	Shirampur

Table: 2.3 Field Descriptions for Non-Assessee's Registration Screen

2.3.4 Button Descriptions

Save: Click on Save button to save the details into the database.

Reset: Click on Reset button to enter the details afresh.

Submit: Click on Submit to submit the registration form.

Modify: Click on Modify to modify the details entered.

Cancel: To cancel the process of filing registration form for Non Assessee click on Cancel button, this will take user to the homepage.



2.4. Filling ST1 form

2.4.1 Description

The ST1 form on ACES is an electronic version of the Registration form filled by assesses of Service Tax. The registrant fills up the ST1 form with the details about the business, addresses and details of the premises, details of proprietors' partners' chief executive officers and the details of the Services provided.

2.4.2 Navigational Path

The ST1 form can be accessed by the users after getting logged in successfully into the system, through the 'Registration' menu item; here 'Registration' is the label for registration menu. In the Registration menu the Pre-Assessee will click on the 'Fill ST1 form' menu option. As soon as the user clicks on the same the system will populate a blank ST1 form for the user on the screen.

The navigation path for the ST1 form is:

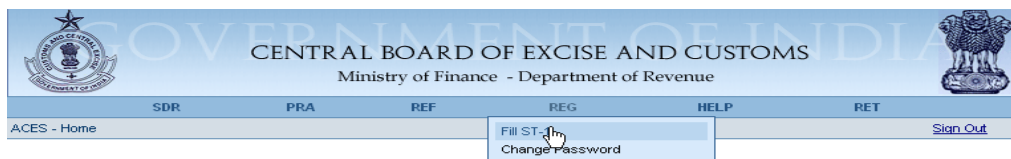
Logged in User à 'Registration' menu à 'Fill ST1'

2.4.3 Operating Instructions

The ST1 form can be filled by the users registered with ACES, to register their business. The ST1 form on ACES is divided into four sections and seven screens.

The four sections on the ST1 form are:

- Identification of business requiring registration
- Proprietor/ Partner/ Chief Executive Officer/ Chairman/ Managing Director/ Trustee



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Figure: 2.16 Screen of Assessee Homepage

- Click on the Fill ST-1 menu option to open a blank ST1 form



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Service Tax Registration - ST-1 Form Logged in laita [Sign Out](#)

ST-1 FORM

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION

Applicant's Name: Anushree Tiwari *

Address of Applicant: Plot No 480-481, Udyog Vihar Phase -3 *

PAN Status: Allotted * PAN (If Allotted): AERPA5723D *

Applicant's Name as in PAN: Anushree * (as appearing in PAN)

Constitution Of Business: Registered Company * Mention (If Others): *

Name of Trustee/Proprietor/HUF: *

Category Of Registration: ☐ Input Service Distributor ☒ Service Provider ☐ Service Provider with Aggregate Value of more than Rs. three Lakh ☐ Service Recipient

Nature of registration: Centralized Registration for more than one premises * *

Click on the search icon to select the services offered: *

Taxable service(s) offered :

Select	Sl.No.	Category of Service
☐	1	AIR TRAVEL AGENCY
☐	2	AIRPORT SERVICES

[Delete](#)

Office Address of Central premises (Centralized billing system)/ Input service distributor/ Single Premises

Name Of Building: Padam Tower * Flat / Door / Block No: 11/32 *

Road / Street / Lane: D/G * Village / Area / Locality: Sita Nagar *

Block / Taluk / Division / Town: Rambagh * Post Office: Rambagh *

City / District: Mumbai * State / Union Territory: MAHARASHTRA * *

PIN: 282006 * Phone Number-1: 3054734 *

Phone Number-2: * Fax Number-1: *

Fax Number-2: * Email Address: anoop.agarwal@wipro.c *

Commissionerate: MUMBAI-V *

Division: ANDHERI * *

Range: I OF ANDHERI DVN * *

(All the fields marked with * are mandatory.)

[Reset](#) [Cancel](#) [Next](#)

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Figure: 2.17 First Page with filled data of the ST1 registration form

- Enter the details in the fields Assessee name, Address of Registered unit, PAN status, Constitution of Business
- Select the Constitution of Business from the drop down
- Check the business category to which the Assessee belongs there can be multiple selections
- To select the services offered click on the Search button with the magnifying glass to display the pop up with the list of services



- Check mark the appropriate service on the service list pop up and press submit
- The system will refresh the page and display the list of services on the ST1 form
- Enter the details for the office address of the business premises
- To reset the field values click on Reset, if required
- To cancel the whole process of filing the ST1 form and go back to the homepage click Cancel
- To go to the next screen of ST1 form click on Next

Figure: 2.18 Second Page of the ST1 registration form

- Enter the details on the second screen of ST1 and press Save & Add New to add another address details of premises covered under the centralized accounting / billing system.
- Click on Previous to go to the previous page of the ST1.
- Click on reset to reset the field values, if required
- Click on Cancel to cancel the process of filing of ST1 and go back to the homepage
- Click on Save & Continue to go to the next screen of ST1



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Service Tax Registration - ST-1 Form Logged in Lalita Sign Out

ST-1 FORM

LIST OF ADDRESSES OF PREMISES WHICH ARE COVERED UNDER THE CENTRALIZED BILLING / ACCOUNTING SYSTEM

Select	Sl.No.	Name of Building	City	State	Email address
☐	1	Shyam Building	Mumbai	MAHARASHTRA	anoopa.sharma@wipro.com

Delete

ADDRESS OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM

Name Of Building :	Padam Tower *	Flat / Door / Block No :	11/32 *
Road / Street / Lane :	Block-16	Village / Area / Locality :	Sita Nagar *
Block / Taluk / Division / Town :	Sector 31-32 *	Post Office :	Rambagh *
City / District :	Mumbai *	State / Union Territory :	MAHARASHTRA *
PIN :	282006 *	Phone Number-1 :	2346074 *
Phone Number-2 :		Fax Number-1 :	
Fax Number -2 :		Email Address :	padma@wipro.com *

Save & Add New

(All the fields marked with * are mandatory.)

Previous Reset Cancel Save & Continue

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Figure: 2.19 Third Page for the ST1 registration form

- Enter the details on the third screen of ST1 and press Save & Add New to add address details of premises covered under the centralized accounting / billing system.
- Click on Previous to go to the previous page of the ST1.
- Click on reset to reset the field values, if required
- Click on Cancel to cancel the process of filling of ST1 and go back to the homepage
- Click on Save & Continue to go to the next screen of ST1



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ST-1 FORM

LIST OF PROPERTIES / PARTNERS / DIRECTORS / AUTHORIZED SIGNATORIES

Select	Sl.No.	Name	Designation	Email Address
☐	1	Anushree Tiwari	Director	anushree@wipro.com
Delete				

NAME, ADDRESS AND PHONE NUMBER OF PROPRIETOR / PARTNER / DIRECTOR ALONG WITH DETAILS OF AUTHORIZED SIGNATORIES

Name : *

Designation : Select a Value *

Address : (200 Characters only)

Phone number : * Email Address : anoop.agarwal@wipro.com *

☐ Click if the same person is also an authorized signatory

Save & Add New

DECLARATION

I, hereby declare that the information given in the application form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Registrant.

(a) For new Registration : I would like to receive the Registration Certificate by mail/by hand/E-MAIL

(b) For amendments to information pertaining to existing Registrant : Date from which amendments are made :
Date : 02/01/2009

(All the fields marked with * are mandatory.)

Previous Reset Cancel Save & Continue

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Figure: 2.20 Last Page of the ST1 registration form

- Enter the details on the fourth screen of ST1 and press Save & Add New to add Name, Address and Phone Number of Proprietor/Partner/Director along with details of Authorized signatories.
- Click on Previous to go to the previous page of the ST1.
- Click on reset to reset the field values, if required
- Click on Cancel to cancel the process of filling of ST1 and go back to the homepage
- Click on Next to go to the next screen of ST1



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ST-1 FORM [Application form for registration under section 69 of the Finance Act, 1994(32 of 1994)] IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION Applicant's Name <u>Anushree Tiwari</u> Address of Applicant <u>Plot No 480-481, Udyog Vihar P</u> PAN Status: Allotted PAN (If Allotted) <u>AERPA5723D</u> Applicant's Name as in PAN <u>Anushree</u> Constitution Of Business <u>Registered Company</u> Name of Trustee/Proprietor/HUF Category of Registrant <u>Service Provider</u> Nature of registration <u>Centralized Registration for more than one premises</u> Taxable service(s) offered <u>AIR TRAVEL AGENCY, AIRPORT SERVICES</u> ADDRESS OF PREMISES FOR WHICH REGISTRATION IS SOUGHT <table border="1"> <tr> <td>Name Of Building</td> <td>Padam Tower</td> <td>Flat / Door / Block No</td> <td>11/32</td> </tr> <tr> <td>Road / Street / Lane</td> <td>D/G</td> <td>Village / Area / Locality</td> <td>Sita Nagar</td> </tr> <tr> <td>Block / Taluk / Division / Town</td> <td>Rambagh</td> <td>Post Office</td> <td>Rambagh</td> </tr> <tr> <td>City / District</td> <td>Mumbai</td> <td>State / Union Territory</td> <td>MAHARASHTRA</td> </tr> <tr> <td>PIN</td> <td>282006</td> <td>Phone Number-1</td> <td>3054734</td> </tr> <tr> <td>Phone Number-2</td> <td></td> <td>Fax Number-1</td> <td></td> </tr> <tr> <td>Fax Number</td> <td></td> <td>Email Address</td> <td>anoop.agarwal@wipro.com</td> </tr> <tr> <td>Commissionerate</td> <td>MUMBAI-V</td> <td>Division</td> <td>ANDHERI</td> </tr> <tr> <td colspan="4">Range: I OF ANDHERI DVN</td> </tr> </table> BELOW ARE THE ADDRESS'S OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM <table border="1"> <tr> <td>Name Of Building</td> <td>Shyam Building</td> <td>Flat / Door / Block No</td> <td>Plot-8</td> </tr> <tr> <td>Road / Street / Lane</td> <td>Block-16</td> <td>Village / Area / Locality</td> <td>Green Field Colony</td> </tr> <tr> <td>Block / Taluk / Division / Town</td> <td>Sector 31-32</td> <td>Post Office</td> <td>Amar Colony</td> </tr> <tr> <td>City / District</td> <td>Mumbai</td> <td>State / Union Territory</td> <td>MAHARASHTRA</td> </tr> <tr> <td>PIN</td> <td>282006</td> <td>Phone Number-1</td> <td>2346074</td> </tr> <tr> <td>Phone Number-2</td> <td></td> <td>Fax Number-1</td> <td></td> </tr> <tr> <td>Fax Number</td> <td></td> <td>Email Address</td> <td>anoopa.sharma@wipro.com</td> </tr> </table> <table border="1"> <tr> <td>Name Of Building</td> <td>Padam Tower</td> <td>Flat / Door / Block No</td> <td>11/32</td> </tr> <tr> <td>Road / Street / Lane</td> <td>Block-16</td> <td>Village / Area / Locality</td> <td>Sita Nagar</td> </tr> <tr> <td>Block / Taluk / Division / Town</td> <td>Sector 31-32</td> <td>Post Office</td> <td>Rambagh</td> </tr> <tr> <td>City / District</td> <td>Mumbai</td> <td>State / Union Territory</td> <td>MAHARASHTRA</td> </tr> <tr> <td>PIN</td> <td>282006</td> <td>Phone Number-1</td> <td>2346074</td> </tr> <tr> <td>Phone Number-2</td> <td></td> <td>Fax Number-1</td> <td></td> </tr> <tr> <td>Fax Number</td> <td></td> <td>Email Address</td> <td>padma@wipro.com</td> </tr> </table> NAME, DESIGNATION AND ADDRESS OF AUTHORIZED SIGNATORIES <table border="1"> <tr> <td>Name</td> <td>Anushree Tiwari</td> <td>Designation</td> <td>Director</td> </tr> <tr> <td>Address</td> <td colspan="3"><u>H No 628, Sector 7b, Mumbai</u></td> </tr> <tr> <td>Phone Number</td> <td>2346074</td> <td>Email Address</td> <td>anushree@wipro.com</td> </tr> </table> DECLARATION I, <u>Anushree Tiwari</u> ,hereby declare that the information given in the application form is true,correct and complete in every respect and that I am authorised to sign on behalf of the Registrant. (a) For new Registration :I would like to receive the Registration Certificate by mail/by hand/E-MAIL (b) For amendments to information pertaining to existing Registrant :Date from which amendments are made: Date :02/01/2009 Submit Modify Cancel Print		Name Of Building	Padam Tower	Flat / Door / Block No	11/32	Road / Street / Lane	D/G	Village / Area / Locality	Sita Nagar	Block / Taluk / Division / Town	Rambagh	Post Office	Rambagh	City / District	Mumbai	State / Union Territory	MAHARASHTRA	PIN	282006	Phone Number-1	3054734	Phone Number-2		Fax Number-1		Fax Number		Email Address	anoop.agarwal@wipro.com	Commissionerate	MUMBAI-V	Division	ANDHERI	Range: I OF ANDHERI DVN				Name Of Building	Shyam Building	Flat / Door / Block No	Plot-8	Road / Street / Lane	Block-16	Village / Area / Locality	Green Field Colony	Block / Taluk / Division / Town	Sector 31-32	Post Office	Amar Colony	City / District	Mumbai	State / Union Territory	MAHARASHTRA	PIN	282006	Phone Number-1	2346074	Phone Number-2		Fax Number-1		Fax Number		Email Address	anoopa.sharma@wipro.com	Name Of Building	Padam Tower	Flat / Door / Block No	11/32	Road / Street / Lane	Block-16	Village / Area / Locality	Sita Nagar	Block / Taluk / Division / Town	Sector 31-32	Post Office	Rambagh	City / District	Mumbai	State / Union Territory	MAHARASHTRA	PIN	282006	Phone Number-1	2346074	Phone Number-2		Fax Number-1		Fax Number		Email Address	padma@wipro.com	Name	Anushree Tiwari	Designation	Director	Address	<u>H No 628, Sector 7b, Mumbai</u>			Phone Number	2346074	Email Address	anushree@wipro.com
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Figure: 2.21 Confirmation screen of the ST1 registration form



- Click on Submit to enter the details of ST1 into the database
- Click on Modify to go to the first screen of ST1 and modify the entered details
- Click on Cancel to cancel the process of filing of ST1 and go back to the homepage
- Click on Print to get a printable version of the ST1



Your application having Registration number **AERPA5723DS0001**. Please mention this number in all your future transactions with us, till you receive the Registration Certificate. The jurisdictional office addresses are as below :

Commissionerate-
MUMBAI-V.Address-UTPAD SHULK BHAVAN - SECTOR-E,BAHRA KURLA COMPLEX - MUMBAI MAHARASHTRA.Telephone
Number-022-6570200,022-6572233

Division-
ANDHERI.Address-2ND FLR,MAHAVIR JAIN C.D.BURFIWALA MARG JUHU LAKE - MUMBAI MAHARASHTRA.Telephone
Number-022-6212048,022-6212972

Range-
I OF ANDHERI DVII.Address-GOLDEN TOBACCO CO S V ROAD GOLDEN TOBACCO HOUSE - MUMBAI MAHARASHTRA.Telephone
Number-022-6719369,022-0

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Figure: 2.22 The Response screen after the submission of the ST1 form

On the successful submission of the ST1 form, a registration number is generated.

The various screens of the ST1 form can be navigated with the help of **Next** and **Previous** buttons. Each field on every screen of the ST1 has certain validations that should be cleared by the Assessee before moving to the next screen.

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The various fields of the ST1 form and their respective validations are as per the following table:

Field Name	Description	Validation	Example
Assessee Name	Name of the Assessee	No validations are performed on this entry	Amit Sharma
Address of Registered Unit	The address of the unit being registered	No validations are performed on this entry	MG road, Dibrugarh
PAN Status	Predefined list with the following possible status: Allotted Not applied Applied for	Three possible statuses Allotted / Applied For/ Not Applied	Applied for
PAN (If Allotted)	The PAN number of the Assessee.	Ten character PAN format string.	ASDSW1232Q
Assessee Name as on PAN	Name of the registrant as it is in the PAN and IT database.	This entry is not validated by the system.	Amit Kumar Sharma
Business Category	Category of business to which the Assessee belongs.	The user selects one category from the following list {Input service Distributor, Service Provider, Service Provider with aggregate value of more than Rs three Lakhs, Service recipient }	Input service Distributor
Nature of Registration	Nature of registration, whether for Single premises or Centralized Registration for more than one premises	The user selects one category from the following list {Single premises, Centralized Registration for more than one premise}.	Centralized registration for more than one premises
Official Address of Central Premises			
Name of premises / building	Premises/ building name	This entry is not validated by the system.	Informax Avenue
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality;	The details of the address of the business premises.	This entry is not validated by the system.	MG Road, Informatics City, Dibrugarh

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Block / Taluka / Sub-division / Town; Post Office			
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Dibrugarh
State	State name	The system provides a drop down list of states from which the user has to select one state.	Assam
PIN Code	PIN code number	The system checks that this figure should not exceed six digits.	124321
Phone Number1	First Phone number (Mandatory)	The number should not be more than 11 digits.	914312418443
Phone Number2	Second Phone number	The number should not be more than 11 digits.	
Fax Number1	First FAX Number	The number should not be more than 11 digits.	914312416322
Fax Number2	Second FAX number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address of the premises.	This is the E-Mail ID which is also the user ID of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@informax.com
Commissionerate	Commissionerate under which the premises come. A drop down box, containing a list of all Commissionerate	The user selects this from a drop down list of Commissionerates	Dibrugarh
Division	Division under	The user selects	Dibrugarh

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	which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	this from a drop down list of the divisions that fall within the Commissionerate selected in the previous field.	
Name, Address and Phone Number of Proprietor/ Partner/ Director along with details of Authorized signatories.			
Name	Name of person	No validations are performed on this entry	Ravi Dubey
Designation of the Person	Designation of the person	The user has to choose a designation from the list in the dropdown	Director
Address	Address of the premises	No validations are performed on this entry	Omnikarak Road, Dibrugarh
Phone Number	Phone number of the premises	The number should not be more than 11 digits.	01325434221
E- Mail address	E- Mail address of the Authorized signatory	Valid city	ravi.dubey@informax.com

Table 2.4: Field Descriptions for filling of ST1 form



2.4.4 Button Descriptions

Save: On clicking the Save button details entered on the ST1 form can be viewed on the confirmation screen.

Previous: On the screens of the ST1 form the Previous button will take the user to the previous screen.

Next: On the screens on the ST1 form the Next button will take the user to the next screen.

Submit: The saved data on the confirmation screen will be submitted to the database permanently by the Submit button.

Reset: The Reset button will reset the values of the fields

Cancel: The Cancel button will cancel the filling process of the ST1 form and take the user back to the home page screen.

Modify: The modify button on the confirmation screen takes the user to the form that was being modified

Print: The Print button on being clicked will open a printable view for the user.

Clear: The clear button on being clicked will clear the contents of the form

Add New: Add new button on being clicked adds a record to the screen



2.5. Amendment of Registration

2.5.1 Description

There can be instances where Assessee might want to add new premises or change addressees of the premises. Such an activity would tantamount to amending the registration and would result in a submission of the amended form to the jurisdictional Superintendent. Superintendent would then authorize the necessary changes in the registration certificate of the Assessee.

The amendment of the registration can be done through the amend registration menu option in the Assessee login.

2.5.2 Navigation Path

The Navigation path for the amendment of the registration in the Assessee login is as follows:

REG à Amend Registration

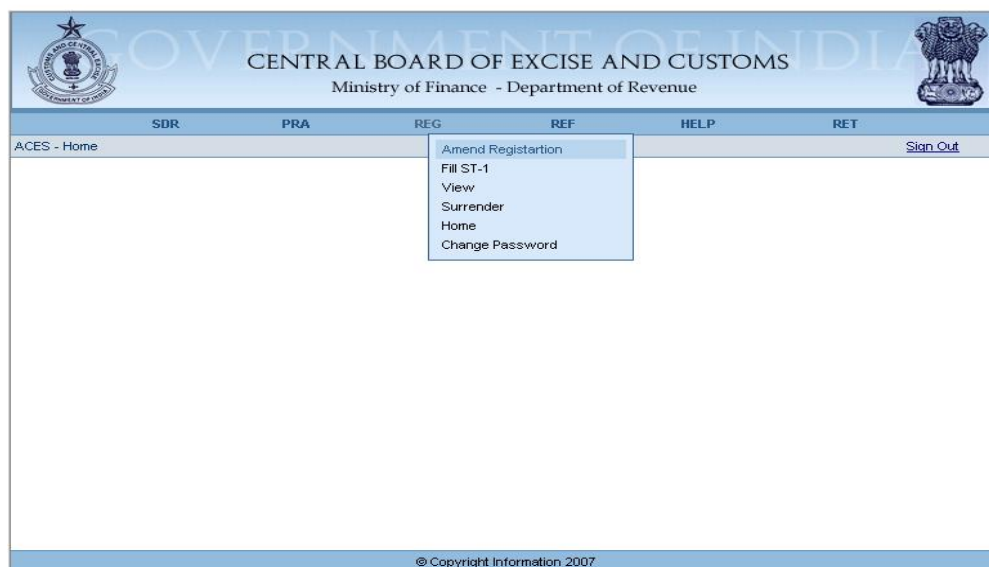


Figure 2.23 Menu option for the amendment of registration

2.5.3 Operating instructions

Following is the step by step process for the amendment of the registration details for the Assessee.

The steps are the same as followed during the filling of the ST1 form, the only difference is that the data is already populated on the form which was originally filled by the Assessee.

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LIST OF REGISTRATIONS

List of valid Registrations

Sl.No.	Name of Unit	Registration Number
1	Anushree Tiwari	AERPA5723DSD001

 Close

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Figure: 2.24 Navigation Screen to access the ST1 applications



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AMEND ST-1 FORM

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION

Applicant's Name: Anushree Tiwari *

Address of Applicant: Plot No 480-481, Udyog Vihar Phase -3 *

PAN Status: Allotted PAN Allotted: AERPA5723D

Assessee's Name as on PAN: Anushree

Constitution Of Business: Registered Company * Mention (If Others): *

Name of Trustee/Proprietor/HUF: *

Category Of Registration: ☐ Input Service Distributor ☒ Service Provider ☐ Service Provider with Aggregate Value of more than Rs. three Lakh ☐ Service Recipient

Nature of registration: Centralized Registration for more than one premises * *

Click on the search icon to select the services offered: *

Taxable service(s) offered :

Select	Sl.No.	Category of Service
☐	1	AIRPORT SERVICES
☐	2	AIR TRAVEL AGENCY

[Delete](#)

Office Address of Central premises (Centralized billing system)/Input service distributor/ Single Premises

Name Of Building : Padam Tower * Flat / Door / Block No : 11/32 *

Road / Street / Lane : D/G * Village / Area / Locality : Sita Nagar *

Block / Taluk / Division / Town : Rambagh * Post Office : Rambagh *

City / District : Mumbai * State / Union Territory : MAHARASHTRA *

PIN : 282006 * Phone Number-1 : 3054734 *

Phone Number-2 : * Fax Number-1 : *

Fax Number-2 : * Email Address : anoop.agarwal@wipro.c *

Commissionerate : MUMBAI-V *

Division : ANDHERI *

Range : I OF ANDHERI DVN *

(All the fields marked with * are mandatory.)

[Reset](#) [Cancel](#) [Next](#)

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Figure 2.25 ST1 form for amendment with editable fields

- Change the contents of the various fields if required (e.g. phone numbers)
- The search button can be used to search services to be inserted on the form
- Reset button on being clicked will result in the resetting of the forms content to the original value
- Click on the cancel button to cancel the process of amendment and go back to the homepage
- Click on the next button to go to the next page on amendment



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AMEND ST-1 FORM

LIST OF ADDRESSES OF PREMISES WHICH ARE COVERED UNDER THE CENTRALIZED BILLING / ACCOUNTING SYSTEM

Select	Sl.No.	Name of Building	City	State	Email address
☐	1	Padam Tower	Mumbai	MAHARASHTRA	padma@wipro.com
☐	2	Shyam Building	Mumbai	MAHARASHTRA	anoopa.sharma@wipro.com

Delete

ADDRESS OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM

Name Of Building : * Flat / Door / Block No : *

Road / Street / Lane : Village / Area / Locality : *

Block / Taluk / Division / Town : * Post Office : *

City / District : * State / Union Territory : Select a Value *

PIN : * Phone Number-1 : *

Phone Number-2 : Fax Number-1 :

Fax Number-2 : Email Address : anoop.agarwal@wipro.com *

Save & Add New

(All the fields marked with * are mandatory.)

Previous Reset Cancel Save & Continue

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Figure: 2.26 Next Page of ST1 form for amendment with editable fields

- Click on the Hyperlink to view the address details of the premises
- Click on Save and add new to add the details of the amended premises
- Click on previous to go to the previous button
- Click on reset to reset the contents of the page to the previous values, if required
- Click on Cancel to cancel the process of amending of ST1 and go back to homepage
- Click on Save & Continue button to go to the next page



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AMEND ST-1 FORM

LIST OF PROPERTIES / PARTNERS / DIRECTORS / AUTHORIZED SIGNATORIES

Select	Sl.No.	Name	Designation	Email Address
☐	1	Anushree Tiwari	Director	anushree@wipro.com

[Delete](#)

NAME, ADDRESS AND PHONE NUMBER OF PROPRIETOR / PARTNER / DIRECTOR ALONG WITH DETAILS OF AUTHORIZED SIGNATORIES

Name : *

Designation : *

Address : (200 Characters only)*

Phone number : * Email Address : *

☐ Click if the same person is also an authorized signatory

[Save & Add New](#)

DECLARATION

I, hereby declare that the information given in the application form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.

(a) For new Registration : I would like to receive the Registration Certificate by mail/by hand/E-MAIL

(b) For amendments to information pertaining to existing Registrant : Date from which amendments are made:
Date : 02/01/2009

(All the fields marked with * are mandatory.)

[Previous](#) [Reset](#) [Cancel](#) [Save & Continue](#)

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Figure 2.27 ST1 form screen three for amendment

- Click on the Hyperlink to view the details of the Proprietors/ Partners/Directors
- Click on Save and add new to add the details of the amended proprietors and partners
- Click on previous to go to the previous button
- Click on reset to reset the contents of the page to the previous values, if required
- Click on Cancel to cancel the process of amending of ST1 and go back to the homepage
- Click on Save & Continue to go to the confirmation screen for the amended form

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The various fields of the amendable ST1 form and their respective validations are as per the following table:

Field Name	Description	Validation	Example
Assessee Name	Name of the Assessee	No validations are performed on this entry	Amit Sharma
Address of Registered Unit	The address of the unit being registered	No validations are performed on this entry	MG road, Dibrugarh
PAN Status	Predefined list with the following possible status: Allotted Not applied Applied for	Three possible statuses Allotted / Applied For/ Not Applied	Applied for
PAN (If Allotted)	The PAN number of the Assessee.	Ten character PAN format string.	ASDSW1232Q
Assessee Name as on PAN	Name of the registrant as it is in the PAN and IT database.	This entry is not validated by the system.	Amit Kumar Sharma
Business Category	Category of business to which the Assessee belongs.	The user selects one category from the following list {Input service Distributor, Service Provider, Service Provider with aggregate value of more than Rs three Lakhs, Service recipient }	Input service Distributor
Nature of Registration	Nature of registration, whether for Single premises or Centralized Registration for more than one premises	The user selects one category from the following list {Single premises, Centralized Registration for more than one premise}.	Centralized registration for more than one premises
Official Address of Central Premises			
Name of premises / building	Premises/ building name	This entry is not validated by the system.	Informax Avenue
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality;	The details of the address of the business premises.	This entry is not validated by the system.	MG Road, Informatics City, Dibrugarh

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Block / Taluka / Sub-division / Town; Post Office			
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Dibrugarh
State	State name	The system provides a drop down list of states from which the user has to select one state.	Assam
PIN Code	PIN code number	The system checks that this figure should not exceed six digits.	124321
Phone Number1	First Phone number (Mandatory)	The number should not be more than 11 digits.	914312418443
Phone Number2	Second Phone number	The number should not be more than 11 digits.	
Fax Number1	First FAX Number	The number should not be more than 11 digits.	914312416322
Fax Number2	Second FAX number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address of the premises.	This is the E-Mail ID which is also the user ID of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@informax.com
Commissionerate	Commissionerate under which the premises come. A drop down box, containing a list of all Commissionerate	The user selects this from a drop down list of Commissionerates	Dibrugarh
Division	Division under	The user selects	Dibrugarh

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	which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	this from a drop down list of the divisions that fall within the Commissionerate selected in the previous field.	
Name, Address and Phone Number of Proprietor/ Partner/ Director along with details of Authorized signatories.			
Name	Name of person	No validations are performed on this entry	Ravi Dubey
Designation of the Person	Designation of the person	The user has to choose a designation from the list in the dropdown	Director
Address	Address of the premises	No validations are performed on this entry	Omnikarak Road, Dibrugarh
Phone Number	Phone number of the premises	The number should not be more than 11 digits.	01325434221
E- Mail address	E- Mail address of the Authorized signatory	Valid city	ravi.dubey@informax.com

Table 2.5: Field Descriptions for amendment of ST1 form



GOVERNMENT OF INDIA																																																					
CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue																																																					
SDR	PRA																																																				
REG	REF																																																				
RET	HELP																																																				
Service Tax Registration - Amend ST-1 Form																																																					
Logged in Lalita																																																					
AMEND ST-1 FORM [Application form for registration under section 69 of the Finance Act, 1994 (32 of 1994)] IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION Applicant's Name: Anushree Tiwari Address of Applicant: Plot No 480-481, Udyog Vihar P PAN Status: Allotted PAN (If Allotted): AERPA5723D Applicant's Name as in PAN: Anushree Constitution Of Business: Registered Company Name of Trustee/Proprietor/HUF: Category of Registrant: Service Provider Nature of registration: Centralized Registration for more than one premises Taxable service(s) offered: AIRPORT SERVICES, AIR TRAVEL AGENCY ADDRESS OF PREMISES FOR WHICH REGISTRATION IS SOUGHT <table border="1"> <tr> <td>Name Of Building: Padam Tower</td> <td>Flat / Door / Block No: 11/32</td> </tr> <tr> <td>Road / Street / Lane: D/G</td> <td>Village / Area / Locality: Sita Nagar</td> </tr> <tr> <td>Block / Taluk / Division / Town: Rambagh</td> <td>Post Office: Rambagh</td> </tr> <tr> <td>City / District: Mumbai</td> <td>State / Union Territory: MAHARASHTRA</td> </tr> <tr> <td>PIN: 282006</td> <td>Phone Number-1: 3054734</td> </tr> <tr> <td>Phone Number-2:</td> <td>Fax Number-1:</td> </tr> <tr> <td>Fax Number:</td> <td>Email Address: anoop.agarwal@wipro.com</td> </tr> <tr> <td>Commissionerate: MUMBAI-V</td> <td>Division: ANDHERI</td> </tr> <tr> <td colspan="2">Range: I OF ANDHERI DVN</td> </tr> </table> BELOW ARE THE ADDRESS'S OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM <table border="1"> <tr> <td>Name Of Building: Padam Tower</td> <td>Flat / Door / Block No: 11/32</td> </tr> <tr> <td>Road / Street / Lane: Block-16</td> <td>Village / Area / Locality: Sita Nagar</td> </tr> <tr> <td>Block / Taluk / Division / Town: Sector 31-32</td> <td>Post Office: Rambagh</td> </tr> <tr> <td>City / District: Mumbai</td> <td>State / Union Territory: MAHARASHTRA</td> </tr> <tr> <td>PIN: 282006</td> <td>Phone Number-1: 2346074</td> </tr> <tr> <td>Phone Number-2:</td> <td>Fax Number-1:</td> </tr> <tr> <td>Fax Number 2:</td> <td>Email Address: padma@wipro.com</td> </tr> </table> <table border="1"> <tr> <td>Name Of Building: Shyam Building</td> <td>Flat / Door / Block No: Plot-8</td> </tr> <tr> <td>Road / Street / Lane: Block-16</td> <td>Village / Area / Locality: Green Field Colony</td> </tr> <tr> <td>Block / Taluk / Division / Town: Sector 31-32</td> <td>Post Office: Amar Colony</td> </tr> <tr> <td>City / District: Mumbai</td> <td>State / Union Territory: MAHARASHTRA</td> </tr> <tr> <td>PIN: 282006</td> <td>Phone Number-1: 2346074</td> </tr> <tr> <td>Phone Number-2:</td> <td>Fax Number-1:</td> </tr> <tr> <td>Fax Number 2:</td> <td>Email Address: anoopa.sharma@wipro.com</td> </tr> </table> NAME, DESIGNATION AND ADDRESS OF AUTHORIZED SIGNATORIES <table border="1"> <tr> <td>Name: Anushree Tiwari</td> <td>Designation: Director</td> </tr> <tr> <td>Address: H No 628, Sector 7b, Mumbai</td> <td></td> </tr> <tr> <td>Phone Number: 2346074</td> <td>Email Address: anushree@wipro.com</td> </tr> </table> DECLARATION I, Anushree Tiwari, hereby declare that the information given in the application form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant. (a) For new Registration : I would like to receive the Registration Certificate by mail/by hand/E-MAIL (b) For amendments to information pertaining to existing Registrant : Date from which amendments are made: Date : 02/01/2009 Submit Modify Cancel Print © Copyright Information 2007		Name Of Building: Padam Tower	Flat / Door / Block No: 11/32	Road / Street / Lane: D/G	Village / Area / Locality: Sita Nagar	Block / Taluk / Division / Town: Rambagh	Post Office: Rambagh	City / District: Mumbai	State / Union Territory: MAHARASHTRA	PIN: 282006	Phone Number-1: 3054734	Phone Number-2:	Fax Number-1:	Fax Number:	Email Address: anoop.agarwal@wipro.com	Commissionerate: MUMBAI-V	Division: ANDHERI	Range: I OF ANDHERI DVN		Name Of Building: Padam Tower	Flat / Door / Block No: 11/32	Road / Street / Lane: Block-16	Village / Area / Locality: Sita Nagar	Block / Taluk / Division / Town: Sector 31-32	Post Office: Rambagh	City / District: Mumbai	State / Union Territory: MAHARASHTRA	PIN: 282006	Phone Number-1: 2346074	Phone Number-2:	Fax Number-1:	Fax Number 2:	Email Address: padma@wipro.com	Name Of Building: Shyam Building	Flat / Door / Block No: Plot-8	Road / Street / Lane: Block-16	Village / Area / Locality: Green Field Colony	Block / Taluk / Division / Town: Sector 31-32	Post Office: Amar Colony	City / District: Mumbai	State / Union Territory: MAHARASHTRA	PIN: 282006	Phone Number-1: 2346074	Phone Number-2:	Fax Number-1:	Fax Number 2:	Email Address: anoopa.sharma@wipro.com	Name: Anushree Tiwari	Designation: Director	Address: H No 628, Sector 7b, Mumbai		Phone Number: 2346074	Email Address: anushree@wipro.com
Name Of Building: Padam Tower	Flat / Door / Block No: 11/32																																																				
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Block / Taluk / Division / Town: Rambagh	Post Office: Rambagh																																																				
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Address: H No 628, Sector 7b, Mumbai																																																					
Phone Number: 2346074	Email Address: anushree@wipro.com																																																				

Figure 2.28 Amend ST1 form confirmation screen

- Click on the Submit to submit the amendment request
- Click on the Modify button to go back to the amendment screens



- Click on Cancel to cancel the process of amending of ST1 and go back to the homepage
- Click on Print to open a printable view of the amended ST1 form

After the successful submission of amendment request the system will display a response screen confirming the successful submission of Amendment Request.



The Application for Amendment of Service Tax Registration, Service Code Number **AERPA5723DS0001**, has been submitted successfully.

Figure 2.29 Response screen for the amended ST1 form



2.5.4 Button Description

Save: On clicking the Save button details entered on the ST1 form can be viewed on the confirmation screen

Previous: On the screens of ST1 form the Previous button will take the user to the previous screen

Next: On the screens of ST1 form the Next button will take the user to the next screen

Submit: The saved data on the confirmation screen will be submitted to the database permanently by the Submit button

Reset: The Reset button will reset the values of the fields

Cancel: The Cancel button will cancel the filling process of the ST1 form and take the user back to the home page screen

Modify: The modify button on the confirmation screen takes the user to the form that was being modified

Print: The Print button on being clicked will open a printable view for the user.

Clear: The clear button on being clicked will clear the contents of the form



2.6. Surrender of Registration

2.6.1 Description

The Assessee must surrender the registration certificate to Service Tax Department which was issued to him on request if he/she intends to close their business unit. The Assessee must submit an application to Service Tax Department stating that he/she intends to close their business and they want to surrender the registration certificate issued to them. Upon submission of the Surrender ST2 request, the superintendent will acknowledge the receipt of the application. The superintendent verifies whether there is any revenue to be recovered from Assessee.

Based on the Assessee's response the superintendent will forward his feedback on Surrender Request to AC/DC for approval / rejection. The AC/DC will go through the application and the Superintendent's feedback. If there are no liabilities against the Assessee then AC/DC will approve the Surrender ST2 request.

2.6.2 Navigation path

The surrender request is generated by the Assessee as an application for surrender.

The surrender request is then routed to the Superintendent. The Superintendent will verify whether the user has any outstanding liabilities against him. If there are no liabilities the Superintendent may forward the surrender request to the AC/DC for approval.

2.6.3 Operating Instructions

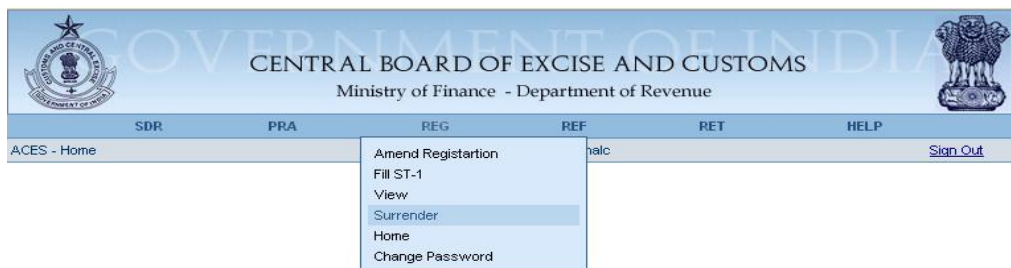
For surrendering the ST2 the Assessee creates a surrender request through the registration menu. To create the surrender request the ST1 of the Assessee must be approved and the Assessee must be holding the ST2. There should not exist against the Assessee any liabilities.

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The surrender request can be created through the registration menu by the Assessee.

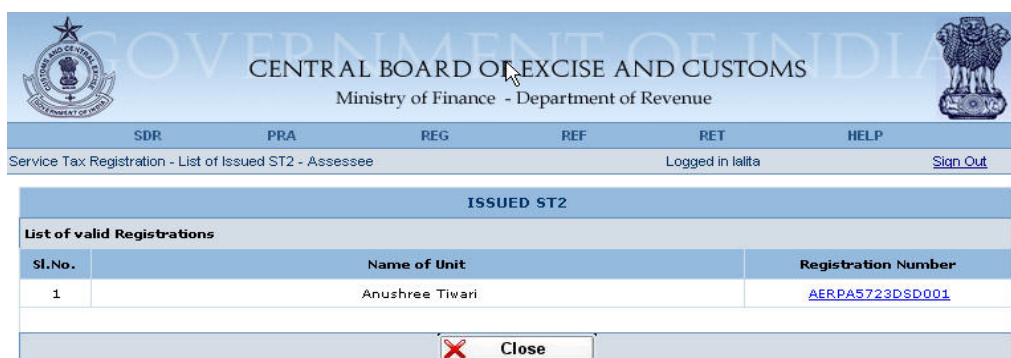


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Figure 2.30 Surrender option in the registration menu to generate a surrender request by the Assessee

- Click on Surrender to create the surrender request

The system will display a link for the registration filed by the Assessee for which the Assessee wants to create the surrender request.



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Figure 2.31 Link to the view of the surrender request for the Assessee

- Click on the Registration Number hyperlink to open the ST2 for surrender



CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue			
SDR	PRA	REG	REF
Service Tax Registration - Surrender ST-2		Logged in Iaita	
		Sign Out	
SURRENDER ST-2			
ST-2 Issue Date: 07/01/2000			
IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION			
Assessee's Name: Anushree Tiwari			
Address of Registered Unit: Plot No. 480-481, Udyog Vihar Phase -3			
PAN Status: Allotted		PAN (If Allotted): AERPA5723D	
Assessee's Name as on PAN: Anushree			
Constitution Of Business: Registered Company			
Name of Trustee/Proprietor:			
Business Category: Service Provider			
Nature of registration: Centralized Registration for more than one premises			
Service Tax Code: AERPA5723DSD001			
Taxable service(s) offered: AIRPORT SERVICES, AIR TRAVEL AGENCY			
ADDRESS OF PREMISES FOR WHICH REGISTRATION IS SOUGHT			
Name Of Building: Padam Tower		Flat / Door / Block No: 11/32	
Road / Street / Lane: D/G		Village / Area / Locality: Sita Nagar	
Block / Taluk / Division / Town: Rambagh		Post Office: Rambagh	
City / District: Mumbai		State / Union Territory: MAHARASHTRA	
PIN: 282006		Phone Number-1: 3054734	
Phone Number-2:		Fax Number-1:	
Fax Number-2:		Email Address: anoop.agarwal@vipro.com	
Commissionerate: MUMBAI-V		Division: ANDHERI	
Range: I OF ANDHERI DVN			
Service Tax Code: AERPA5723DSD001			
Taxable service(s) offered: AIRPORT SERVICES, AIR TRAVEL AGENCY			
BELOW ARE THE ADDRESS'S OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM			
Name Of Building: Shyam Building		Flat / Door / Block No: Plot-8	
Road / Street / Lane: Block-16		Village / Area / Locality: Green Field Colony	
Block / Taluk / Division / Town: Sector 31-32		Post Office: Amar Colony	
City / District: Mumbai		State / Union Territory: MAHARASHTRA	
PIN: 282006		Phone Number-1: 2346074	
Phone Number-2:		Fax Number-1:	
Fax Number-2:		Email Address: anoopa.sharma@vipro.com	
Service Tax Code: AERPA5723DSD001			
Taxable service(s) offered: AIRPORT SERVICES, AIR TRAVEL AGENCY			
Name Of Building: Padam Tower		Flat / Door / Block No: 11/32	
Road / Street / Lane: Block-16		Village / Area / Locality: Sita Nagar	
Block / Taluk / Division / Town: Sector 31-32		Post Office: Rambagh	
City / District: Mumbai		State / Union Territory: MAHARASHTRA	
PIN: 282006		Phone Number-1: 2346074	
Phone Number-2:		Fax Number-1:	
Fax Number-2:		Email Address: padma@vipro.com	
Service Tax Code: AERPA5723DSD001			
Taxable service(s) offered: AIRPORT SERVICES, AIR TRAVEL AGENCY			
NAME, DESIGNATION AND ADDRESS OF AUTHORIZED SIGNATORIES			
Name: Anushree Tiwari		Designation: Director	
Address: H.No. 628, Sector 7b, Mumbai			
Phone Number: 2346074		Email Address: anushree@vipro.com	
NOTE :			
1. In case the registrant starts providing any other taxable service (other than those mentioned above), he shall intimate the department.			
2. In case the registrant starts billing from other premises (other than those mentioned above), he shall intimate the department.			
3. These intimations and any other information which registrant wishes to bring to the notice of the department can be submitted on-line by the registrant after logging on to web-site.			
4. This registration certificate is not transferable.			
5. List of Accounting Codes			
S.No.	Types of Services	Accounting Codes	
		Tax Collection	Other Receipts (Interest / Penalty)
1	AIRPORT SERVICES	00440258	00440259
2	AIR TRAVEL AGENCY	00440032	00440033
Name of Surrendering Authority: Arvind Pandey *			
Reasons for surrendering: Business closed.			
Place: Mumbai *			
(All the fields marked with * are mandatory.)			
Surrender ST2 Clear Cancel			

Figure 2.32 Creation of surrender request for the Assessee

- Enter the mandatory fields on the form
- Click on the Surrender ST2 to submit the surrender request
- Click on Clear to clear the contents of the screen
- Click on Cancel to cancel the process and go back to the homepage



GOVERNMENT OF INDIA CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue			
Service Tax Registration - Surrender ST-2		Logged in Iaita	
SURRENDER ST-2			
		ST-2 Issue Date : 07/01/2000	
IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION			
Assessee's Name		Anushree Tiwari	
Address of Registered Unit		Plot No 480-481, Udyog Vihar Phase -3	
PAN Status		Allotted	
Assessee's Name as on PAN		Anushree	
Constitution Of Business		Registered Company	
Name of Trustee/Proprietor			
Business Category		Service Provider	
Nature of registration		Centralized Registration for more than one premises	
Service Tax Code		AERPA5723DSD001	
Taxable service(s) offered		AIRPORT SERVICES, AIR TRAVEL AGENCY	
ADDRESS OF PREMISES FOR WHICH REGISTRATION IS SOUGHT			
Name Of Building :		Padam Tower	
Road / Street / Lane :		D/G	
Block / Taluk :		Rambagh	
Division / Town :		Mumbai	
City / District :		Mumbai	
PIN :		202006	
Phone Number-1 :		3054734	
Phone Number-2 :			
Fax Number -2 :			
Commissionerate :		MUMBAI-V	
Range :		I OF ANDHERI DVN	
Service Tax Code :		AERPA5723DSD001	
Taxable service(s) offered :		AIRPORT SERVICES, AIR TRAVEL AGENCY	
BELOW ARE THE ADDRESS'S OF PREMISES COVERED UNDER THE CENTRALIZED ACCOUNTING / BILLING SYSTEM			
Name Of Building :		Shyam Building	
Road / Street / Lane :		Block-16	
Block / Taluk :		Sector 31-32	
Division / Town :		Mumbai	
City / District :		Mumbai	
PIN :		202006	
Phone Number-1 :		2346074	
Phone Number-2 :			
Fax Number -2 :			
Service Tax Code :		AERPA5723DSD001	
Taxable service(s) offered :		AIRPORT SERVICES, AIR TRAVEL AGENCY	
Name Of Building :		Padam Tower	
Road / Street / Lane :		Block-16	
Block / Taluk :		Sector 31-32	
Division / Town :		Mumbai	
City / District :		Mumbai	
PIN :		202006	
Phone Number-1 :		2346074	
Phone Number-2 :			
Fax Number -2 :			
Service Tax Code :		AERPA5723DSD001	
Taxable service(s) offered :		AIRPORT SERVICES, AIR TRAVEL AGENCY	
NAME, DESIGNATION AND ADDRESS OF AUTHORIZED SIGNATORIES			
Name :		Anushree Tiwari	
Address :		H No 628, Sector 7b, Mumbai	
Phone Number :		2346074	
Designation :		Director	
Email Address :		anushree@wipro.com	
NOTE :			
1. In case the registrant starts providing any other taxable service (other than those mentioned above), he shall intimate the department.			
2. In case the registrant starts billing from other premises (other than those mentioned above), he shall intimate the department.			
3. These intimations and any other information which registrant wishes to bring to the notice of the department can be submitted on-line by the registrant after logging on to web-site.			
4. This registration certificate is not transferable.			
5. List of Accounting Codes			
S.No.	Types of Services	Accounting Codes	
		Tax Collection	Other Receipts (Interest / Penalty)
1	AIRPORT SERVICES	00440258	00440259
2	AIR TRAVEL AGENCY	00440032	00440033
Name of Surrendering Authority :		Arvind Pandey	
Reasons for surrendering :		Business closed.	
Place :		Mumbai	
Submit Modify Cancel Print			

Figure 2.33 Confirmation screen for the generation of surrender request by the Assessee

- Click on the Submit to submit the surrender request
- Click on the Modify button to modify the details



- Click on Cancel to cancel the process of surrender and go back to homepage
- Click on Print to open a printable view of the surrender request

After successful submission, the system shows the response page with the message that the surrender request (Application for surrender) has been successfully created and submitted.



The Application for Surrender of ST-2, Service Code Number AERPA5723DSD001, has been submitted successfully.

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Figure 2.34 Response screen for the successful submission of the surrender request

2.6.4 Button Descriptions

Submit: The saved data on the confirmation screen will be submitted to the database permanently by the Submit button

Reset: The Reset button will reset the values of the fields

Cancel: The Cancel button will cancel the approval process of the surrender request and take the user back to the home page screen

Modify: The modify button on the confirmation screen takes the user to the form that was being modified

Print: The Print button on being clicked will open a printable view for the user

Close: The close button on being clicked will result in the closing of the surrender request

Clear: The clear button on being clicked will clear the contents of the form





2.7. Change Password

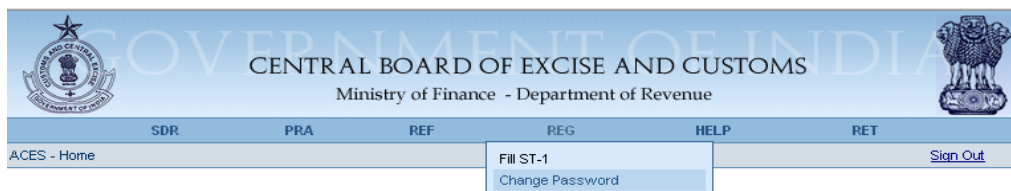
2.7.1 Description

The Change Password is a process in ACES using which Assessee can change the old password to a new password. The user may at any time feel the need to modify the existing password and choose a new one. This can be done by the Change Password option in the REG module.

The change password screen requires the Assessee to enter the existing password and the new password. The new password has to be entered two times to ensure that the new password is the same as desired by the user.

2.7.2 Navigation Path

The navigation path for accessing Change Password screen is as under:
REG à Change Password



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Figure 2.35 Change password menu option to change the password

- Click on change password menu option to get the change password screen

2.7.3 Operating Instructions

Using the screen for Change password the user can perform the task of changing the existing password to a new password.



The change password screen requires the user to enter the user name, old password (original password) and the new password as desired. The user has to enter the new password two times to confirm the change.

The Old Password and the New Password should not be the same.

Figure 2.36 Change password screen with fields to enter current password and new password

- Click on Submit to submit the changed password
- Click on Clear to clear the contents of the fields
- Click on Cancel to cancel the process of change password and go back to the homepage



On clicking the submit button the system shows the response page as confirmation for change password.

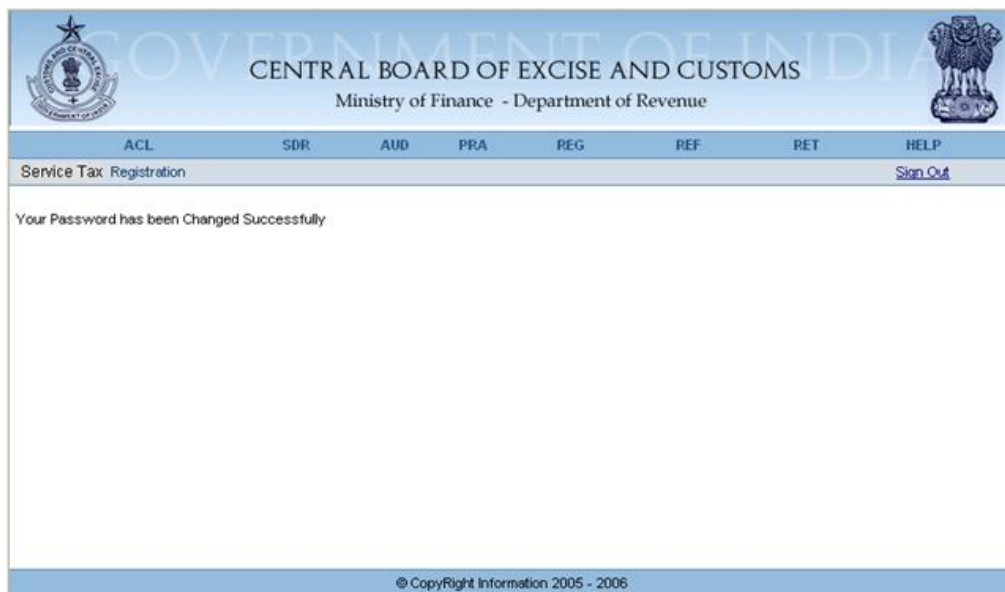


Figure 2.37 Response screen after the successful change of password

2.7.4 Button Description

Submit: The submit button on being clicked changes the password and displays a response page

Clear: The clear button on being clicked will clear the contents of the form

Cancel: The cancel button on being clicked cancels the process of change password and go back to the homepage



2.8. Forgot Password

2.8.1 Description

The Forgot Password in ACES is the process through which a new password is generated and mailed to the user, in case the user has forgotten the password.

The password is generated after authentication of the hint question and answer given by the user.

2.8.2 Navigation path

The navigation path for accessing Forgot Password screen is as under:
Login Screen à Forgot Password

The screenshot shows the ACES login interface. At the top, there is a header with the Government of India logo and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS' and 'Ministry of Finance - Department of Revenue'. Below this, there is a login form with fields for 'User Name' (containing 'padamjain') and 'Password' (containing '*****'). There are 'Logon' and 'Clear' buttons. Below the form, there are links: 'Click here to Register with ACES', 'Forgot your password', 'know your Location', and 'know your Location based on Locality'.

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Figure 2.38 Forgot password option on the login screen

- Click on “Forward your Password” to view the Forgot password screen



2.8.3 Operating Instructions

The forgot your password screen requires the user to enter the User Name, select the Hint Question and enter correct answer to the Hint Question.

Figure 2.39 Forgot Password Screen for entering the hint question and answer

- Enter the username whose password is to be regenerated.
- Select the Hint Question which was given at the time of registering with ACES
- Enter the Hint Answer against the selected Hint Question above
- Click on Submit button to submit the request
- Click on clear to clear the contents of the fields and want to give details afresh

If the entered hint question and the Hint Answer match the Hint Question and answer stored in the Database the system will generate a new password for the user and E-Mail the same on the stated E-Mail address of the user.



Figure 2.40 Response screen after the successful generation of new password through the forgot password screen

Every time the user logs in the system after getting a generated password, the system will force the user to change the password.

When the user logs in for the first time in ACES, the user is forced to change the password, Select a Hint Question and enter an answer to the same. This hint question and answer is utilized in the Forgot Password screen to authenticate the user and generate a new password.

2.8.4 Button Description

Submit: On clicking on the submit button the system submits the request for regenerating new password

Clear: On clicking clear the system clears the fields