



केन्द्रीय उत्पाद शुल्क एवं सेवा कर आयुक्त का कार्यालय  
नं.1, विलियम्स रोड, कन्टोनमेंट, तिरुच्चिरापल्ली 620 001  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX  
1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001

TRADE NOTICE NO. 6/2016-ST

13.07.2016.

Subject : Service Tax - Communication of the process of Centralised  
Registration - Changes made in ACES - Regarding.

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The Directorate General of Systems, Chennai has issued a note communicating certain changes made in the ACES applications to solve some issues faced in Centralised Service Tax Registration.

2. The contents of the above-mentioned note on Centralised Registration Process are hereby communicated to all the constituent members of Industry / Trade Associations and Chamber of Commerce.

(Issued from file C. No.IV/16/805/2016-S.T. Policy)

  
(J. ILANGO)  
Assistant Commissioner  
(S.T. Policy)

To

As per mailing list.  
All Divisions / Ranges under Trichy Commissionerate.  
All Sections in Hqrs. Office, Trichy.

Copy to : Computer Centre, Hqrs., Trichy - for uploading the Trade Notice to the website  
of the Commissionerate.

Centralized Registration Process -A Note on the changes made in

ACES Issues faced in Centralized Registration:

**Assesseees** : Assesseees who wish to take a Centralized registration for provision of services from multiple premises will file ST1 application in ACES by providing all the addresses. In the confirmation screen, before submitting the ST1 application, system will display all the addresses uploaded/ entered in the block, "In case of application for Centralized Registration, furnish address of all the premises from where taxable services are provided or intended to be provided" in the form ST1

If the number of premises are more, then, there was difficulty in viewing / submitting the application itself. Similar is the case, when such assesseees file the amendment application.

**Department Officers** : When such centralized registration application or amendment application with large number of addresses are filed, departmental officers were found it difficult to open /view the application in ACES. Hence issuing ST2 for such cases through ACES system was found to be difficult.

Solution Provided:

**Assessee** : In Centralized registration, in case of new applicants, applicant can download a sample excel file which is provided in Form ST1 itself. He can fill in all the addresses from where taxable services are provided or intended to be provided and save the excel file. The applicant can complete the fill ST-1 process by uploading this excel file, through the upload XLS button (which is already available). In the confirmation screen, system will not display all the addresses in the application; instead it will provide a downloadable link. When the link is clicked, system will download the addresses in XLS file.