

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.

Existing assessee, wanting to amend the registration can add, delete or modify the addresses in the XLS file (excel file can be downloaded from REG → VIEW → LATEST ST-1 OR REG → VIEW → LATEST ST-2 OR REG → VIEW REGISTRATION HISTORY LATEST (VERSION OF ST-1 OR ST-2)) and upload the entire set of addresses from where taxable services are provided or intended to be provided.

Department officers : The officers can open the view the application for registration under REG → View ST-1 application for approval or view the amended application under REG → View amended ST-1 application for approval. The system now displays a link 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”*. The officer can click on the link to download and view the addresses in an excel file.

Input Service Distributor:

The same functionality is provided in case of address of Input Service Distributors (to provide address of all the premises to which credit of input services is distributed or intended to be distributed) for both assessee and officers.