



ACES

Automation of Central Excise and Service Tax

User Manual

For

CE Registration

Version: 1.5

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Table of Contents

1. Introduction.....	4
2. CE Registration	5
Registration with ACES	5
2.1.1 Description	5
2.1.2 Navigational path	5
2.1.3 Operating instructions	14
2.1.4 Button Description	18
2.2. Migrating the Details of Existing Assessee into ACES	19
2.2.1 Description	19
2.2.2 Navigational Path.....	19
2.2.3 Operating Instructions	19
2.2.4 Button Descriptions.....	21
2.3. Registration of Non -Assessee	22
2.3.1 Description	22
2.3.2 Navigational Path.....	22
2.3.3 Operating Instructions	22
2.3.4 Button Descriptions.....	28
2.4. Filling A1 form.....	30
2.4.1 Description	30
2.4.2 Navigational Path.....	30
2.4.3 Operating Instructions	30
2.4.4 Button Descriptions.....	47
2.5. Filling A2 form.....	48
2.5.1. Description	48
2.5.2. Navigational Path.....	48
2.5.3. Operating Instructions	49
2.5.4. Button descriptions	61
2.6. Filling A3 form.....	62
2.6.1. Description	62
2.6.2. Navigational Path.....	62
2.6.3. Operating Instructions	62
2.6.4. Button descriptions	71
2.7 Filling Declarant form.....	72
2.7.1. Description	72
2.7.2. Navigational Path.....	72
2.7.3. Operating Instructions	72
2.7.4. Button descriptions	80
2.8. Change Password.....	81
2.8.1. Description	81
2.8.2. Navigational Path.....	81
2.8.3. Operating Instructions	81
2.9 Amendment of Registration	85
2.9.1 Description	85
2.9.2 Navigation Flow	85
2.9.3 Operating Instructions	86
2.9.4 Button Description	90
2.10 View Registration	92
2.10.1 Description	92
2.10.2 Navigation Flow	92
2.10.3 Operating Instruction	92



2.10.4 Button Description:	94
2.11 Surrender of Registration	95
2.11.1 Description	95
2.11.2 Navigation Flow	95
2.11.3 Operating Instructions	96
2.11.4 Button Description	99
2.12 View Registration Certificate	101
2.12.1 Description	101
2.12.2 Navigation Flow	101
2.12.3 Operating Instruction	101
2.12.4 Button Description:	102
2.13 Withdraw Registration	103
2.13.1 Description	103
2.13.2 Navigation Flow	103
2.13.3 Operating Instruction	103
2.13.4 Button Description:	106
2.14 SentBack ST1 Application	107
2.14.1 Description	107
2.14.2 Navigation Flow	107
2.14.3 Operating Instructions	107
2.14.4 Button Description	126
2.15 View Amended Registration under Approval	127
2.15.1 Description	127
2.15.2 Navigation Flow	127
2.15.3 Operating Instruction	127
2.15.4 Button Description:	129
2.16 View Registration History	130
2.16.1 Description	130
2.16.2 Navigation Flow	130
2.16.3 Operating Instruction	130
2.16.4 Button Description:	133
2.17 CFC	134
Assign CFC	134
2.17.1 Description	134
2.17.2 Navigation Flow	134
2.17.3 Operating Instruction	134
DeAssign CFC	137
2.17.4 Description	137
2.17.5 Navigation Flow	137
2.17.6 Operating Instruction	137
View Assigned CFC	139
2.17.7 Description	139
2.17.8 Navigation Flow	139
2.17.9 Operating Instruction	139
Activity Performed View	142
2.17.10 Description	142
2.17.11 Navigation Flow	142
2.17.12 Operating Instruction	142
2.17.13 Button Description	144



1. Introduction

Registration Module of Central Excise introduces an online system of Central Excise. A registration is required under Central Excise Act for all manufacturers of dutiable excisable goods, first and second stage dealers, EOU, persons holding warehouses, manufacturers of cheroots from tobacco, power-loom weavers, dealers of yarns and fabrics etc.

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 Central Excise 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, CLI, DSR etc.

After Assessee fills the statutory registrations forms i.e. A1, A2, A3 or Declaration Form, functionalities like filing Returns, claiming Refunds, accessing the proceedings of Disputes, viewing documents like Provisional Assessment Requests and Show Cause Notices are available.

2. CE Registration

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 Central Excise 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

Users already registered with the ACES may login into the application using their user name and password as follows:

Registered User à Login page à Enter the credentials à Click on Logon button



The screenshot shows the login interface for the Central Board of Excise and Customs (CBEC) system. The header includes the Government of India logo, the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. The login form contains two input fields: 'User Name' with the value 'sandeep_ce1' and 'Password' with masked characters. Both fields are marked with an asterisk (*). Below the fields is a red note: '(All the fields marked with * are mandatory.)'. There are two buttons: 'Logon' (with a green play icon) and 'Clear' (with a trash icon). Below the buttons are several links: 'New Users to Click here to Register with ACES', 'Forgot your password', 'Know your location', 'Know your location based on locality', and 'Unblock your Account'. The footer shows '© Copyright Information 2007'.

Figure: 2.1 Login to ACES Screen

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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 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 list of user names that are present in the system. The user is alerted if no match is found.	Sandeep_ce1
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 user logs into the system and is taken to the homepage, provided the user name and password as entered by the user are correct. Otherwise it prompts the user for correction.

Clear: Clears the data entry in two fields, username and password, as entered by the user.

The user logs in into the ACES application if already registered, if not the user has to register himself with ACES through the “Registration with ACES” screen which has been explained in section 2.1.3 of this chapter .

The login page also has following hyperlinks which can be used by the user to know 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.



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

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



COMMISSIONERATE UNDER THE STATE: TAMIL NADU		
COMMISSIONERATE CODE	COMMISSIONERATE NAME	COMMISSIONERATE ADDRESS
05	CHENNAI-I	--, 121 (NEW NO.26/1) 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: cexmdrs@excise.nic.in --, NO 692 MHU COMPLEX ANNA SALAI 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
07	CHENNAI-II	--, 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): 044-8331188 email: cexchen3@excise.nic.in --, MHU COMPLEX, 5TH FLR 692, ANNA SALAI, NANDANAM District: CHENNAI TAMIL NADU PINCODE: 600035 Phone(1): 044-24337705 Phone(2): 044-24330066 Fax(1): 044-24312797 Fax(2): 044-24310894 email: chennai4@excise.nic.in
08	CHENNAI-III	--, 6/7 ATD STREET RACE COURSE ROAD District: COIMBATORE TAMIL NADU PINCODE: 641018 Phone(1): 0422-222036 Phone(2): 0422-2220037 Fax(1): 0422-2220775 Fax(2): 0422-222364 email: cenexcbe@eth.net
25	COIMBATORE	--, 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
L2	LTU CHENNAI	--, NO. 1 FOULKES COMPOUND ANAIMEU 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
24	MADURAI	--, 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: chennai4@excise.nic.in
63	SALEM	--, 1 WILLIAMS ROAD CANTONMENT District: TIRUCHIRAPPALLI TAMIL NADU PINCODE: 620001 Phone(1): 0431-2410929 Phone(2): 0431-2411195 Fax(1): 0431-2411583 Fax(2): 0431-0 email: cextrich@excise.nic.in
9F	SERVICE TAX COMMISSIONERATE CHENNAI	--, 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
30	TIRUCHIRAPPALLI	
64	TIRUNELVELI	

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

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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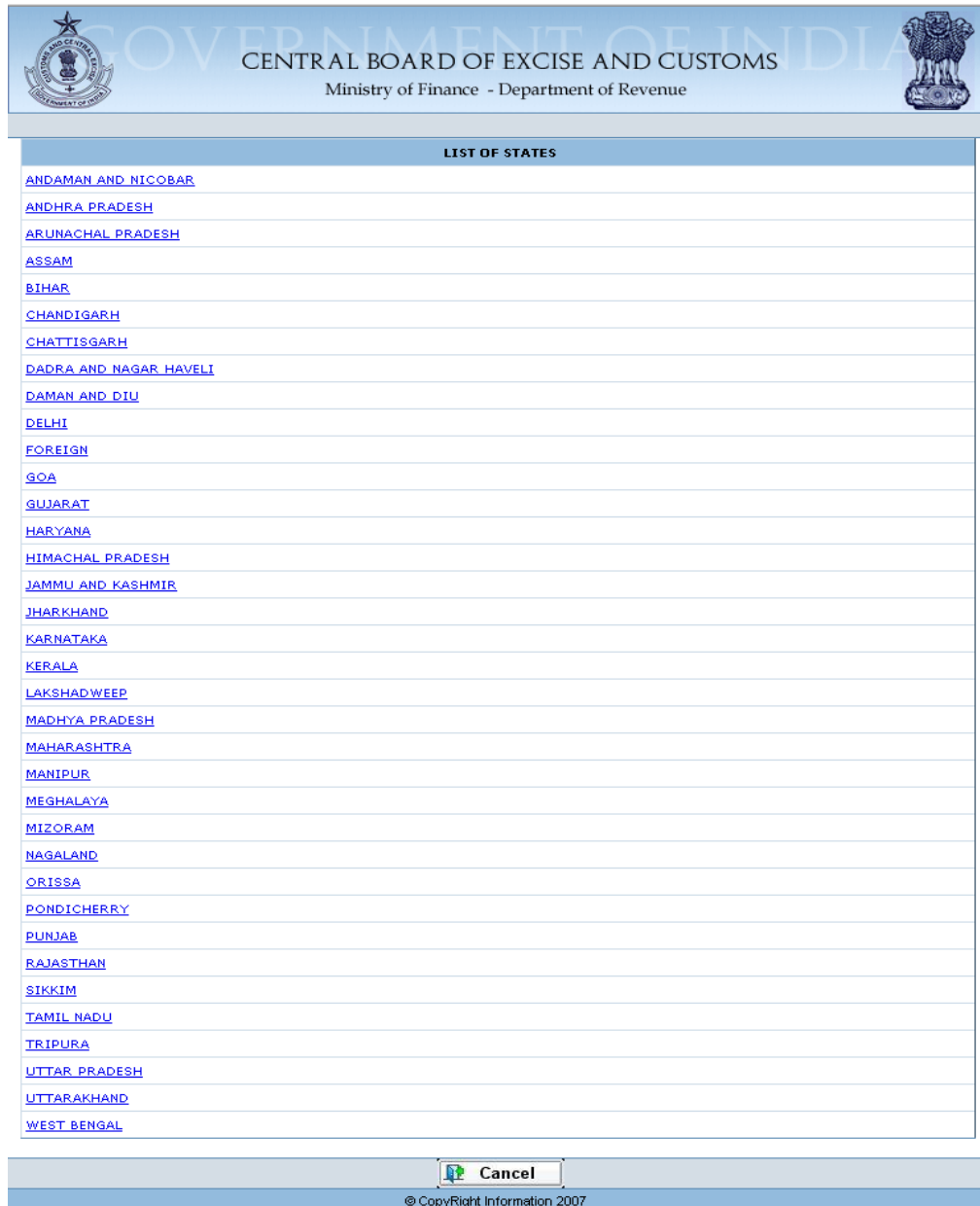


RANGES UNDER THE DIVISION:CHENNAI-A		
RANGE CODE	RANGE NAME	RANGE ADDRESS
050101	CHENNAI-A-1	-, 459 (317) ANNA SALAI ANANDA OFFICE COMPLEX - TEYNAMPET District: CHENNAI TAMIL NADU PINCODE: 600018 Phone(1): 044-24326843 Phone(2): 044-0 fax(1): 044-0 fax(2): 044-0 email: -
050102	CHENNAI-A-2	-, 459 (317) 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



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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.



The screenshot shows the 'Know your location based on your locality' screen. At the top, there is a header with the Government of India logo, the text 'GOVERNMENT OF INDIA', 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. Below this, a blue bar displays 'DISTRICTS UNDER THE STATE:TAMIL NADU'. A table with the header 'DISTRICT NAME' lists 32 districts, each with a blue hyperlink. At the bottom, there is a 'Cancel' button and a copyright notice: '© Copyright Information 2007'.

DISTRICT NAME
ARIYALUR
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

Figure: 2.7 'Know your location based on your locality' Screen showing List of Districts

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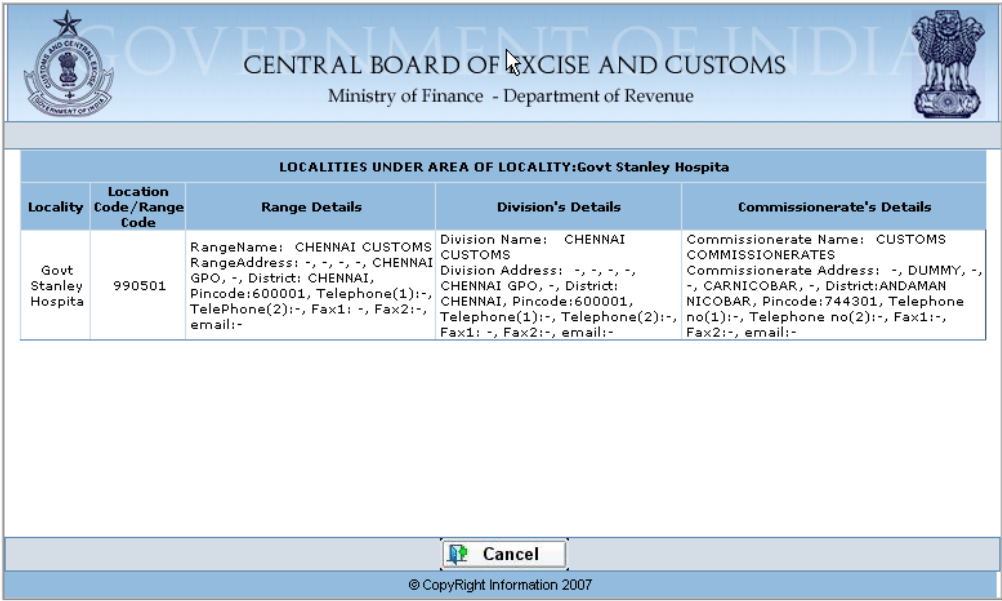
Clicking on District Name hyperlink, next screen will show the Area of Locality under the District.

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	Greams 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	Rayapuram 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	Rajbhavan 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	Lovola College S.O
600035	Nandanam S.O
600036	Indian Institute Of
600038	Jcf Colony S.O
600039	Vvasar Nagar Colony
600040	Anna Nagar S.O
600041	Tiruvannimvur North S
600042	Velacheri S.O
600078	Kalaighar Karunapidh
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	Salligramam 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

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Clicking on Area of Locality hyperlink, next screen will show Location Code, Range, Division and Commissionerate'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:-

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

2.1.3 Operating instructions

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

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

Steps to be followed:

- Navigate to the Login page
- Click on the "Click here to Register with ACES" hyperlink

On the "Click here to Register with ACES" screen enter the following details:

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

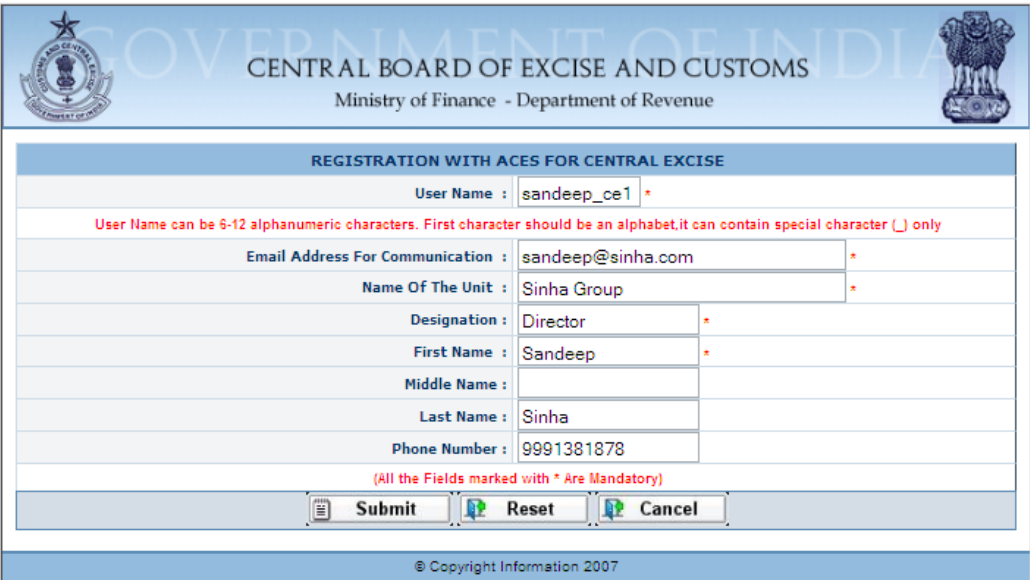


Figure: 2.10 Registration with ACES screen

Steps to be followed:

- Fill all details and click on Submit button to get the response screen
- For entering details afresh click on Reset button
- To cancel the process of “Registration with ACES” click on Cancel button. The system will take the user back to the Login page.



You have been successfully registered with ACES .The password has been delivered to your e-mail id.

Once you received the password ,please login to ACES application and fill the registration form.

Figure: 2.11 Confirmation Screen while Registering with ACES

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This page confirms that the password has been delivered to the email address of the user. This also confirmed that user is registered with the ACES and now user can login as a normal user through the login page using his credentials.

ACES**USER MANUAL – CE REGISTRATION**

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 6-12 characters long. First character should be an Alphabet. Can contain only “_” (underscore) as a special character.	Sandeep_ce1
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.	sandeep@sinha.com
Name of the Unit	Name of the unit being registered.	No validations are performed on this entry	Sinha Group
First name	First name of the user.	Checked for the presence of characters, should not contain spaces	Sandeep
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, should not contain spaces	Sinha
Designation	Designation of the user	No validations are performed on this entry	Director
Phone Number	Phone number of the user.	Checked for the presence of numbers	9991381878

Table: 2.2 Field Descriptions for Registration with ACES Screen

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2.1.4 Button Description

The Registration with ACES screen has following buttons:

Submit: Click on Submit button to save details in database and get the response screen

Reset: Click on Reset button to enter details afresh

Cancel: Click on Cancel button to cancel the Registration with ACES and take the user back to the homepage

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2.2. Migrating the Details of Existing Assessee s into ACES

2.2.1 Description

Existing Assessee s have to register with ACES application as a user only. They are not required to fill A1, A2 or A3 form again and will continue to have their existing statutory registration numbers. For such existing Assessee s 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 e-mail.

2.2.3 Operating Instructions

After clicking on the hyperlink provided in the email, the Assessee is taken to the login screen for existing Assessee where Assessee is required to fill and submit the details in order to get the user name and new password to login into the system next time.

Once the user name and password are assigned successfully, the TPIN would be deactivated. The option of selecting login Id for registered Assessee would be one time activity only and Login Id once selected would not be modified later.

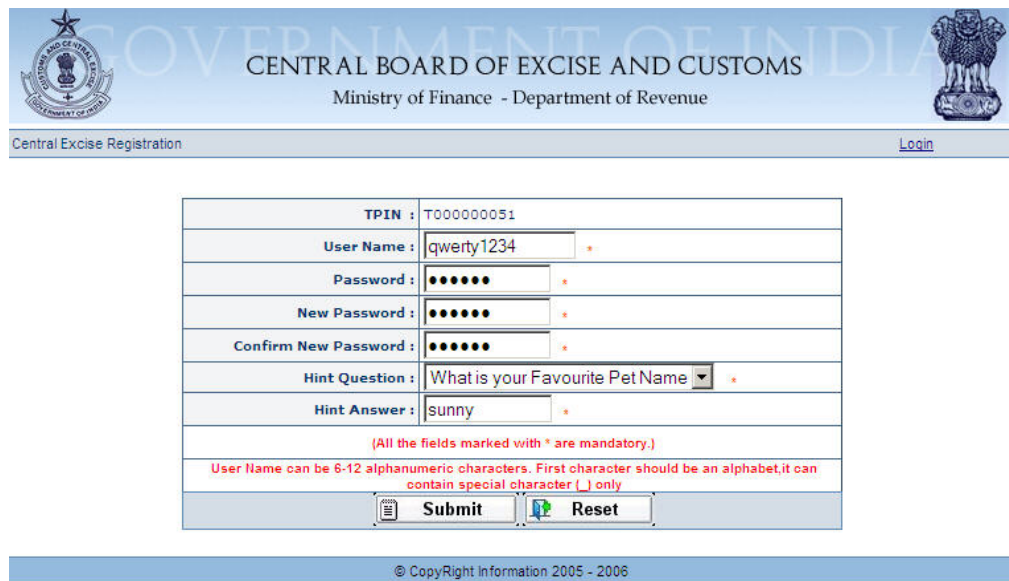


Figure: 2.12 Screen for selecting Login ID and Password

Steps to be followed:

- 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.

ACES	
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Process when TPIN not received by Assessee:

The Assessee may not receive TPIN in following situations:

- e-Mail address is not available in registration database, SACER/SAPS
- e-Mail address is incorrect
- The person whose e-Mail address was provided in registration database, SACER/ SAPS is no longer associated with the Assessee

In such eventualities, the Assessee would approach department for incorporation/ correction of email address in registration details and regeneration of TPIN with password.

2.2.4 Button Descriptions

Submit: Click on Submit button to submit the details

Reset: Click on Reset button to enter the details afresh

ACES	
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2.3. Registration of Non-Assesseees

2.3.1 Description

A Non Assessee is one who is required to transact business with ACES but is not a statutory registrant. He could be a:

- Merchant Exporter
- Person other than registered assessee who wishes to file for refunds
- Co-notice in departmental proceedings against registered assessee
- Person who has failed to obtain CE registration as required under the law and against whom the department has initiated proceedings
- Person who is required to tender any payment under CE 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 REG à “Non-Assessee”

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 (A1, A2, A3, 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 A1, A2, A3 or Non Assessee registration forms.
- To aid Assessee in selecting correct registration form a help note is displayed post login.
- The Non-Assesseees would have access to all functionalities in ACES as a normal Assessee.
- The information regarding registered Non-Assesseees 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.



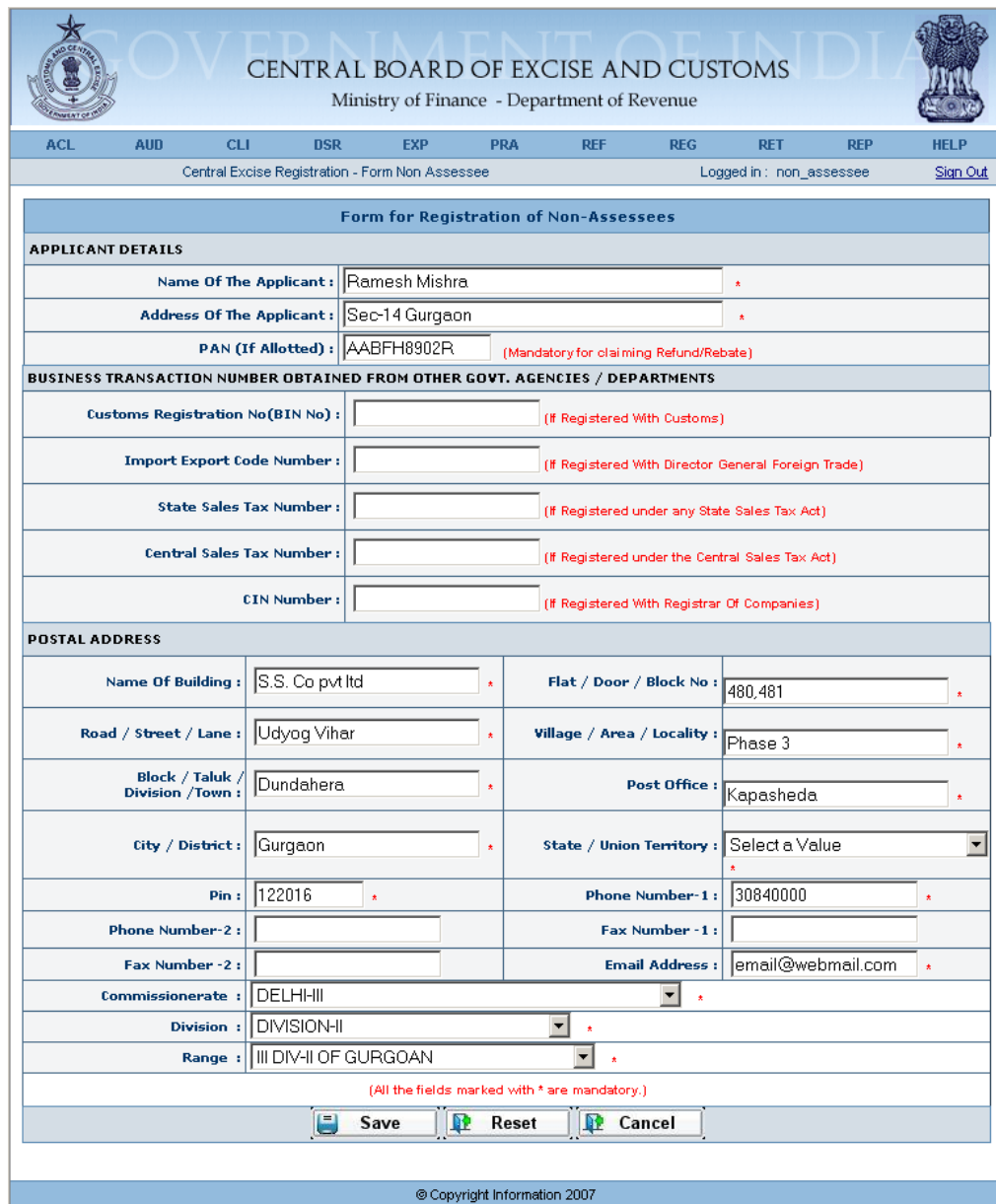
The screenshot displays the CBEC website interface. At the top, the header includes the Government of India logo, the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. Below this is a navigation bar with tabs: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. The 'REG' tab is selected, and a dropdown menu is open, showing options: 'Fill A-1', 'Fill Non Assessee', 'Fill A-2', 'Fill A-3', 'Fill Declarant Form', and 'Change Password'. The 'Fill Non Assessee' option is highlighted. Below the navigation bar, the page title is 'Central Excise Registration - PreAssessee's Home'. The main content area is titled 'FORMS FOR REGISTRATION' and contains a table with the following data:

Type Of Form	Detail
Form A-1	Application Form for Central Excise Registration
Form A-2	Application Form For Central Excise Registration of Processors/Dealers Of Yarns And Fabrics/Manufacturers Of Ready Made Garments
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

Below the table, a note states: 'Note : Please Select the suitable Form for your Business Type using Registration Menu Option.' At the bottom of the page, the copyright information '© Copyright Information 2007' is displayed.

Figure: 2.13 Navigation Screen for Registration of Non-Assessee

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



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Ministry of Finance - Department of Revenue

ACL AUD CLI DSR EXP PRA REF REG RET REP HELP

Central Excise Registration - Form Non Assessee Logged in : non_assessee [Sign Out](#)

Form for Registration of Non-Assessee

APPLICANT DETAILS

Name Of The Applicant : Ramesh Mishra *

Address Of The Applicant : Sec-14 Gurgaon *

PAN (If Allotted) : AABFH8902R (Mandatory for claiming Refund/Rebate)

BUSINESS TRANSACTION NUMBER OBTAINED FROM OTHER GOVT. AGENCIES / DEPARTMENTS

Customs Registration No(BIN No) : (If Registered With Customs)

Import Export Code Number : (If Registered With Director General Foreign Trade)

State Sales Tax Number : (If Registered under any State Sales Tax Act)

Central Sales Tax Number : (If Registered under the Central Sales Tax Act)

CIN Number : (If Registered With Registrar Of Companies)

POSTAL ADDRESS

Name Of Building : S.S. Co pvt ltd * Flat / Door / Block No : 480,481 *

Road / Street / Lane : Udyog Vihar * Village / Area / Locality : Phase 3 *

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

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

Pin : 122016 * Phone Number - 1 : 30840000 *

Phone Number - 2 : Fax Number - 1 : *

Fax Number - 2 : Email Address : email@webmail.com *

Commissionerate : DELHI-III *

Division : DIVISION-II *

Range : III DIV-II OF GURGOAN *

(All the fields marked with * are mandatory.)

 Save  Reset  Cancel

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Figure: 2.14 Screen showing Registration Form of Non-Assesseees

- Enter the details in the Registration Form for Non Assessee. It is mandatory for the Non Assesseees 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

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

 CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue		
ACL AUD CLI DSR EXP PRA REF REG RET REP HELP		
Central Excise Registration - Form Non Assessee		Logged in : non_assessee Sign Out
Form for Registration of Non-Assessee		
APPLICANT DETAILS		
Name Of The Applicant :	Ramesh Mishra	
Address Of The Applicant :	Sec-14 Gurgaon	
PAN (If Allotted) :	AABFH8902R	
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 :		
POSTAL ADDRESS		
Name Of Building :	S.S. Co pvt ltd	Flat / Door / Block No :
Road / Street / Lane :	Udyog Vihar	Village / Area / Locality :
Block / Taluk / Division / Town :	Dundahera	Post Office :
City / District :	Gurgaon	State / Union Territory :
Pin :	122016	Phone Number -1 :
Phone Number -2 :		Fax Number -1 :
Fax Number -2 :		Email Address :
Commissionerate :	DELHI-III	
Division :	DIVISION-II	
Range :	III DIV-II OF GURGOAN	
Submit Modify Cancel		
© Copyright Information 2007		

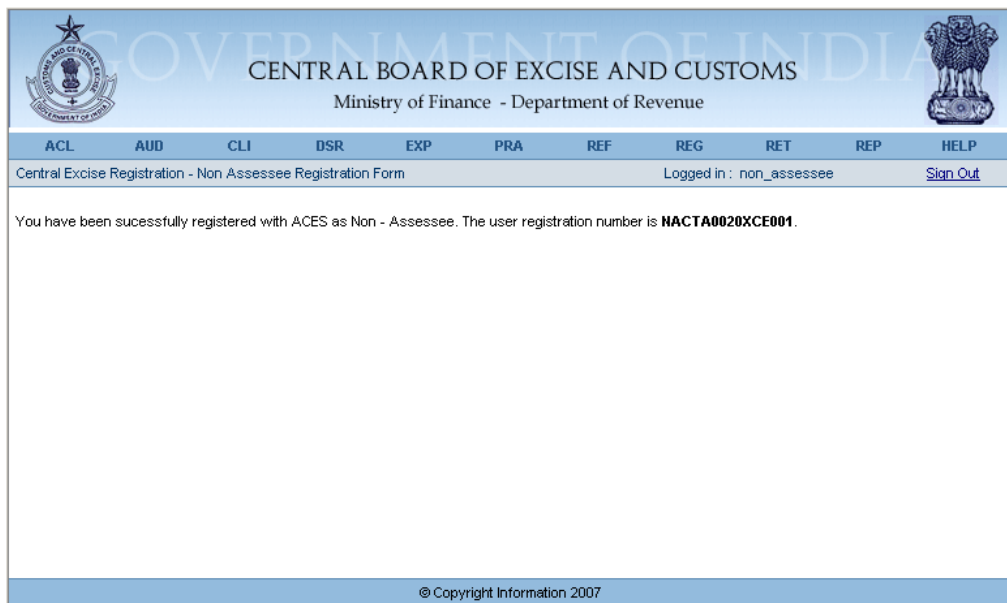
Figure: 2.15 Confirmation Screen of filled Registration form of Non-Assessee

Steps to be followed:

- Click on Submit button to submit the registration form
- Click on Modify button to modify the details entered if required

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



The screenshot displays the CBEC portal interface. At the top, the header includes the Government of India emblem, the text 'GOVERNMENT OF INDIA', 'CENTRAL BOARD OF EXCISE AND CUSTOMS', and 'Ministry of Finance - Department of Revenue'. Below this is a navigation bar with links: ACL, AUD, CLI, DSR, EXP, PRA, REF, REG, RET, REP, and HELP. The main content area shows 'Central Excise Registration - Non Assessee Registration Form' and 'Logged in : non_assessee' with a 'Sign Out' link. A message states: 'You have been successfully registered with ACES as Non - Assessee. The user registration number is **NACTA0020XCE001**.' The footer contains the copyright notice '© Copyright Information 2007'.

Figure: 2.16 Response Screen for Registration of Non-Assessees

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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 Company's CIN No., same to be provided	A17688Y
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 perform any validations on the entries made by the user in this field	Gurgaon

ACES	
USER MANUAL – CE REGISTRATION	

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
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.

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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.

ACES	
USER MANUAL – CE REGISTRATION	

2.4. Filling A1 form

2.4.1 Description

The A1 form on ACES is an electronic version of the Registration form filled by assesses of the Central Excise. The registrant fills up the A1 form with the details about the business, business transaction numbers, details of Proprietor, Partner, Chief Executive Officer, Chairman, Managing Director or trustee etc. and details of the major excisable goods to be manufactured.

2.4.2 Navigational Path

The A1 form can be accessed by the Assessee through the REG main menu. In the REG menu the Assessee will click on the 'Fill A-1' submenu option. As soon as the user clicks on the same the system will open a blank A1 form for the Assessee on the screen.

The navigation path for accessing A1 form is:

Log in as Assessee à 'REG' main menu à 'Fill A-1'

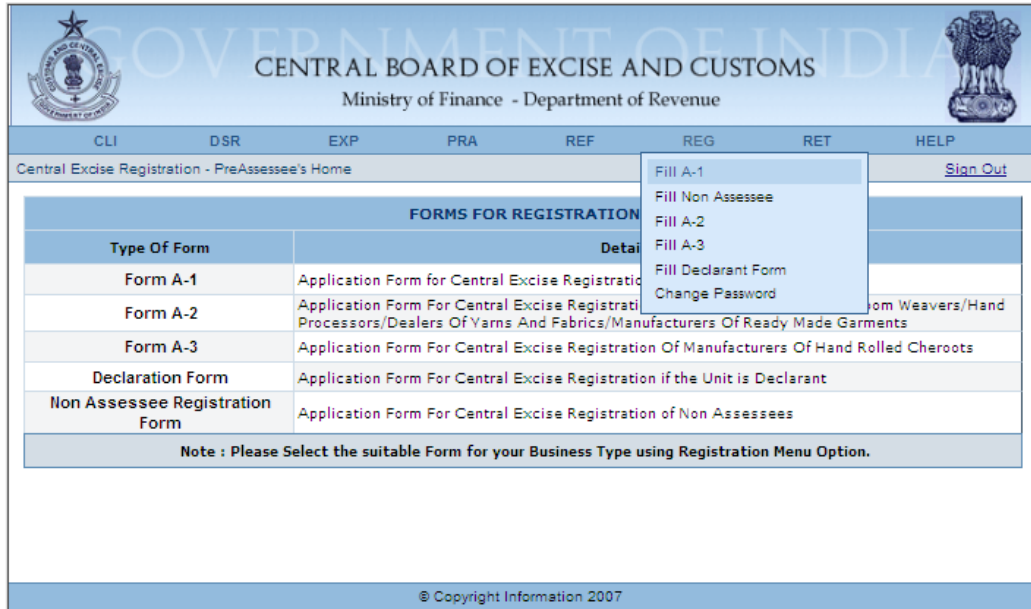
- Login with the registered User ID
- Select the REG (Registration) from main menu
- Select "Fill A-1" on the menu

2.4.3 Operating Instructions

The A1 form can be filled by the Assessee of the Central Excise to register their business. The A1 form on ACES is divided into four sections and seven screens.

The four sections on the A1 form are:

- Identification of business requiring registration
- Business transaction number obtained from other government Agencies / departments
- Proprietor / Partner / Chief Executive Officer / Chairman / Managing Director / trustee
- Major excisable goods to be manufactured, warehoused or traded / major inputs



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. Below this, the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS' and 'Ministry of Finance - Department of Revenue' is visible. A navigation bar contains links: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. The 'REG' link is highlighted, and a dropdown menu is open, showing options: 'Fill A-1', 'Fill Non Assessee', 'Fill A-2', 'Fill A-3', 'Fill Declarant Form', and 'Change Password'. Below the navigation bar, the text 'Central Excise Registration - PreAssessee's Home' is displayed. A table titled 'FORMS FOR REGISTRATION' lists various forms and their details. A note at the bottom of the table states: 'Note : Please Select the suitable Form for your Business Type using Registration Menu Option.' The footer of the page reads '© Copyright Information 2007'.

Type Of Form	Detail
Form A-1	Application Form for Central Excise Registration
Form A-2	Application Form For Central Excise Registration of Processors/Dealers Of Yarns And Fabrics/Manufacturers Of Ready Made Garments
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

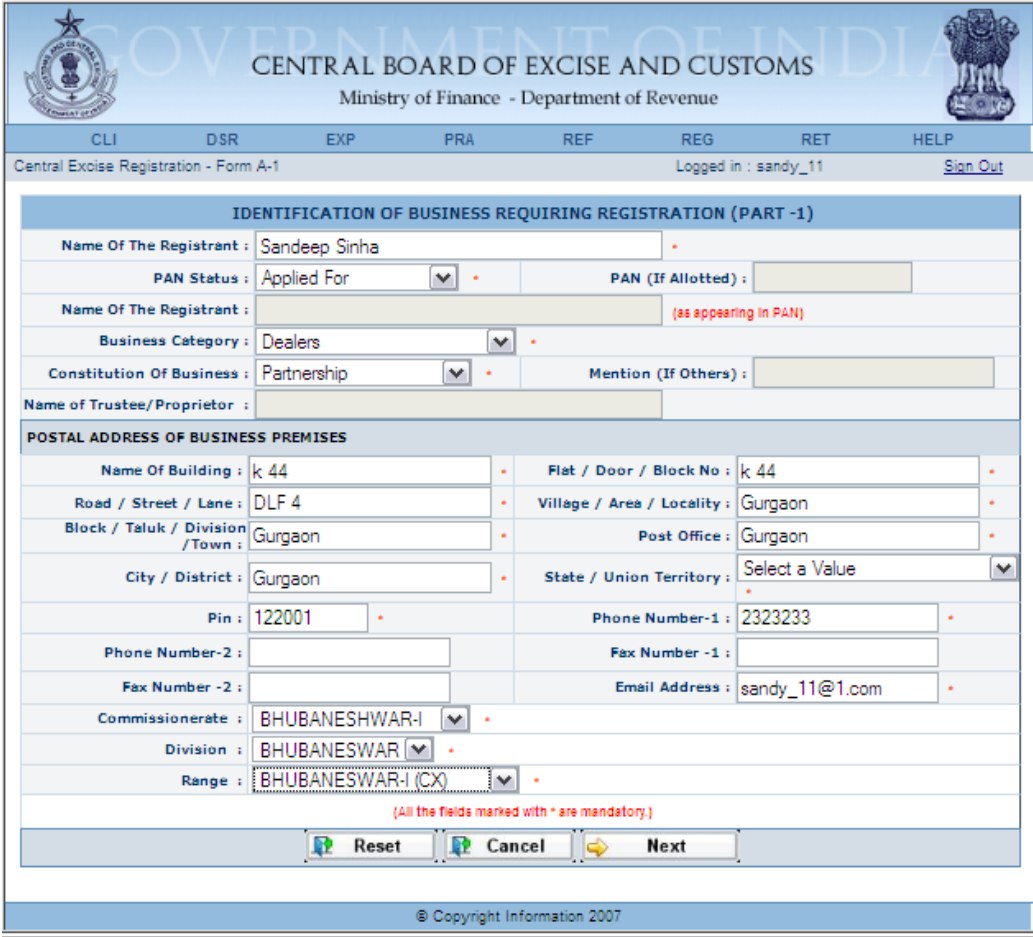
Note : Please Select the suitable Form for your Business Type using Registration Menu Option.

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Figure: 2.17 Navigation Screen for accessing Form A1

Steps to be followed:

- Click on the "Fill A-1" in the REG menu dropdown to get the form



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CLI DSR EXP PRA REF REG RET HELP
 Central Excise Registration - Form A-1 Logged in : sandy_11 Sign Out

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

Name Of The Registrant : Sandeep Sinha *

PAN Status : Applied For * PAN (If Allotted) : *

Name Of The Registrant : (as appearing in PAN)

Business Category : Dealers *

Constitution Of Business : Partnership * Mention (If Others) : *

Name of Trustee/Proprietor : *

POSTAL ADDRESS OF BUSINESS PREMISES

Name Of Building : k 44 * Flat / Door / Block No : k 44 *

Road / Street / Lane : DLF 4 * Village / Area / Locality : Gurgaon *

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

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

Pin : 122001 * Phone Number -1 : 2323233 *

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

Fax Number -2 : * Email Address : sandy_11@1.com *

Commissionerate : BHUBANESHWAR-I * Division : BHUBANESHWAR * Range : BHUBANESHWAR-I (CX) *

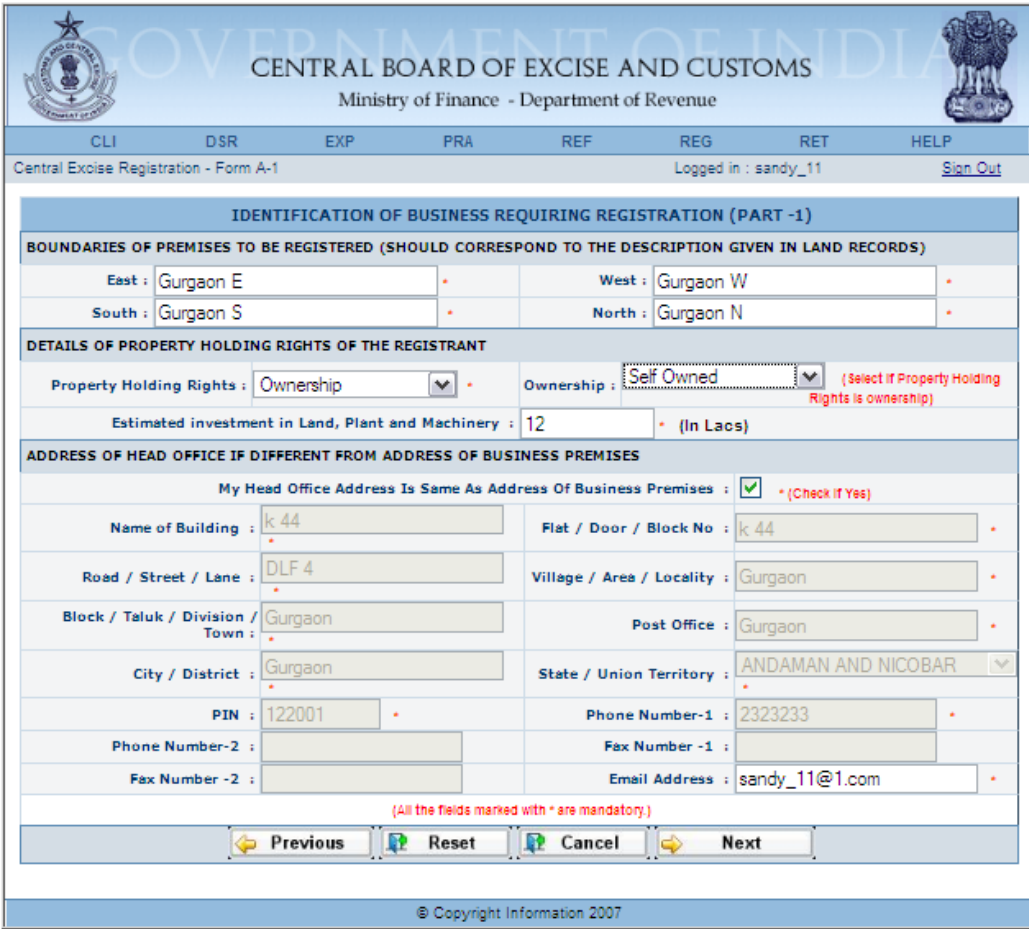
(All the fields marked with * are mandatory.)

Reset Cancel Next

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Figure: 2.18 Screen one for the A1 registration form

- Enter the fields on the A1 form. Enter registrant's PAN number which will be verified from Income Tax database.
- 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.
- To go to the next screen press Next.
- To cancel the process of filing A1 press Cancel, this will lead user to the home page.
- To reset the fields to their initial values press Reset.



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Ministry of Finance - Department of Revenue

CLI DSR EXP PRA REF REG RET HELP
Central Excise Registration - Form A-1 Logged in : sandy_11 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

BOUNDARIES OF PREMISES TO BE REGISTERED (SHOULD CORRESPOND TO THE DESCRIPTION GIVEN IN LAND RECORDS)

East : Gurgaon E *	West : Gurgaon W *
South : Gurgaon S *	North : Gurgaon N *

DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT

Property Holding Rights : Ownership * Ownership : Self Owned * (Select if Property Holding Rights is ownership)

Estimated investment in Land, Plant and Machinery : 12 * (In Laos)

ADDRESS OF HEAD OFFICE IF DIFFERENT FROM ADDRESS OF BUSINESS PREMISES

My Head Office Address Is Same As Address Of Business Premises : ☒ * (Check if Yes)

Name of Building : k 44 *	Flat / Door / Block No : k 44 *
Road / Street / Lane : DLF 4 *	Village / Area / Locality : Gurgaon *
Block / Taluk / Division / Town : Gurgaon *	Post Office : Gurgaon *
City / District : Gurgaon *	State / Union Territory : ANDAMAN AND NICOBAR *
PIN : 122001 *	Phone Number-1 : 2323233 *
Phone Number-2 : *	Fax Number -1 : *
Fax Number -2 : *	Email Address : sandy_11@1.com *

(All the fields marked with * are mandatory.)

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Figure: 2.19 Screen two for the A1 registration form

- Enter the East, West, North and South boundaries of the premises getting Registered
- Enter the Details of the property holding rights of the Registrant
- Click on the checkbox if address of Head office is same as business premises for details to be auto populated. In case Head office has a different email id the same can be edited
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Form A-1 Logged in : sandy_11 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

DETAILS OF PERSON SIGNING THIS APPLICATION FORM

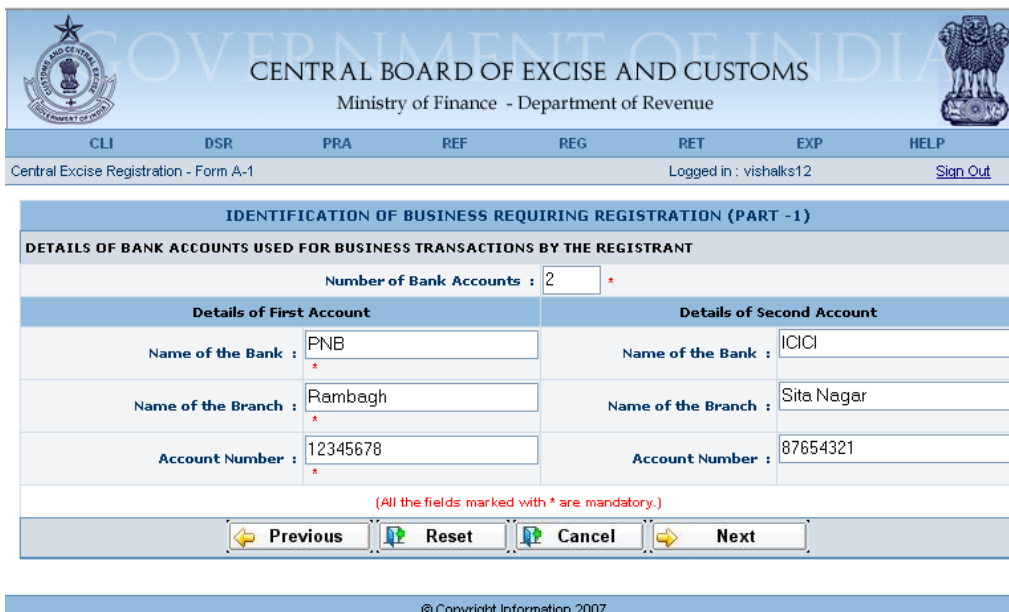
Name of Person :	sandeep sinha *	Designation :	Select a Value *
Name of Building :	k44 *	Flat / Door / Block No :	k 44 *
Road / Street / Lane :	DLF *	Village / Area / Locality :	Gurgaon *
Block / Taluk / Division / Town :	Gurgaon *	Post Office :	Gurgaon *
City / District :	Gurgaon *	State / Union Territory :	ANDAMAN AND NICOBAR *
Pin :	122001 *	Office Phone Number :	2323233 *
Residence Phone Number :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandy_11@1.com *

(All the fields marked with * are mandatory.)

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Figure: 2.20 Screen three for the A1 registration form

- In the identification of business requiring registration enter details of authorized signatories and that of the authorized person(s)
- For adding another signatory, press 'Save & Add New', the entry of the data set appears as a hyperlink on the List of Authorized signatories on next screen
- To delete any authorized signatory from the list click on the check box and press Delete
- Click on the hyperlink to populate the respective data on the screen for modification
- To go to the next screen press 'Save & Continue'
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage
- To reset the fields to their initial values click on Reset button



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Ministry of Finance - Department of Revenue

CLI DSR PRA REF REG RET EXP HELP

Central Excise Registration - Form A-1 Logged in : vishalks12 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

DETAILS OF BANK ACCOUNTS USED FOR BUSINESS TRANSACTIONS BY THE REGISTRANT

Number of Bank Accounts : 2 *

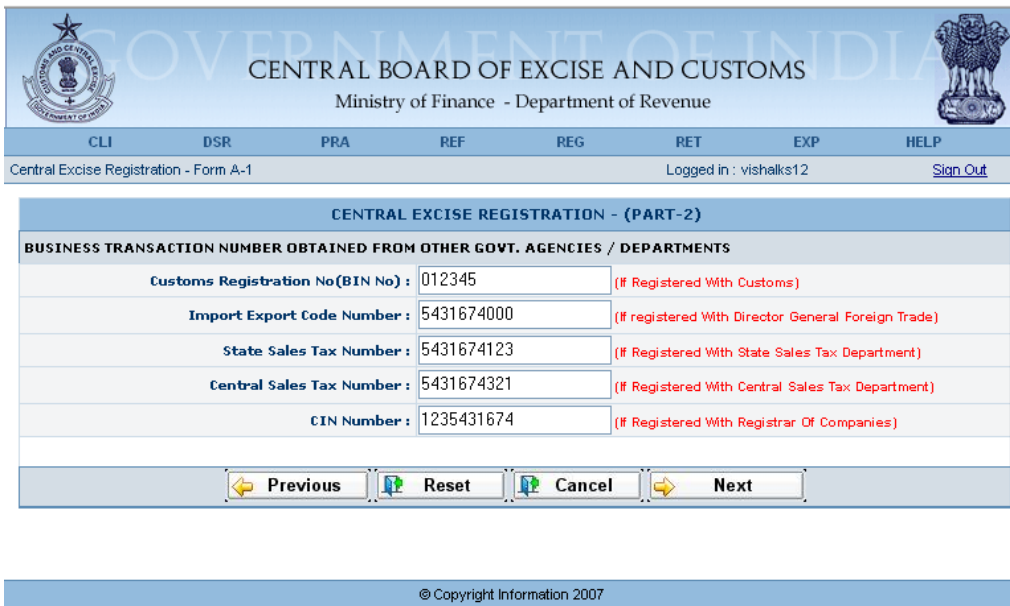
Details of First Account		Details of Second Account	
Name of the Bank :	PNB *	Name of the Bank :	ICICI
Name of the Branch :	Rambagh *	Name of the Branch :	Sita Nagar
Account Number :	12345678 *	Account Number :	87654321

(All the fields marked with * are mandatory.)

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Figure: 2.21 Screen four for the A1 registration form

- Enter details of up to two bank accounts for business transactions.
- Enter the details of the bank accounts, mandatory for the user to enter details corresponding to at least one account.
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel, this will lead user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



CENTRAL EXCISE REGISTRATION - (PART-2)

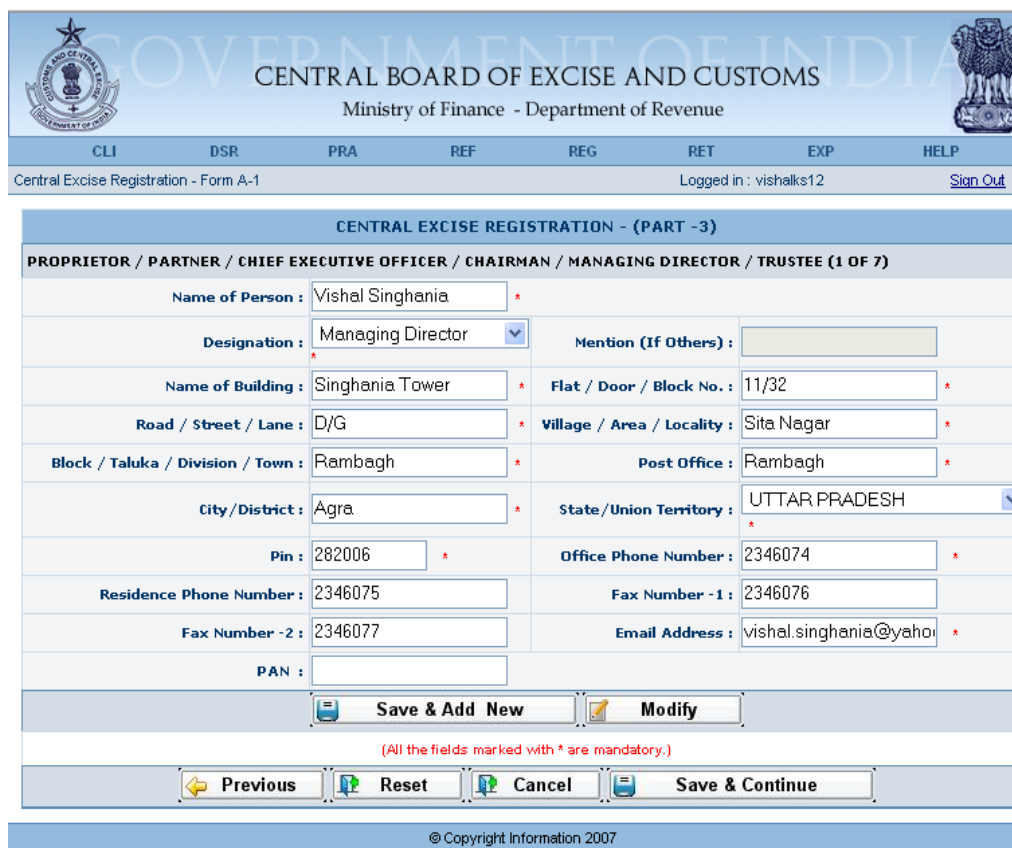
BUSINESS TRANSACTION NUMBER OBTAINED FROM OTHER GOVT. AGENCIES / DEPARTMENTS

Customs Registration No (BIN No) :	012345	(# Registered With Customs)
Import Export Code Number :	5431674000	(# registered With Director General Foreign Trade)
State Sales Tax Number :	5431674123	(# Registered With State Sales Tax Department)
Central Sales Tax Number :	5431674321	(# Registered With Central Sales Tax Department)
CIN Number :	1235431674	(# Registered With Registrar Of Companies)

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Figure: 2.22 Screen five of the A1 registration form

- Enter business transaction numbers obtained from other government agencies and departments.
- If registered as a company CIN number is mandatory.
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



CENTRAL EXCISE REGISTRATION - (PART -3)

PROPRIETOR / PARTNER / CHIEF EXECUTIVE OFFICER / CHAIRMAN / MANAGING DIRECTOR / TRUSTEE (1 OF 7)

Name of Person : Vishal Singhania *

Designation : Managing Director * Mention (If Others) :

Name of Building : Singhanian Tower * Flat / Door / Block No. : 11/32 *

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

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

City / District : Agra * State / Union Territory : UTTAR PRADESH *

Pin : 282006 * Office Phone Number : 2346074 *

Residence Phone Number : 2346075 Fax Number -1 : 2346076

Fax Number -2 : 2346077 Email Address : vishal.singhanian@yahoo *

PAN :

(All the fields marked with * are mandatory.)

Previous Reset Cancel Save & Continue

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Figure: 2.23 Screen six of the A1 registration form

- Enter details of Proprietor, Partner, Chief Executive Officer, Chairman, Managing Director or trustee, up to 7 persons.
- For adding another signatory (if any), press 'Save & Add New', the entry of the data set appears as a hyperlink on the List on next page.
- Click on the hyperlink to populate the respective data on the screen for modification.
- To go to the next screen press 'Save & Continue'.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



Figure: 2.24 Screen seven of A1 form

- Enter details of major excisable goods to be manufactured, warehoused or traded and major inputs to be used
- CETSH number and description can either be entered manually or take the help of search option to get the desired information.
- Select the Activity from dropdown menu for the respective goods.
- Click on the “Add” to add multiple records
- Select the checkbox under select column and press “Delete” to delete respective record.
- In the declaration section choose the mode of delivery of the registration certificate. Select 1st radio button to get it by post by selecting the mailing address from the dropdown. Select 2nd radio button to get it by hand.
- Click on “Save” button to get the confirmation screen displaying the details of the A1 form.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.

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GOVERNMENT OF INDIA							
CENTRAL BOARD OF EXCISE AND CUSTOMS							
Ministry of Finance - Department of Revenue							
CLI	DSR	EXP	PRA	REF	REG	RET	HELP
Registration - View Form A-1				Logged in : sandy_11		Sign Out	
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)							
PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION							
1. Name Of The Registrant :				Sandeep Sinha			
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)							
PAN :							
Name Of The Registrant (As Appearing In PAN) :							
Name Of The Registrant (Populated from IT Database) :							
If PAN Is Not Available, Whether Applied For PAN :				Applied For			
3. CATEGORY							
Business Category :				Dealers			
4.CONSTITUTION OF BUSINESS							
Constitution :				Partnership			
Name Of The Proprietor :							
5.ADDRESS OF BUSINESS PREMISES							
Name of Premises/Building :				Flat/Door/Block No :			
Road/Street/Lane :				Village/Area/Locality :			
Block/Taluk/Sub-Division/ Town :				Post office :			
City/District :				State/Union Territory :			
PIN :				Telephone Nos. :			
Fax No. :				E-mail Address :			
6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED							
North :				East :			
West :				South :			
7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED							
Details Of Property Holding Rights :				Ownership			
If Owned Whether Mortgaged/Hypothecated/Self Owned :				Self Owned			
8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY							
Rupees In Lakhs :				12			
9. ADDRESS OF HEAD OFFICE							
Name of Premises/Building :				Flat/Door/Block No :			
Road/Street/Lane :				Village/Area/Locality :			
Block/Taluk/Sub-Division/ Town :				Post office :			
City/District :				State/Union Territory :			
PIN :				Telephone Nos. :			
Fax No. :				E-mail Address :			
10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORISED PERSON(S)							
Name :				Designation :			
Name of Premises/Building :				Flat/Door/Block No :			
Road/Street/Lane :				Village/Area/Locality :			
Block/Taluk/Sub-Division/ Town :				Post office :			
City/District :				State/Union Territory :			
PIN :				Telephone Nos. :			
Fax No. :				E-mail Address :			
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT							

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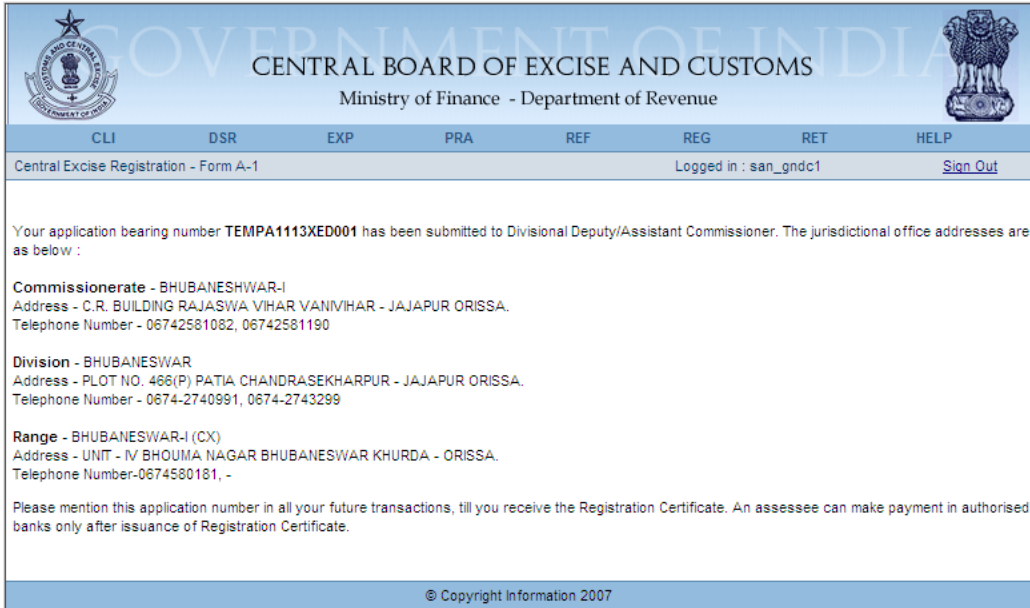
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT			
Number of Bank Accounts : 1			
ACCOUNT-1		ACCOUNT-2	
Name of Bank :	pnb	Name of Bank :	
Name of Branch :	gurgaon	Name of Branch :	
Account Number :	121212121	Account Number :	
Part II: BUSINESS TRANSACTION NUMBER(S) OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
Customs Registration No. (BIN No.) :		12	
Directorate General Foreign Trade's Import Export Code No. :		12	
State Sales Tax No. :		12	
Central Sales Tax No. :		121	
Registrar of Company's Company Index Number :		212	
Part III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.			
13. MODE OF BUSINESS			
Name :	sss	Designation :	Chairman
Name of Premises/Building :	ss	Flat/Door/Block No. :	sdsd
Road/Street/Lane :	ss	Village/Area/Locality :	sdsd
Block/Taluk/Sub-Division/ Town :	ss	Post office :	sdsd
City/District :	ss	State/Union Territory :	KARNATAKA
PIN :	121212	Telephone Nos. :	23232323,
Fax No. :		E-mail Address :	sandy_11@1.com
PAN Number :			
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS			
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)			
CETSH :	12010010	Description :	SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETHER OR NOT BROKEN : OF SEED QUALITY
		Activity :	Manufactured
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)			
CETSH :	12021099	Description :	GROUND?NUTS, NOT ROASTED OR OTHERWISE COOKED, WHETHER OR NOT SHELLED OR BROKEN IN SHELL : OTHER : OTHER
Declaration			
I, sandeep sinha hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.			
The application is for a new Registration and I would like to receive the Registration Certificate by mail at the Head Office Address.			
Date : 17/11/2010 Place :Gurgaon			
Submit Modify Cancel Print			
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Figure: 2.25 Confirmation screen of the A1 form

Steps to be followed:

- Click on Submit button to submit details and view the response screen.
- Click on Modify to modify the details entered in the Form
- To cancel the process of filing A1 click on Cancel button, this will take user to the homepage.

- Click on Print button to take print out of complete form



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Form A-1 Logged in : san_gndc1 [Sign Out](#)

Your application bearing number **TEMPA1113XED001** has been submitted to Divisional Deputy/Assistant Commissioner. The jurisdictional office addresses are as below :

Commissionerate - BHUBANESHWAR-I
Address - C.R. BUILDING RAJASWA VIHAR VANVIHAR - JAJAPUR, ORISSA.
Telephone Number - 06742581082, 06742581190

Division - BHUBANESHWAR
Address - PLOT NO. 466(P) PATIA, CHANDRASEKHARPUR - JAJAPUR, ORISSA.
Telephone Number - 0674-2740991, 0674-2743299

Range - BHUBANESHWAR-I (CX)
Address - UNIT - IV BHOUMA NAGAR BHUBANESHWAR KHURDA - ORISSA.
Telephone Number-0674580181, -

Please mention this application number in all your future transactions, till you receive the Registration Certificate. An assessee can make payment in authorised banks only after issuance of Registration Certificate.

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Figure: 2.25 Response screen after the submission of the A1 form

On the successful submission of the A1 form, a registration number is generated. The format of the generated registration number changes depending upon the category of the business.

Registration Number is generated as per the following table (Assuming the PAN Number of the user is MYPAN1234D):

Category of business	Registration number when PAN is present	Registration number when PAN is not present
Manufacturer or warehouse or manufacturer's depot or EOU or Unit within EPZ	MYPAN1234DXM001	TEMPXXXXXXXXM001
Dealer	MYPAN1234DXD001	TEMPXXXXXXXXD001

The various screens of the A1 form can be navigated with the help of **Next** and **Previous** buttons. Each field on every screen of the A1 has certain validations that need to be adhered by the Assessee before moving to the next screen.

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The various fields of the A1 form and their respective validations are as per the following table:

Field Name	Description	Validation	Example
Name of the registrant	Name of the Assessee	The system does not perform any validations	Amit Kumar Sharma
PAN Status	Predefined list with the following possible status: Allotted Not applied Applied for	Three possible statuses to select from Allotted / Applied For/ Not Applied	Applied for
Permanent Account Number (Issued by the income Tax Department)	The PAN number of the Assessee, to be validated against the IT database.	Ten character PAN format string.	ASDSW1232Q
Name of the registrant (as appearing in the PAN)	Name of the registrant as it is in the PAN and IT database.	This entry is not validated by the system. When an official is verifying the particulars of entered by the Assessee this field and the name obtained from the IT database would be shown to the official. If there is a discrepancy, the official decides the future course of action.	Amit Kumar Sharma
Business Category	Category of business to which the Assessee belongs.	The user selects one category from the following list of {Manufacturer, EOU, Warehouse, Unit within EPZ, Manufacturer's depot, Dealer}	Dealers
Constitution of business	Business Constitution of the Assessee. Whether this is Partnership, Proprietorship, Registered Company.	The user selects one category from the following list {Proprietorship, Partnership, Registered Company, Unregistered Company, Trust, Society, Others}. If	Partnership



		the user selects "Registered Company" the Registrar of Companies CIN field (to come later) is made mandatory.	
Postal Address of Business Premises			
Name of premises / building	Premises/ building name	The system does not perform any validations on the entries made by the Assessee in this field.	4E/25(New No. 1)
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The details of the address of the business premises.	The system does not perform any validations on the entries made by the Assessee in this field.	A1, Collectors Office Road,
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Trichy
State	State name	The system provides a drop down list of states from which the user has to select one state.	Tamil Nadu
PIN Code	PIN code number	The system checks that this figure should not exceed six digits.	620001
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 of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@indiasteels.com

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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	Tiruchirapalli
Division	Division under which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	The user selects this from a drop down list of the divisions that fall within the Commissionerate selected in the previous field.	Trichy II
Range	Range under which the premises come. A drop down box containing a list of all the ranges under the selected division.	The user selects this from a drop down list of the ranges that fall within the division selected in the previous field	Dalmiapuram

Boundaries of Premises to be registered

North	The northern boundary of the premises.	This entry is not validated by the system	Trichy-Thuraiyur Road
East	The Eastern boundary of the premises.	This entry is not validated by the system	Trichy Rail Line
West	The Western boundary of the premises.	This entry is not validated by the system	Pullivalam
South	The Southern boundary of the premises.	This entry is not validated by the system	Pulliva Colony

Details of property holding rights of the registrant with respect to the premises sought to be registered

Property Holding Rights	Field describing the Nature of property	Choose one entry from the set: {Ownership, Lease, Rent}	Ownership
If owned whether mortgaged or hypothecated	Ownership is whether Mortgaged or Hypothecated.	Choose one entry from set: {Mortgaged, Hypothecated}	Hypothecated
Estimated investment in land, plant and machinery (In Rupees Lakhs)	Estimated investment.	Enter a Positive value	23

Name, designation, address of the person signing this application form and of

ACES**USER MANUAL – CE REGISTRATION****the authorized persons**

Name of the Person	Name of person signing	This entry is not validated by the system	Amit Kumar Sharma
Designation of the Person	Designation of the person.	This entry is not validated by the system	Managing Director
Name of premises / building	Name of the premises	This entry is not validated by the system	4E/25(New No. 1)
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The address details of the person.	This entry is not validated by the system	A1, Collectors Office Road,
City	City in which the person are located.	The system provides a drop down list of cities from which the user has to select one city.	Trichy
State	State in which the person is located.	The system provides a drop down list of states from which the user has to select one state.	Tamil Nadu
PIN Code	PIN code for the premise address	The system checks that this figure should not exceed six digits.	620001
Office Phone Number	Phone number of office	The number should not be more than 11 digits.	914312418443
Residence Phone number	Phone number for residence	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	First Fax number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address for the concerned person	This is the e-mail ID of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@indiasteels.com
Details of bank accounts used for business transactions by the registrant			

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Number of bank accounts	The number of bank accounts held by the Assessee.	Positive whole number	1
Name of the bank	Name of the bank in which the Assessee holds a bank account.	This entry is not validated by the system	ICICI
Name of the branch	The branch of the bank in which the Assessee holds the account.	This entry is not validated by the system	Trichy
Account number	The account number	This entry is not validated by the system	0512553232321
Business transaction numbers obtained from other Government agencies / departments			
Customs Registration Number (BIN)	Customs Registration Number	This entry is not validated by the system	012354-455
Import Export Code Number	Import Export Code Number	This entry is not validated by the system	5431674000
State Sales Tax Number	Sales Tax number	This entry is not validated by the system	
Central Sales Tax Number	Central Sales Tax Number	This entry is not validated by the system	
CIN Number	CIN Number	This entry is not validated by the system	A17688Y
Major excisable goods to be manufactured, warehoused or traded			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	This entry is not validated by the system	Steel Products
Activity	Description of Activity for the commodity described in the CETSH	This entry is not validated by the system	

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Major excisable inputs			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	This entry is not validated by the system	Steel Products
Place	Place of Filing the registration	This entry is not validated by the system	Trichy
Mailing Address	Preferred Mailing Address	Valid mailing address	

Table: 2.4 Field Descriptions for filling A1 form

2.4.4 Button Descriptions

Save: Click on Save button to view the details entered on the A1 form on a confirmation screen.

Previous: Click on Previous button to go to the previous screen of the A1 form.

Next: Click on Next button to go to the previous screen of the A1 form.

Submit: Click on Submit to submit the details and view the response screen.

Reset: Click on Reset button to reset the values of the fields to their initial values.

Save & Add New: Click on Save & Add New to save the contents and to add similar new record.

Save & Continue: Click on Save & Continue to save the contents and to reach on next screen

Modify: Click on Modify button to modify the values of the saved fields.

Cancel: Click on Cancel button to cancel the filing of A1 form and take the user back to the homepage.

Print: Click on Print to take print out of complete Form



2.5. Filling A2 form

2.5.1. Description

The A2 form on ACES is an electronic version of the Registration form filled by Assessee of the Central Excise those are Manufacturers of Power loom Weavers/ Hand Processors/ Dealers of Yarns and Fabrics/ Manufacturers of Ready Made Garments. The registrant fills up the A2 form with the details about the premises, details of proprietors, partners, Chief Executive Officers and details of major excisable goods manufactured.

2.5.2. Navigational Path

The A2 form can be accessed by the Assessee through the REG menu item. The Assessee will click on the 'Fill A-2' menu option. As soon as the user clicks on the same the system will open the A-2 form for the Assessee on the screen.

The navigation path for the A-2 form is:

Log in as Assessee à 'REG' main menu à 'Fill A-2'

- Login with the registered Login Id
- Select the REG (Registration) from the main menu
- Select "Fill A-2" on the menu

2.5.3. Operating Instructions

The A-2 form can be filled by the Assessee of the Central Excise to register the respective business. The A-2 form on ACES is divided into four sections.

The sections on the A2 form are:

- Name of the business with full address of the premises
- Business transaction number obtained from other government Agencies / departments.
- Proprietor / partner / chief executive officer / chairman / managing director / trustee.
- Major excisable goods to be manufactured, warehoused or traded / major inputs.

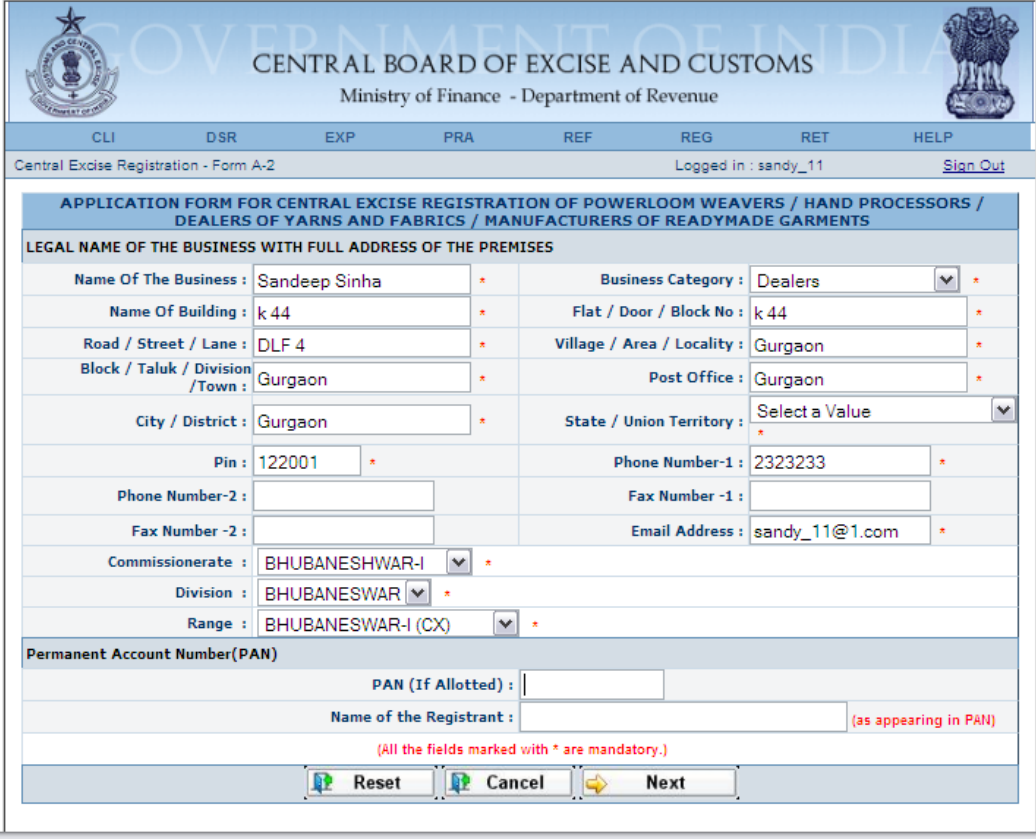


The screenshot displays the ACES web interface. At the top, it shows the Government of India logo and the Central Board of Excise and Customs logo. Below this is a navigation bar with tabs: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. The 'REG' tab is selected, and a dropdown menu is open, showing options: 'Fill A-1', 'Fill Non Assessee', 'Fill A-2', 'Fill A-3', 'Fill Declarant Form', and 'Change Password'. The 'Fill A-2' option is highlighted. Below the navigation bar, there is a table titled 'FORMS FOR REGISTRATION' with columns 'Type Of Form' and 'Detail'. The table lists various forms including Form A-1, Form A-2, Form A-3, Declaration Form, and Non Assessee Registration Form. A note at the bottom of the table states: 'Note : Please Select the suitable Form for your Business Type using Registration Menu Option.'

Type Of Form	Detail
Form A-1	Application Form for Central Excise Registration
Form A-2	Application Form For Central Excise Registration of Processors/Dealers Of Yarns And Fabrics/Manufacturers Of Ready Made Garments
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

Note : Please Select the suitable Form for your Business Type using Registration Menu Option.

Figure: 2.26 Navigation Screen to access Form A2



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Form A-2 Logged in : sandy_11 [Sign Out](#)

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS / HAND PROCESSORS / DEALERS OF YARNS AND FABRICS / MANUFACTURERS OF READYMADE GARMENTS

LEGAL NAME OF THE BUSINESS WITH FULL ADDRESS OF THE PREMISES

Name Of The Business :	Sandeep Sinha *	Business Category :	Dealers *
Name Of Building :	k 44 *	Flat / Door / Block No :	k 44 *
Road / Street / Lane :	DLF 4 *	Village / Area / Locality :	Gurgaon *
Block / Taluk / Division / Town :	Gurgaon *	Post Office :	Gurgaon *
City / District :	Gurgaon *	State / Union Territory :	Select a Value *
Pin :	122001 *	Phone Number-1 :	2323233 *
Phone Number-2 :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandy_11@1.com *
Commissionerate :	BHUBANESHWAR-I *		
Division :	BHUBANESWAR *		
Range :	BHUBANESWAR-I (CX) *		

Permanent Account Number(PAN)

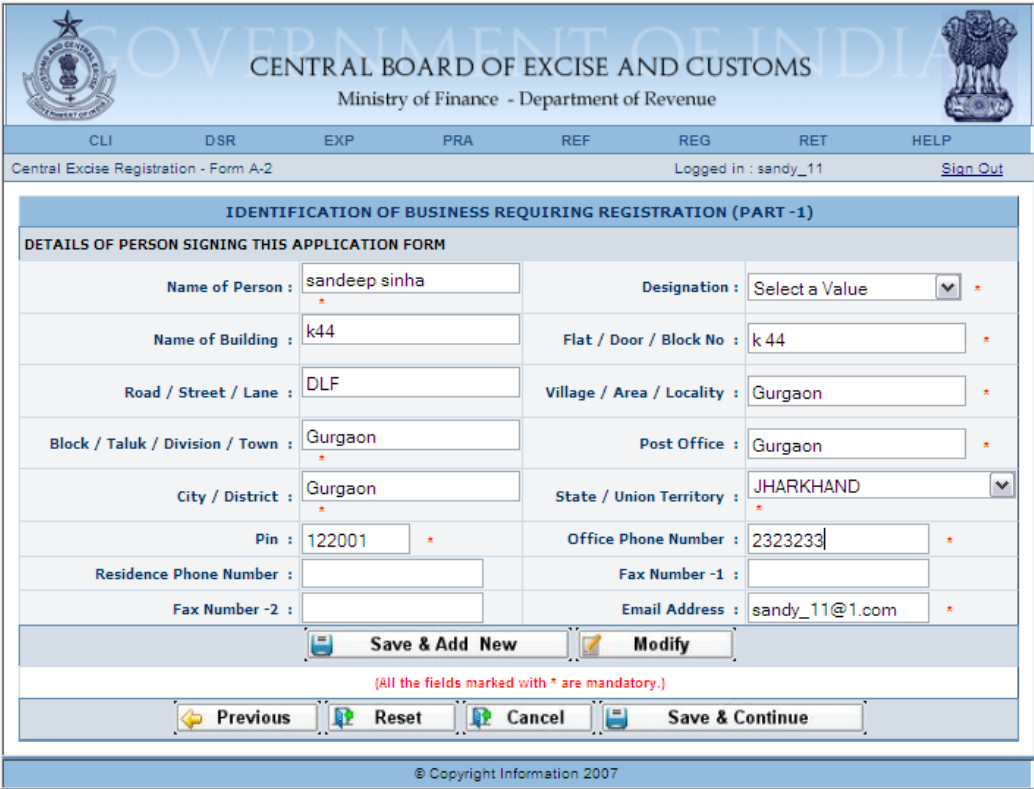
PAN (If Allotted) :

Name of the Registrant : (as appearing in PAN)

(All the fields marked with * are mandatory.)

Figure: 2.27 Screen one of A2 form

- Enter the details for the legal name of the business with full address of the premises.
- Enter the PAN number and the name of the Assessee as in PAN.
- Click on Next button to go to the next screen on the A2 form.
- To cancel the process of filing A2 click on Cancel button, this will take user to the homepage
- To reset the fields to their initial values click on Reset button.



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Form A-2 Logged in : sandy_11 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

DETAILS OF PERSON SIGNING THIS APPLICATION FORM

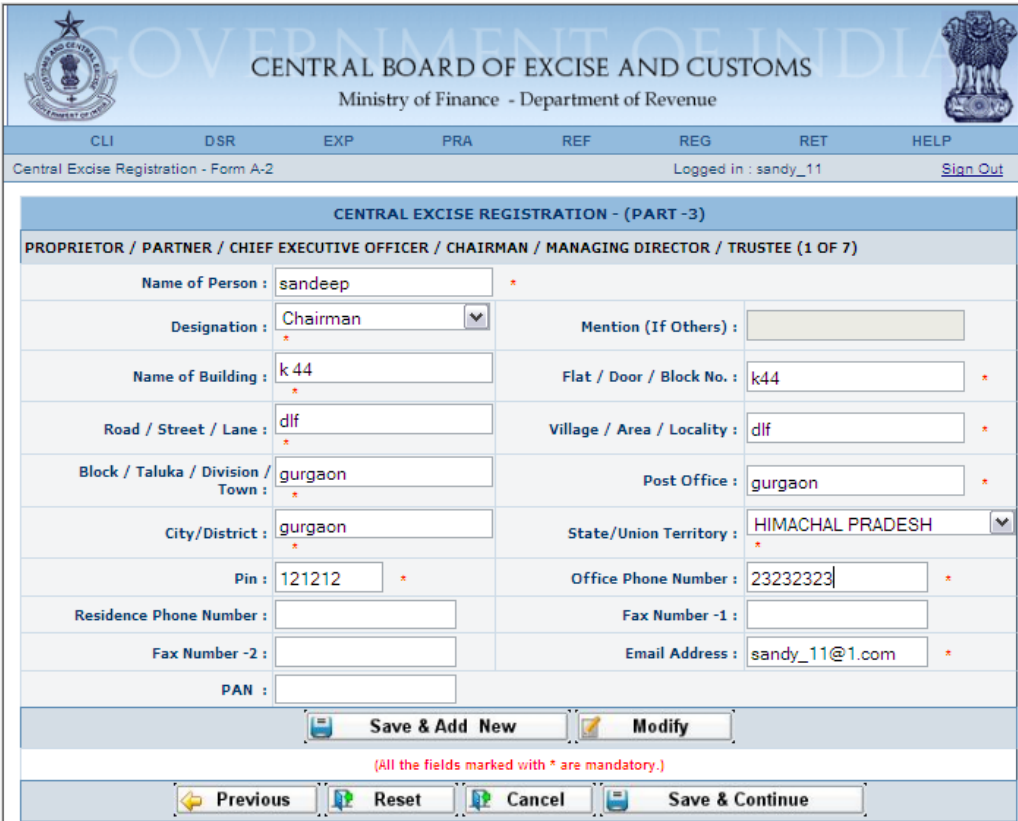
Name of Person :	sandeep sinha *	Designation :	Select a Value * *
Name of Building :	k44 *	Flat / Door / Block No :	k 44 *
Road / Street / Lane :	DLF *	Village / Area / Locality :	Gurgaon *
Block / Taluk / Division / Town :	Gurgaon *	Post Office :	Gurgaon *
City / District :	Gurgaon *	State / Union Territory :	JHARKHAND *
Pin :	122001 *	Office Phone Number :	2323233 *
Residence Phone Number :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandy_11@1.com *

(All the fields marked with * are mandatory.)

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Figure: 2.28 Screen two of A2 form

- Enter the details of persons signing A-2 form.
- After filling in the details press 'Save & Add New' to add another signatory (if any), the entry of the data set appears as a hyperlink on the list on next screen.
- Click on the hyperlink to populate the values of the entry on the screen for modification.
- To go to the next screen click on 'Save & Continue' button.
- To cancel the process of filing A2 click on Cancel button, this will take user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



CENTRAL EXCISE REGISTRATION - (PART -3)

PROPRIETOR / PARTNER / CHIEF EXECUTIVE OFFICER / CHAIRMAN / MANAGING DIRECTOR / TRUSTEE (1 OF 7)

Name of Person : sandeep *

Designation : Chairman *

Mention (If Others) :

Name of Building : k 44 *

Flat / Door / Block No. : k44 *

Road / Street / Lane : dlf *

Village / Area / Locality : dlf *

Block / Taluka / Division / Town : gurgaon *

Post Office : gurgaon *

City/District : gurgaon *

State/Union Territory : HIMACHAL PRADESH *

Pin : 121212 *

Office Phone Number : 23232323 *

Residence Phone Number :

Fax Number -1 :

Fax Number -2 :

Email Address : sandy_11@1.com *

PAN :

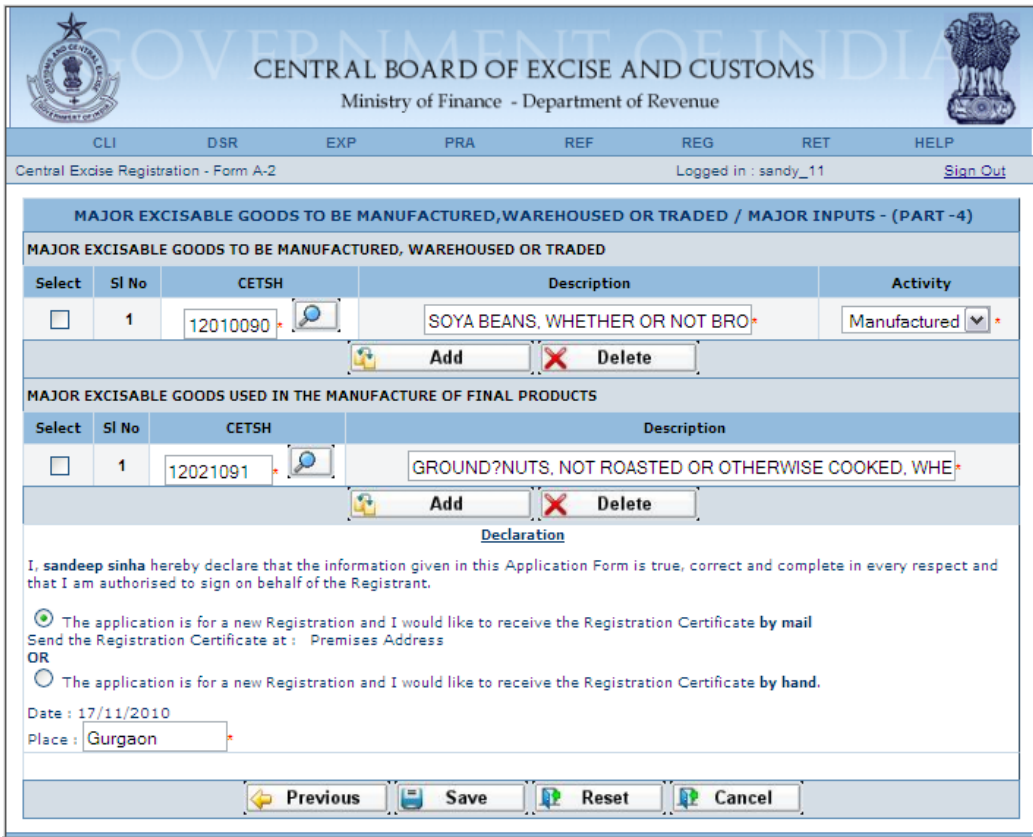
Save & Add New **Modify**

(All the fields marked with * are mandatory.)

Previous **Reset** **Cancel** **Save & Continue**

Figure: 2.29 Screen three of A2 form

- Enter the details of Proprietor/ Partner/ Chief Executive Officer/ Chairman/ Managing Director/ Trustee upto 7 persons.
- After filling in the details press 'Save & Add New' to add new signatory (if any), the entry of the data set appears as a hyperlink on the list on next screen.
- Click on the hyperlink to populate the values of the entry on the screen for modification.
- To go to the next screen click on 'Save & Continue' button.
- To cancel the process of filing A2 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED / MAJOR INPUTS - (PART -4)

MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED

Select	Sl No	CETSH	Description	Activity
☐	1	12010090	SOYA BEANS, WHETHER OR NOT BRO	Manufactured

MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCTS

Select	Sl No	CETSH	Description
☐	1	12021091	GROUND?NUTS, NOT ROASTED OR OTHERWISE COOKED, WHE

Declaration

I, **sandeep sinha** hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.

☒ The application is for a new Registration and I would like to receive the Registration Certificate **by mail**
Send the Registration Certificate at : Premises Address
OR
☐ The application is for a new Registration and I would like to receive the Registration Certificate **by hand**.

Date : 17/11/2010
Place : Gurgaon

Previous Save Reset Cancel

Figure: 2.30 Screen four of A2 form

- Enter details of major excisable goods to be manufactured, warehoused or traded and major inputs to be used
- CETSH number and description can either be entered manually or take the help of search option to get the desired information.
- Select the Activity from dropdown menu for the respective goods.
- Click on the “Add” to add multiple records
- Select the checkbox under select column and press “Delete” to delete respective record.
- In the declaration section choose the mode of delivery of the registration certificate. Select 1st radio button to get it by post by selecting the mailing address from the dropdown. Select 2nd radio button to get it by hand.
- Click on “Save” button to get the confirmation screen displaying the details of the A2 form.
- To cancel the process of filing A2 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.

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GOVERNMENT OF INDIA		CENTRAL BOARD OF EXCISE AND CUSTOMS		Ministry of Finance - Department of Revenue	
CLI	DSR	EXP	PRA	REF	REG
Registration - View Form A-2				Logged in : sandy_11	
Sign Out					
APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS / HAND PROCESSORS / DEALERS OF YARNS AND FABRICS / MANUFACTURERS OF READYMADE GARMENTS					
LEGAL NAME OF THE BUSINESS WITH FULL ADDRESS OF THE PREMISES					
Name Of The Business : Sandeep Sinha					
Name of Premises/Building :		k 44			
Road/Street/Lane :		DLF 4			
Block/Taluk/Sub-Division/ Town :		Gurgaon			
City/District :		Gurgaon			
PIN :		122001			
Fax No :					
Commissionerate :		BHUBANESHWAR-I			
Range :		BHUBANESWAR-I (CX)			
Permanent Account Number(PAN)					
PAN :					
Name of the Registrant(As appearing in PAN) :					
Name of the Registrant(Populated from IT Database) :					
NAME, DESIGNATION AND ADDRESS OF AUTHORISED PERSON(S)					
Name :		sandeep sinha			
Designation :		Chairman			
Name of Premises/Building :		k44			
Road/Street/Lane :		DLF			
Block/Taluk/Sub-Division/ Town :		Gurgaon			
City/District :		Gurgaon			
PIN :		122001			
Fax No :					
E-mail Address :		sandy_11@1.com			
NAME AND ADDRESS OF PROPRIETOR / PARTNER(S) / CHIEF EXECUTIVE OFFICER / CHAIRMAN / MANAGING DIRECTOR / TRUSTEE / ETC					
Name :		sandeep			
Designation :		Chairman			
Name of Premises/Building :		k 44			
Road/Street/Lane :		dlf			
Block/Taluk/Sub-Division/ Town :		gurgaon			
City/District :		gurgaon			
PIN :		121212			
Fax No :					
E-mail Address :		sandy_11@1.com			
PAN Number :					
MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED					
CETSH :		12010090		Description :	
				SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETHER OR NOT BROKEN : OTHER	
				Activity :	
				Manufactured	
MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE					

MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED			
CETSH : 12010090	Description : SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETHER OR NOT BROKEN : OTHER	Activity : Manufactured	
MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE			
CETSH : 12021091	Description : GROUND?NUTS, NOT ROASTED OR OTHERWISE COOKED, WHETHER OR NOT SHELLLED OR BROKEN IN SHELL : OTHER : OF SEED QUALITY		
<u>Declaration</u>			
I, sandeep sinha hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant. The application is for a new Registration and I would like to receive the Registration Certificate by mail at the Premises Address. Date : 17/11/2010 Place :Gurgaon			
 Submit Modify Cancel Print			
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Figure: 2.31 Confirmation screen of the A2 form

Steps to be followed:

- Click on Submit button to submit the details and view response screen.
- Click on Modify button to modify the details entered in the form.
- To cancel the process of filing A2 click on Cancel button, this will take the user to the homepage.
- Click on Print button to take print out of complete form

On the successful submission of A2 form following screen appears and a Registration Number is generated. The format of the generated Registration Number changes depending upon the Category of Business.



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Ministry of Finance - Department of Revenue

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Central Excise Registration - Form A-2 Logged in : san_gndc2 [Sign Out](#)

Your application bearing number **TEMPA1114XED001** has been submitted to Divisional Deputy/Assistant Commissioner. The jurisdictional office addresses are as below :

Commissionerate - BHUBANESHWAR-I
Address - C.R. BUILDING RAJASWA VIHAR VANIVIHAR - JAJAPUR ORISSA.
Telephone Number - 06742581082, 06742581190

Division - BHUBANESWAR
Address - PLOT NO. 466(P) PATIA CHANDRASEKHARPUR - JAJAPUR ORISSA.
Telephone Number - 0674-2740991, 0674-2743299

Range - BHUBANESWAR-I (CX)
Address - UNIT - IV BHOUMA NAGAR BHUBANESWAR KHURDA - ORISSA.
Telephone Number-0674580181, -

Please mention this application number in all your future transactions, till you receive the Registration Certificate. An assessee can make payment in authorised banks only after issuance of Registration Certificate.

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Figure: 2.32 Response screen after the submission of the A2 form

Registration Number is generated as per the following table (Assuming the PAN Number of the user is MYPAN1234D):

Category of business	Registration number when PAN is present	Registration number when PAN is not present
Manufacturer or warehouse or manufacturer's depot or EOU or Unit within EPZ	MYPAN1234DXM001	TEMPXXXXXXXXM001
Dealer	MYPAN1234DXD001	TEMPXXXXXXXXD001



The various fields of the A2 form and their respective validations are as per the following table:

Field Name	Description	Validations	Example
Name of the registrant	Name of the Assessee	The system does not perform any validations	Ajay Garments
Business Category	Type of the Business whether Power loom Weaver, Hand Processor, Yarn and fabric Dealer, Ready Made Garment,	User has to select one option from a list of values: {Power loom Weaver, Hand Processor, Yarn and fabric Dealer, Ready Made Garment}	Manufacturer
Name of premises / building	Premises/ building name	The system does not perform any validations on the entries made by the Assessee in this field.	Ajay Garments, 199/11
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The details of the address of the business premises.	The system does not perform any validations on the entries made by the Assessee in this field.	K.N Bose Lane, College Street Bow Bazaar
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Kolkata
State	State name	The system provides a drop down list of states from which the user has to select one state.	West Bengal
PIN Code	PIN code number	The system	700012

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		checks that this figure should not exceed six digits.	
Phone Number1	First Phone number (Mandatory)	The number should not be more than 11 digits.	03322415910
Phone Number2	Second Phone number	The number should not be more than 11 digits.	03322416000
Fax Number2	Second FAX number	The number should not be more than 11 digits.	03322416000
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.	ajay1@yahoo.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	Kolkata-II
Division	Division under which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	The user selects this from a drop down list of the divisions that fall within the Commissionerate selected in the previous field.	Howrah Central
Range	Range under which the premises come. A drop down box containing a list of all the ranges under the selected division.	The user selects this from a drop down list of the ranges that fall within the division selected in the previous field	I-Howrah Central

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Name, designation and address of the person signing this application form and of the authorized persons.			
Name of the Person	Name of person signing	The system does not perform any validations	Amit Kumar Sharma
Designation of the Person.	Designation of the person.	The system does not perform any validations	Proprietor
Name of premises / building	Name of the premises	The system does not perform any validations	Amit House
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The address details of the person.	The system does not perform any validations	137, Stanford Street, Napier Town
City	City in which the person are located.	The system provides a drop down list of cities from which the user has to select one city.	Bhopal
State	State in which the person is located.	The system provides a drop down list of States from which the user has to select one State.	Madhya Pradesh
PIN Code	PIN code for the premise address	The system checks that this figure should not exceed six digits.	462021
Office Phone Number	Phone number of office	The number should not be more than 11 digits.	0775284371
Residence Phone number	Phone number for residence	The number should not be more than 11 digits.	0775284371
Fax Number1	First Fax number	The number should not be more than 11 digits.	0775284300
Fax Number2	First Fax number	The number should not be more than 11 digits.	0775284301
E-Mail address	E-Mail address for the concerned person	This is the e-mail ID of the Assessee. This is fed into the	Amit.sharma@yahoo.com

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		form when it is shown to the Assessee.	
Major excisable goods to be manufactured, warehoused or traded			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	System do not perform any validations	
Activity	Description of Activity for the commodity described in the CETSH	System do not perform any validations	
Major excisable inputs			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	System do not perform any validations	01010101
Description	Description of the CETSH	System do not perform any validations	
Place	Place of Filing the registration	System do not perform any validations	Bhopal
Mailing Address	Preferred Mailing Address	System do not perform any validations	

Table: 2.5 Field Descriptions for filling A2 form



2.5.4. Button descriptions

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

Previous: Click on the previous button to go to the previous screen

Next: Click on the Next button to go to the next screen

Submit: Click on Submit to submit the details and view the response screen

Reset: Click on Reset button to reset the values of the fields to their initial values

Cancel: Click on Cancel button to cancel the filling of A2 form and take the user back to the homepage

Save & Add New: Click on Save & Add New to save the contents and to add similar new record

Save & Continue: Click on Save & Continue button to save the contents and to go to next screen

Print: Click on Print button to take print out of complete Form

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2.6. Filling A3 form

2.6.1. Description

The A3 form on ACES is an electronic version of the Registration form filled by Assessee of the Central Excise that are manufacturers of hand rolled cheroots. The registrant fills up the A3 form with the details about the premises, details of proprietors, partners, Chief Executive Officers and details of the major excisable goods manufactured.

2.6.2. Navigational Path

The A3 form can be accessed by the Assessee through the REG menu item. The Assessee will click on the 'Fill A-3' menu option. As soon as the Assessee clicks on the same the system will open the A-3 form for the Assessee on the screen.

The navigation path for the A3 form is:

Log in as Assessee à 'REG' main menu à 'Fill A-3'

- Login with the registered Login Id
- Select the REG (Registration) from main menu
- Select "Fill A3" on the menu

2.6.3. Operating Instructions

The A3 form can be filled by the Assessee of the Central Excise to register the business. The A3 form on ACES is divided into four sections.

The sections on the A3 form are:

- Name of the business with full address of the premises
- Business transaction number obtained from other government Agencies / departments
- Proprietor / partner / chief executive officer / chairman / managing director / trustee
- Major excisable goods to be manufactured, warehoused or traded / major inputs



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

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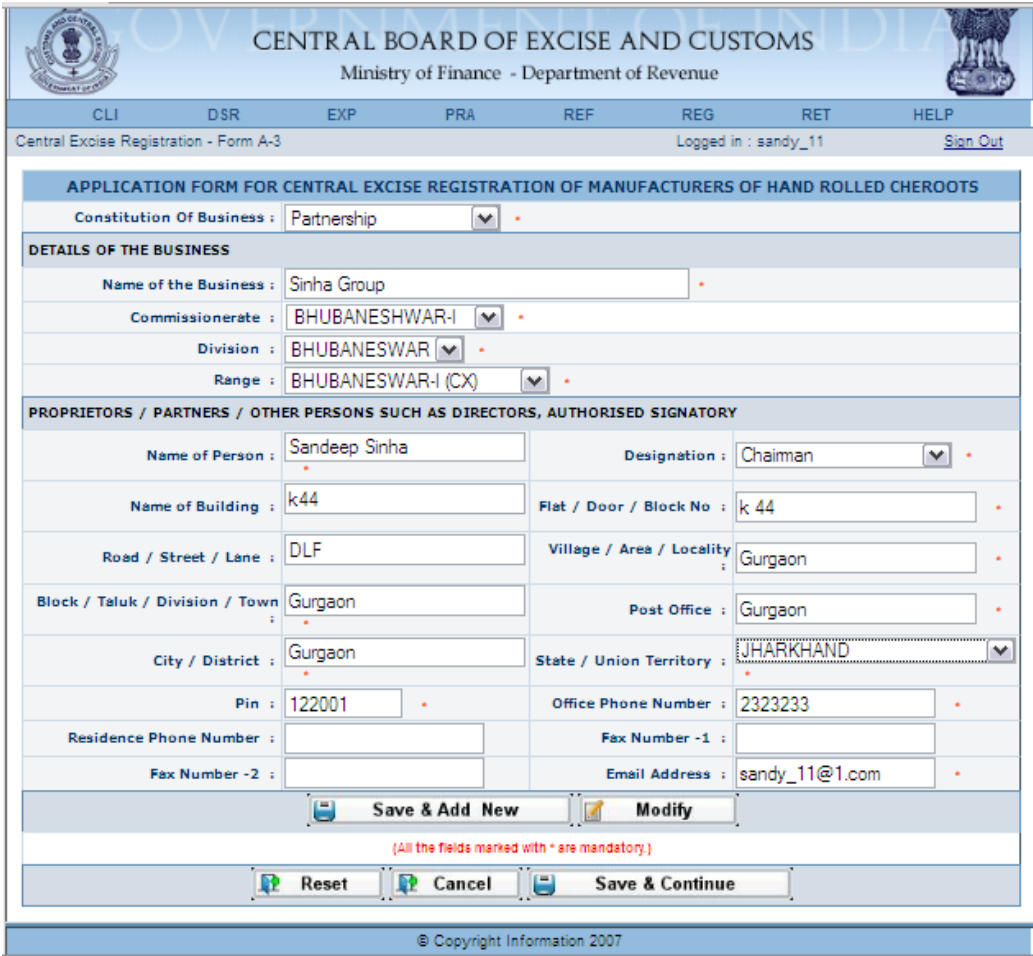
Central Excise Registration - PreAssessee's Home [Sign Out](#)

FORMS FOR REGISTRATION	
Type Of Form	Detail
Form A-1	Application Form for Central Excise Registration of Non Assessee
Form A-2	Application Form For Central Excise Registration of Processors/Dealers Of Yarns And Fabrics/Manufacturers Of Ready Made Garments
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

Note : Please Select the suitable Form for your Business Type using Registration Menu Option.

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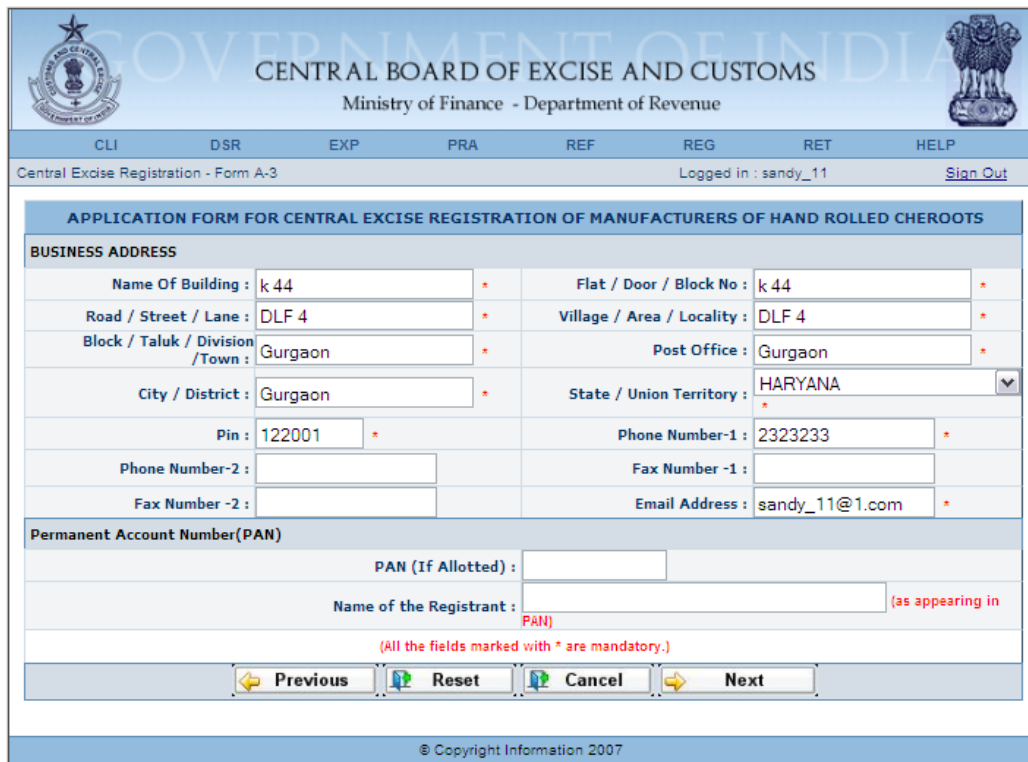
Figure: 2.33 Navigation screen to access Form A3



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Figure: 2.34 Screen one of A3 form

- In the Proprietor/ Partner/ Chief Executive Officer/ Chairman/ Managing Director/ Trustee upto 7 persons.
- After filling in the details press 'Save & Add New' to add another signatory (if any), the entry of the data set appears as a hyperlink on the list on next screen.
- Click on the hyperlink to populate the values of the entry on the screen for modification.
- To go to the next screen click on 'Save & Continue' button.
- To cancel the process of filing A3 click on Cancel button, this will take user to the homepage.
- To reset the fields to their initial values click on Reset button.



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Ministry of Finance - Department of Revenue

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Central Excise Registration - Form A-3 Logged in : sandy_11 [Sign Out](#)

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF MANUFACTURERS OF HAND ROLLED CHEROOTS

BUSINESS ADDRESS

Name Of Building :	k 44 *	Flat / Door / Block No :	k 44 *
Road / Street / Lane :	DLF 4 *	Village / Area / Locality :	DLF 4 *
Block / Taluk / Division / Town :	Gurgaon *	Post Office :	Gurgaon *
City / District :	Gurgaon *	State / Union Territory :	HARYANA *
Pin :	122001 *	Phone Number -1 :	2323233 *
Phone Number -2 :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandy_11@1.com *

Permanent Account Number(PAN)

PAN (If Allotted) :

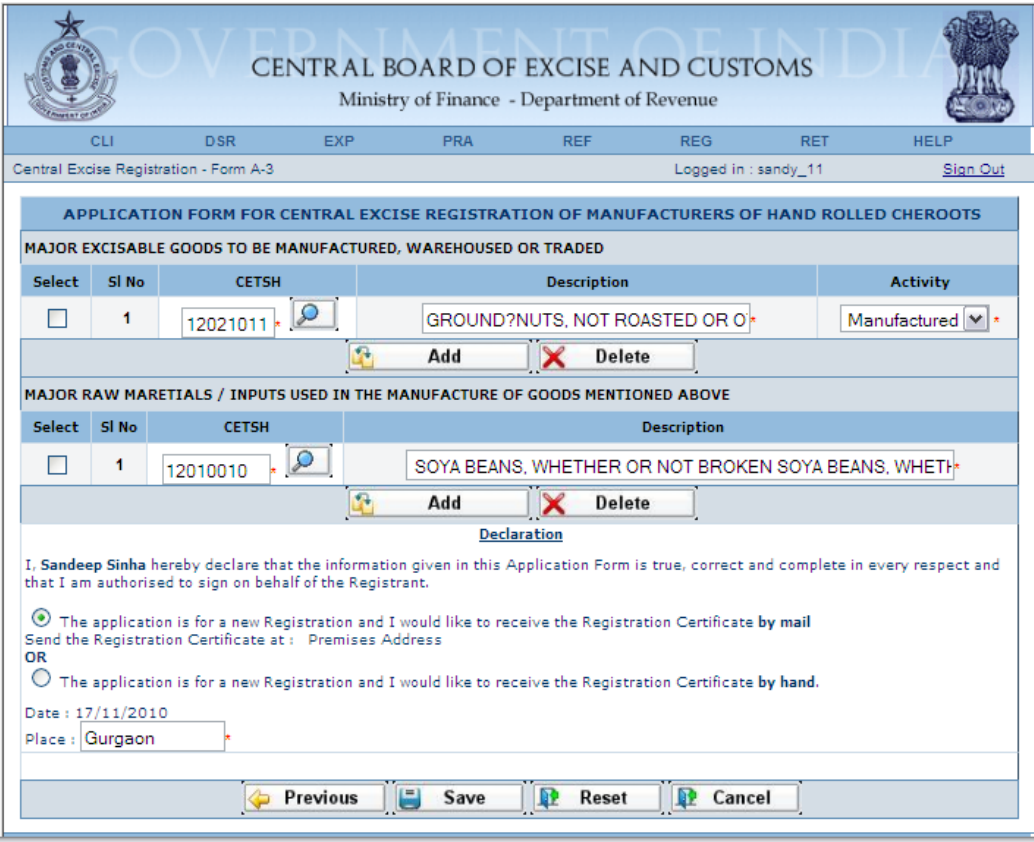
Name of the Registrant : (as appearing in PAN)

(All the fields marked with * are mandatory.)

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Figure: 2.35 Screen two of A3 form

- Enter details corresponding to the Business Address of the Assessee.
- Enter the PAN number and the name as in PAN.
- Click on the Next button to go to the next screen in A3 form.
- To cancel the process of filing A3 click Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



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

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Central Excise Registration - Form A-3 Logged in : sandy_11 [Sign Out](#)

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF MANUFACTURERS OF HAND ROLLED CHEROOTS

MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED

Select	Sl No	CETSH	Description	Activity
☐	1	12021011	GROUND?NUTS, NOT ROASTED OR O	Manufactured
Add Delete				

MAJOR RAW MARETIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE

Select	Sl No	CETSH	Description
☐	1	12010010	SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETH
Add Delete			

Declaration

I, **Sandeep Sinha** hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.

☒ The application is for a new Registration and I would like to receive the Registration Certificate **by mail**
 Send the Registration Certificate at : Premises Address
OR
☐ The application is for a new Registration and I would like to receive the Registration Certificate **by hand**.

Date : 17/11/2010
 Place : Gurgaon

Figure: 2.36 Screen three of A3 form

- Enter details of major excisable goods to be manufactured, warehoused or traded and major inputs to be used
- CETSH number and description can either be entered manually or take the help of search option to get the desired information.
- Select the Activity from dropdown menu for the respective goods.
- Click on the “Add” to add multiple records
- Select the checkbox under select column and press “Delete” to delete respective record.
- In the declaration section choose the mode of delivery of the registration certificate. Select 1st radio button to get it by post by selecting the mailing address from the dropdown. Select 2nd radio button to get it by hand.
- Click on “Save” button to get the confirmation screen displaying the details of the A3 form.
- To cancel the process of filing A3 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.

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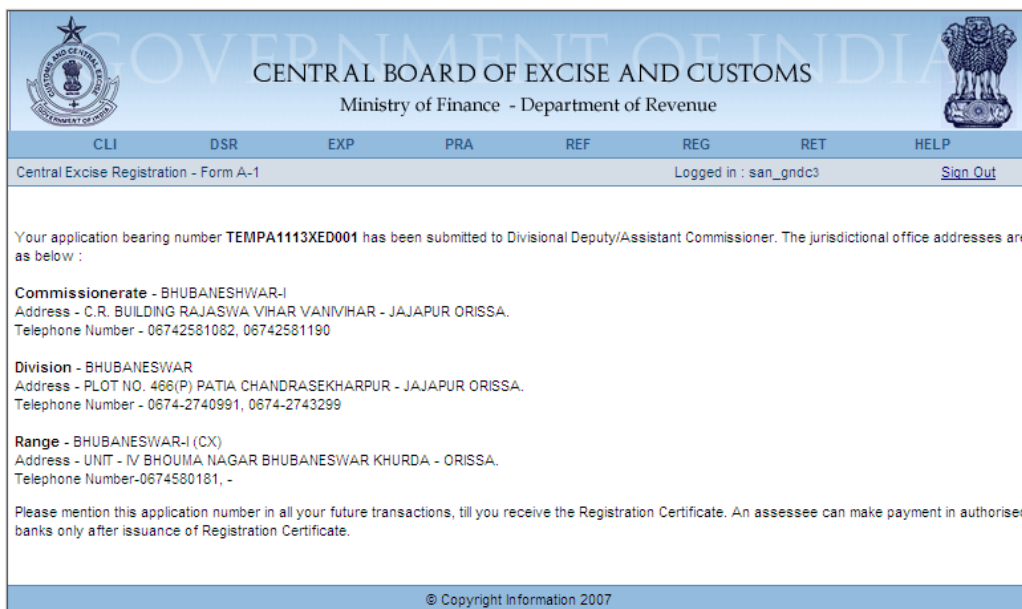
CENTRAL BOARD OF EXCISE AND CUSTOMS							
Ministry of Finance - Department of Revenue							
CLI	DSR	EXP	PRA	REF	REG	RET	HELP
Registration - View Form A-3					Logged in : sandy_11		Sign Out
APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF MANUFACTURERS OF HAND ROLLED CHEROOTS							
DETAILS OF THE BUSINESS							
Constitution Of Business :				Partnership			
Name Of The Business :				Sinha Group			
Commissionerate :				BHUBANESHWAR-I			
Division :				BHUBANESWAR			
Range :				BHUBANESWAR-I (CX)			
PROPRIETORS / PARTNERS / OTHER PERSONS SUCH AS DIRECTORS, AUTHORISED SIGNATORY							
Name :				Sandeep Sinha			
Designation :				Chairman			
Name of Premises/Building :				k44			
Flat/Door/Block No :				k 44			
Road/Street/Lane :				DLF			
Village/Area/Locality :				Gurgaon			
Block/Taluk/Sub-Division/Town :				Gurgaon			
Post office :				Gurgaon			
City/District :				Gurgaon			
State/Union Territory :				JHARKHAND			
PIN :				122001			
Telephone Nos. :				2323233			
Fax No :							
E-mail Address :				sandy_11@1.com			
BUSINESS/ UNIT POSTAL ADDRESS							
Name of Premises/Building :				k 44			
Flat/Door/Block No :				k 44			
Road/Street/Lane :				DLF 4			
Village/Area/Locality :				DLF 4			
Block/Taluk/Sub-Division/ Town :				Gurgaon			
Post office :				Gurgaon			
City/District :				Gurgaon			
State/Union Territory :				HARYANA			
PIN :				122001			
Telephone Nos. :				2323233			
Fax No :							
E-mail Address :				sandy_11@1.com			
Permanent Account Number(PAN)							
PAN :							
Name of the Registrant(As appearing in PAN) :							
Name of the Registrant(Populated from IT Database) :							
MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED							
CETSH : 12021011		Description :		GROUND?NUTS, NOT ROASTED OR OTHERWISE COOKED, WHETHER OR NOT SHIELLED OR BROKEN IN SHELL : H.P.S : OF SEED QUALITY		Activity : Manufactured	
MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE							
CETSH : 12010010		Description :		SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETHER OR NOT BROKEN : OF SEED QUALITY			
Declaration							
I, Sandeep Sinha hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.							
The application is for a new Registration and I would like to receive the Registration Certificate by mail at the Premises Address.							
Date : 17/11/2010							
Place :Gurgaon							
Submit Modify Cancel Print							
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Figure: 2.37 Confirmation screen of the A3 form

Steps to be followed:

- Click on Submit button to submit the details and view response screen.
- Click on Modify button to modify the details entered in the form.
- To cancel the process of filing A3 click on Cancel button, this will take the user to the homepage.
- Click on Print button to take print out of complete form.

On the successful submission of the A3 form the following screen appears and a Registration Number is generated. The format of the generated Registration Number changes depending upon the Category of Business.



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Ministry of Finance - Department of Revenue

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Central Excise Registration - Form A-1 Logged in : san_gndc3 [Sign Out](#)

Your application bearing number **TEMPA1113XED001** has been submitted to Divisional Deputy/Assistant Commissioner. The jurisdictional office addresses are as below :

Commissionerate - BHUBANESHWAR-I
Address - C.R. BUILDING RAJASWA VIHAR VANIVIHAR - JAJAPUR ORISSA.
Telephone Number - 06742581082, 06742581190

Division - BHUBANESWAR
Address - PLOT NO. 466(P) PATIA CHANDRASEKHARPUR - JAJAPUR ORISSA.
Telephone Number - 0674-2740991, 0674-2743299

Range - BHUBANESWAR-I (CX)
Address - UNIT - IV BHOUMA NAGAR BHUBANESWAR KHURDA - ORISSA.
Telephone Number-0674580181, -

Please mention this application number in all your future transactions, till you receive the Registration Certificate. An assessee can make payment in authorised banks only after issuance of Registration Certificate.

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Figure: 2.38 Response screen for A3 form

Registration Number is generated as per the following table (Assuming the PAN Number of the user is MYPAN1234D):

Category of business	Registration number when PAN is present	Registration number when PAN is not present
Manufacturer or	MYPAN1234DXM001	TEMPXXXXXXXXM001

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warehouse or manufacturer's depot or EOU or Unit within EPZ		
Dealer	MYPAN1234DXD001	TEMPXXXXXXXXD001

The various fields of the A3 form and their respective validations are as per the following table:

Field Name	Description	Validation	Example
Details of business			
Constitution of business	Business Constitution of the Assessee. Whether this is Partnership, Proprietorship, Registered Company.		Proprietorship
Name of the Business	Name of the Assessee	The system does not perform any validations	Amit Cheroots
Commissionerate	Commissionerate under which the premises come. A drop down box, containing a list of all Commissionerates.	The user selects this from a drop down list of Commissionerates	BHOPAL
Division	Division under which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	The user selects this from a drop down list of Divisions	BHOPAL –I
Range	Range under which the premises come. A drop down box containing a list of all the ranges under the selected division.	The user selects this from a drop down list of Ranges	I OF BHOPAL I DVN
Proprietors / partners / other persons such as directors, authorized signatory			
Name of the Person	Name of person signing	The system does not perform any validations	Amit Sharma
Designation of the Person	Designation of the person.	The system does not perform any validations	Proprietor
Name of premises / building	Name of the premises	The system does not perform any validations	Amit Cheroots
Flat / Door / Block number; Road /	The address details of the person.	The system does not perform any validations	137, Kevin street, Govindpura

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Street / Lane; Village / Area / Locality; Block / Taluka / Sub- division / Town; Post Office			
City	City in which the person are located.	The system provides a drop down list of cities from which the user has to select one city.	Bhopal
State	State in which the person is located.	The system provides a drop down list of states from which the user has to select one state.	MADHYA PRADESH
PIN Code	PIN code for the premise address	The system checks that this figure should not exceed six digits.	462021
Office Phone Number	Phone number of office	The number should not be more than 11 digits.	0755 5284300
Residence Phone number	Phone number for residence	The number should not be more than 11 digits.	0755 5284320
Fax Number1	First Fax number	The number should not be more than 11 digits.	0755 5284000
Fax Number2	First Fax number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address for the concerned person	This is the e-mail ID of the Assessee. This is fed into the form when it is shown to the Assessee.	amit@yahoo.com
Major excisable goods to be manufactured, warehoused or traded			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	Text populated by the search mechanism	CHEROOTS
Activity	Description of Activity for the commodity described in the CETSH	Description of the Activity	Manufactured
Major excisable inputs			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by	Searched on the CETSH search pop up	01010101

ACES	
USER MANUAL – CE REGISTRATION	

	Central Excise to every dutiable Product.		
Description	Description of the CETSH	The system does not perform any validations on the entries made by the Assessee in this field.	CHEROOTS
Place	Place of Filing the registration	The system does not perform any validations on the entries made by the Assessee in this field.	Bhopal

Table: 2.6 Field Descriptions for filling A3 form

2.6.4. Button descriptions

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

Previous: Click on the previous button to go to the previous screen.

Next: Click on the Next button to go to the next screen.

Submit: Click on the Submit button to submit the data.

Reset: Click on Reset button to reset the values of the fields to their initial values.

Cancel: Click on Cancel button to cancel the filling of A3 form and take the user back to the homepage.

Add: Press the Add button to add multiple records.

Delete: Select the check box under select column and press Delete to delete the respective record.

Modify: To modify the details in the list elements click on the link for the element list and click on Modify button.

Save & Add New: Click on Save & Add New button to save the contents and to add similar new record.

Save & Continue: Click on Save & Continue button to save the contents and to reach on next screen.

2.7 Filling Declarant form

2.7.1. Description

The Declarant Form on ACES is an electronic version of the Registration Form filled by the Assessee of the Central Excise who are Declarant units, that is they simply have to declare themselves through the registration. The Declaration Form is for manufacturers with annual turnover below the specified exemption limit.

The registrant fills up the Declarant form with the details about the premises, details of proprietors, partners, Chief Executive Officers and details of the major excisable goods manufactured.

2.7.2. Navigational Path

The Declarant form can be accessed by the Assessee through the REG main menu. The Assessee will click on the 'Fill Declarant Form' under the REG main menu. As soon as the Assessee clicks on the same the system will populate the Declarant Form for the Assessee on the screen.

The navigation path for the Declarant form is:
Log in as Assessee à 'REG' main menu à 'Fill Declarant Form'

2.7.3. Operating Instructions

The Declarant Form can be filled by the Assessee of the Central Excise to register the business. The Declarant Form on ACES is divided into four sections.

The sections on the Declarant Form are:

- Name of the business with full address of the premises
- Name and address of the authorized person
- Name and addresses of the factories / manufacturers (producing such goods) in whom the manufacturer claiming the exemption has proprietary interest.
- Details of the excisable goods manufactured by the factory during the preceding financial year.

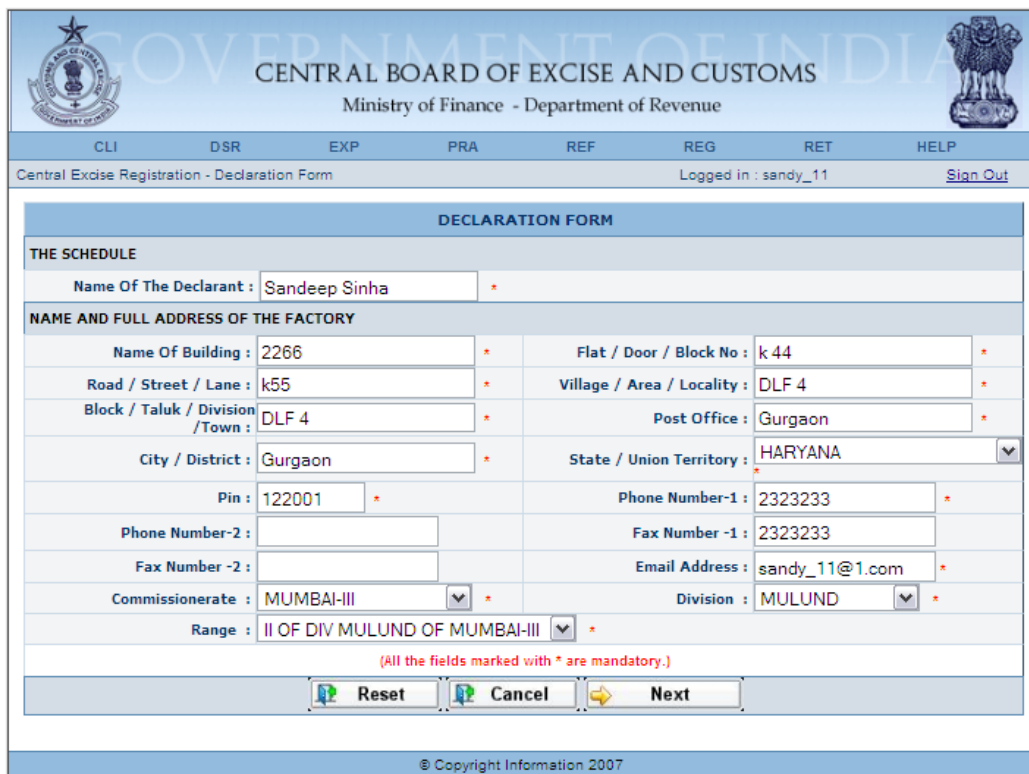


The screenshot shows the 'CENTRAL BOARD OF EXCISE AND CUSTOMS' portal. The top navigation bar includes links for CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. The 'REG' link is highlighted, and a dropdown menu is open, showing options: 'Fill A-1', 'Fill Non Assessee', 'Fill A-2', 'Fill A-3', 'Fill Declarant Form', and 'Change Password'. The 'Fill Declarant Form' option is selected. Below the navigation bar, the page title is 'Central Excise Registration - PreAssessee's Home'. The main content area is titled 'FORMS FOR REGISTRATION' and contains a table with the following data:

Type Of Form	Detail
Form A-1	Application Form for Central Excise Registration
Form A-2	Application Form For Central Excise Registration of Processors/Dealers Of Yarns And Fabrics/Manufacturers Of Ready Made Garments
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

Below the table, there is a note: 'Note : Please Select the suitable Form for your Business Type using Registration Menu Option.' At the bottom of the page, there is a copyright notice: '© Copyright Information 2007'.

Figure: 2.39 Navigation Screen for Declaration Form



The screenshot shows the 'DECLARATION FORM' screen. The top navigation bar is the same as in Figure 2.39. The page title is 'Central Excise Registration - Declaration Form'. The user is logged in as 'sandy_11'. The main content area is titled 'DECLARATION FORM' and contains the following fields:

THE SCHEDULE

Name Of The Declarant : Sandeep Sinha *

NAME AND FULL ADDRESS OF THE FACTORY

Name Of Building : 2266 * Flat / Door / Block No : k 44 *

Road / Street / Lane : k55 * Village / Area / Locality : DLF 4 *

Block / Taluk / Division / Town : DLF 4 * Post Office : Gurgaon *

City / District : Gurgaon * State / Union Territory : HARYANA *

Pin : 122001 * Phone Number-1 : 2323233 *

Phone Number-2 : * Fax Number -1 : 2323233 *

Fax Number -2 : * Email Address : sandy_11@1.com *

Commissionerate : MUMBAI-III * Division : MULUND *

Range : II OF DIV MULUND OF MUMBAI-III *

(All the fields marked with * are mandatory.)

At the bottom of the form, there are three buttons: 'Reset', 'Cancel', and 'Next'.

At the bottom of the page, there is a copyright notice: '© Copyright Information 2007'.

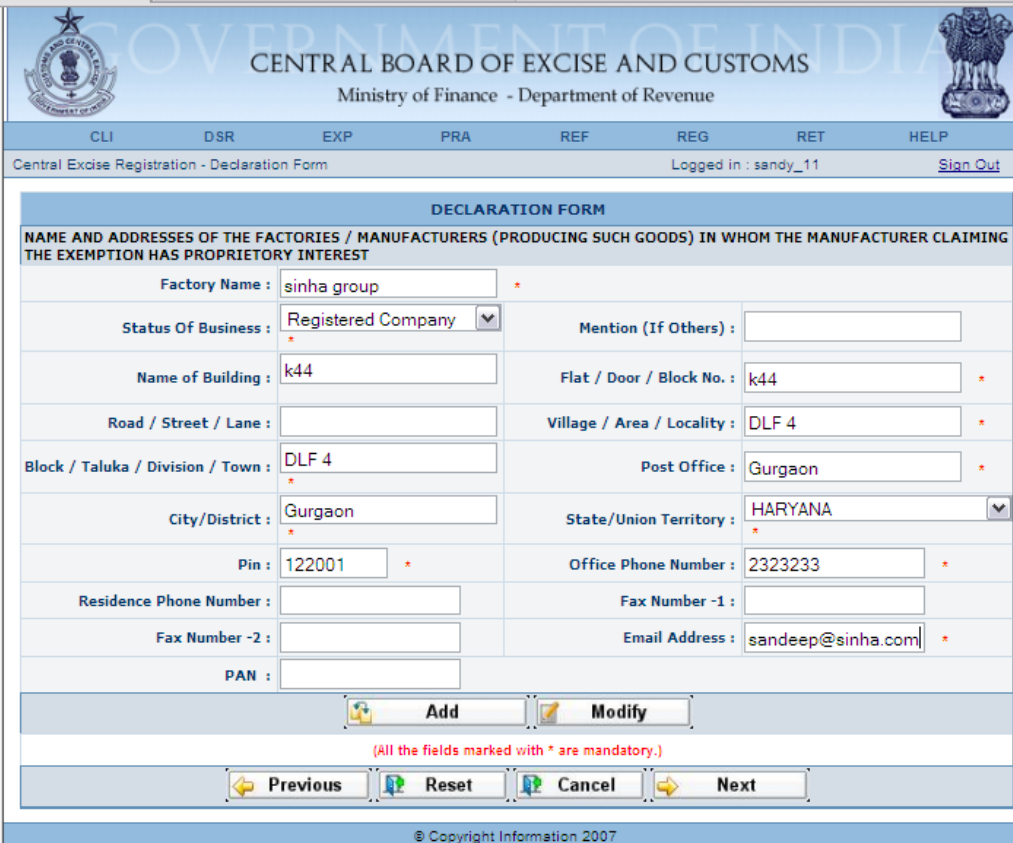
Figure: 2.40 Screen one of Declarant form

- Fill the details related to the name and address of the factory.
- On selecting the Commissionerate the system will refresh the page and populate the Division dropdown, similarly on selecting the Division field the system will populate Range dropdown.
- To go to the next screen click on Next button.
- To cancel the process of filling Declarant form click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.



Figure: 2.41 Screen two of Declarant form

- Enter the name and address of the Authorized person.
- For adding another signatory (if any) the details to the list press "Save & Add New".
- To modify the details in the list elements click on the link for the element list and click on Modify button.
- To go to the next screen click on 'Save & Continue' button.
- To go to the previous screen click on Previous button.
- To cancel the process of filing Declarant click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Declaration Form Logged in : sandy_11 [Sign Out](#)

DECLARATION FORM

NAME AND ADDRESSES OF THE FACTORIES / MANUFACTURERS (PRODUCING SUCH GOODS) IN WHOM THE MANUFACTURER CLAIMING THE EXEMPTION HAS PROPRIETARY INTEREST

Factory Name :	sinha group *		
Status Of Business :	Registered Company *	Mention (If Others) :	
Name of Building :	k44	Flat / Door / Block No. :	k44 *
Road / Street / Lane :		Village / Area / Locality :	DLF 4 *
Block / Taluka / Division / Town :	DLF 4 *	Post Office :	Gurgaon *
City/District :	Gurgaon *	State/Union Territory :	HARYANA *
Pin :	122001 *	Office Phone Number :	2323233 *
Residence Phone Number :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandeep@sinha.com *
PAN :			

(All the fields marked with * are mandatory.)

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Figure: 2.42 Screen three of Declarant form

- Enter the name and address of the Factories/Manufacturer (Producing such goods) in whom the manufacture claiming the exemption has proprietary interest.
- Press Add button to add multiple records.
- To modify the details in the list elements click on the link for the element list and click on Modify button.
- To go to the next screen click on Next button.
- To go to the previous screen click on Previous button.
- To reset the fields to their initial values click on Reset button.
- Click on Cancel button to cancel the filling of Declaration Form and take the user back to the homepage.



DECLARATION FORM

DETAILS OF THE EXCISABLE GOODS MANUFACTURED BY THE FACTORY DURING THE PRECEDING FINANCIAL YEAR

Select	Sl No	Description of excisable goods	Classification under First Schedule to the Central Excise Tariff Act, 1985(5 of 1986)	Value of clearance (Rs.)	Notification No. and date, availed	Sr. No. in the notification(if any)
☐	1	LIVE HORSES,ASSES, MULES A	01010101	200000	001/2006	001

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Figure: 2.43 Screen Four of Declarant form

- Enter the details of the Excisable goods manufactured by the factory during the preceding financial year.
- To add another row to the list press Add.
- Select the check box under select column and press Delete to delete the respective record.
- To finally register and get the confirmation screen for the details of the Declarant form click on Save button.
- To go to the previous screen click on Previous button.
- To reset the fields to their initial values click on Reset button.
- Click on Cancel button to cancel the filling of Declaration Form and take the user back to the homepage.

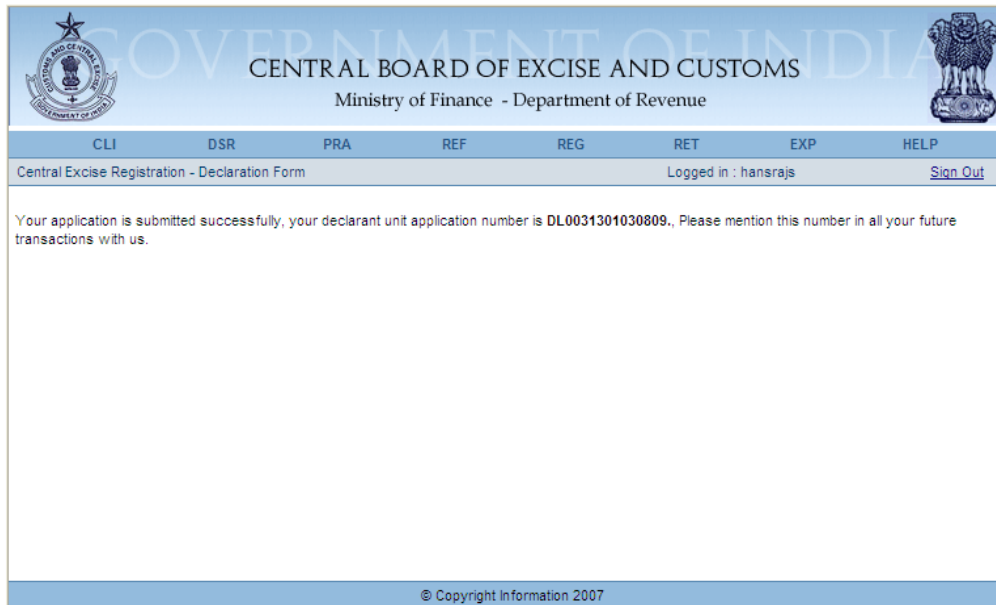


Figure: 2.44 Response screen Declarant form

The various screens of the Declarant form can be navigated with the help of next and previous buttons. Each field on every screen of the Declarant has certain validations that need to be adhered by the user before moving to the next screen.

ACES**USER MANUAL – CE REGISTRATION**

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

Field Name	Description	Validation	Example
Name of the Declarant	Name of the Declarant	The system does not perform any validations	Amit Sharma
Details of business			
Name of premises / building	Premises/ building name	The system does not perform any validations on the entries made by the Assessee in this field.	Amit House
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The details of the address of the business premises.	The system does not perform any validations on the entries made by the Assessee in this field.	137/7, Kevin Street
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Bhopal
State	State name	The system provides a drop down list of states from which the user has to select one state.	Madhya Pradesh
PIN Code	PIN code number	The system checks that this figure should not exceed six digits.	462001
Phone Number1	First Phone number (Mandatory)	The number should not be more than 11 digits.	07555240000
Phone Number2	Second Phone number	The number should not be more than 11 digits.	07555250000
Fax Number1	First Fax number	The number should not be more than 11 digits.	07555260000
Fax Number2	First Fax number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address for the concerned person	This is the e-mail ID of the Assessee. This is fed into the form when it is shown to the Assessee.	amit@gmail.com
Commissionerate	Commissionerate under which the premises come. A drop down box, containing a list of all	The user selects this from a drop down list of Commissionerates	BHOPAL

ACES

USER MANUAL – CE REGISTRATION



	Commissionerates.		
Division	Division under which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	The user selects this from a drop down list of Divisions	BHOPAL-I
Range	Range under which the premises come. A drop down box containing a list of all the ranges under the selected division.	The user selects this from a drop down list of Ranges	I OF BHOPAL—I DVN
Name and address of the authorized person			
Name of the Person	Name of person signing	The system does not perform any validations	Amit Kumar Sharma
Designation of the Person	Designation of the person.	The system does not perform any validations	Partner
Name of premises / building	Name of the premises	The system does not perform any validations	Amit House
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The address details of the person.	The system does not perform any validations	Illyas Nagar
City	City in which the person are located.	The system provides a drop down list of cities from which the user has to select one city.	Bhopal
State	State in which the person is located.	The system provides a drop down list of cities from which the user has to select one city.	MADHYA PRADESH
PIN Code	PIN code for the premise address	The system checks that this figure should not exceed six digits.	462001
Office Phone Number	Phone number of office	No. should not be more than 11 digits.	07555284000
Residence Phone number	Phone number for residence	No. should not be more than 11 digits.	07555284001
Fax Number1	First Fax number	No. should not be more than 11 digits.	07555284002
Fax Number2	First Fax number	No. should not be more than 11 digits.	
Major excisable goods to be manufactured, warehoused or traded			

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CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Notification Number	The notification number	No validations are applied by system	001/2006 CE
Value of Clearance	Value of Clearance in Rupees	Should be a numeric value	2300000

Table: 2.7 Field Descriptions for filling Declarant form

2.7.4. Button descriptions

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

Previous: Click on the Previous button to go to the previous screen.

Next: Click on the Next button to go to the next screen.

Submit: Click on the Submit button to submit the data.

Reset: Click on Reset button to reset the values of the fields to their initial values.

Cancel: Click on Cancel button to cancel the filling of Declarant form and take the user back to the homepage.

Add: Press Add button to add multiple records.

Delete: Select the check box under select column and press Delete to delete the respective record.

Modify: To modify the details in the list elements click on the link for the element list and click on Modify button.

Save & Add New: Click on Save & Add New to save the contents and to add similar new record.

Save & Continue: Click on Save & Continue button to save the contents and to reach on next screen.



2.8. Change Password

2.8.1. Description

The Change password Form on ACES is an electronic version of the Registration Form filled by the Assessee of the Central Excise to change his password.

2.8.2. Navigational Path

The Change password can be accessed by the Assessee through the REG main menu. The Assessee will click on the 'Change password' under the REG main menu. As soon as the Assessee clicks on the same the system will populate the Change password Form for the Assessee on the screen.

The navigation path for the Declarant form is:

Log in as Assessee à 'REG' main menu à 'Change Password'

2.8.3. Operating Instructions

The Change password can be filled by the Assessee of the Central Excise to change his current password.

The sections on the Change password are:

- Enter password as provided in the mail and new password
- Click on Submit button to submit the details.
- To enter the details afresh click on Reset button.



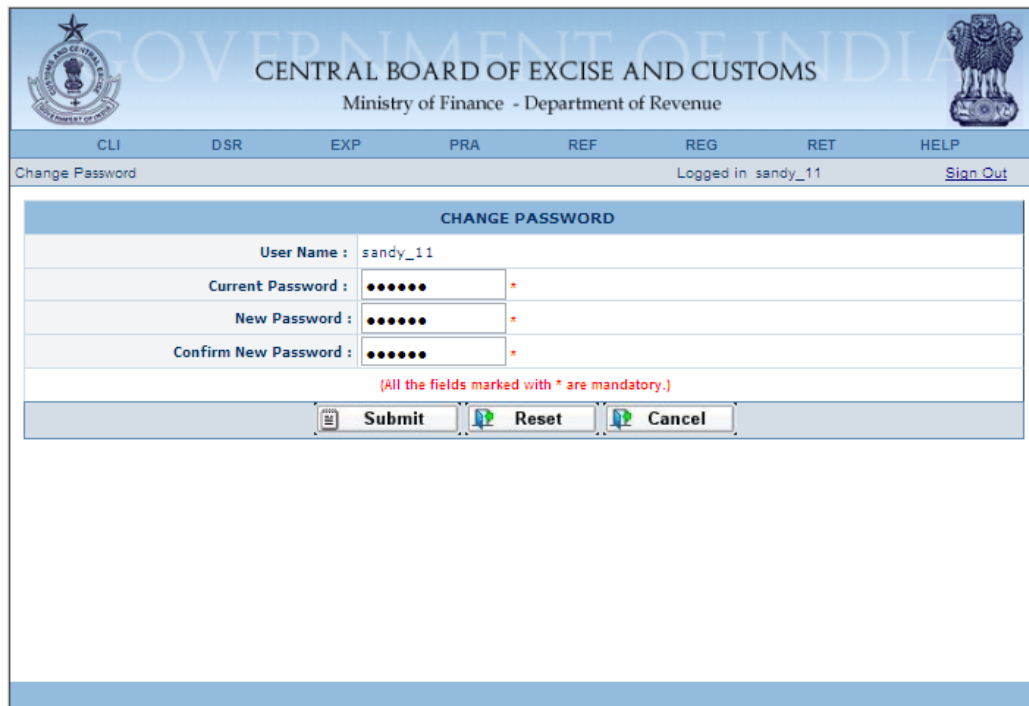
The screenshot shows the 'Central Excise Registration - PreAssessee's Home' page. A dropdown menu is open under the 'REG' tab, showing options: 'Fill A-1', 'Fill Non Assessee', 'Fill A-2', 'Fill A-3', 'Fill Declarant Form', and 'Change Password'. The 'Change Password' option is highlighted. Below the menu is a table titled 'FORMS FOR REGISTRATION' with columns 'Type Of Form' and 'Detail'. The table lists various forms like Form A-1, Form A-2, Form A-3, Declaration Form, and Non Assessee Registration Form. A note at the bottom states: 'Note : Please Select the suitable Form for your Business Type using Registration Menu Option.' The footer indicates '© Copyright Information 2007'.

Type Of Form	Detail
Form A-1	Application Form for Central Excise Registrati
Form A-2	Application Form For Central Excise Registrati
Form A-3	Application Form For Central Excise Registration Of Manufacturers Of Hand Rolled Cheroots
Declaration Form	Application Form For Central Excise Registration if the Unit is Declarant
Non Assessee Registration Form	Application Form For Central Excise Registration of Non Assessee

Note : Please Select the suitable Form for your Business Type using Registration Menu Option.

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Figure: 2.45 Navigation Screen for Change Password



The screenshot shows the 'Change Password' screen. It displays the user's logged-in name as 'sandy_11'. The form contains four fields: 'User Name' (pre-filled with 'sandy_11'), 'Current Password', 'New Password', and 'Confirm New Password'. Each password field is marked with a red asterisk (*). Below the fields, a red message states: '(All the fields marked with * are mandatory.)'. At the bottom, there are three buttons: 'Submit', 'Reset', and 'Cancel'.

Change Password

Logged in: sandy_11

CHANGE PASSWORD

User Name : sandy_11

Current Password : *

New Password : *

Confirm New Password : *

(All the fields marked with * are mandatory.)

Figure: 2.46 Main Screen of Change Password

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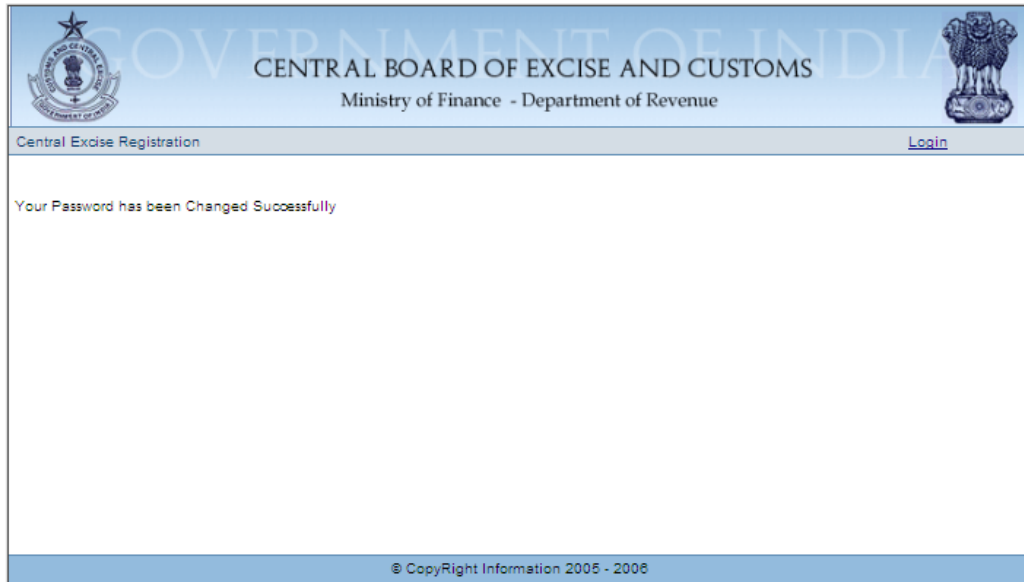


Figure: 2.47 Response screen Change Password

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USER MANUAL – CE REGISTRATION	

2.9 Amendment of Registration

2.9.1 Description

Amendment in the registration can take place when there is some change in information pertaining to the registration data subsequent to the registration or correction recommended during physical verification of the registration.

The amendment to registration data can be done either by the Assessee or by the Superintendent. Assessee can amend the details only after Physical Verification is approved i.e. the PV process for his Registration should not be in progress.

The same application form which was used for applying registration will be used for informing any corrections/ changes in the information subsequent to the registration. The amendment of the registration will only amend the details provided in the registration application form not the registration certificate.

2.9.2 Navigation Flow

The amendment in the registration can be done by the Assessee through the REG main menu. The Assessee will click on the 'Amend Registration' under REG main menu.

The navigation path for amending the registration form is:
Log in as Assessee à 'REG' main menu à 'Amend Registration'

2.9.3 Operating Instructions

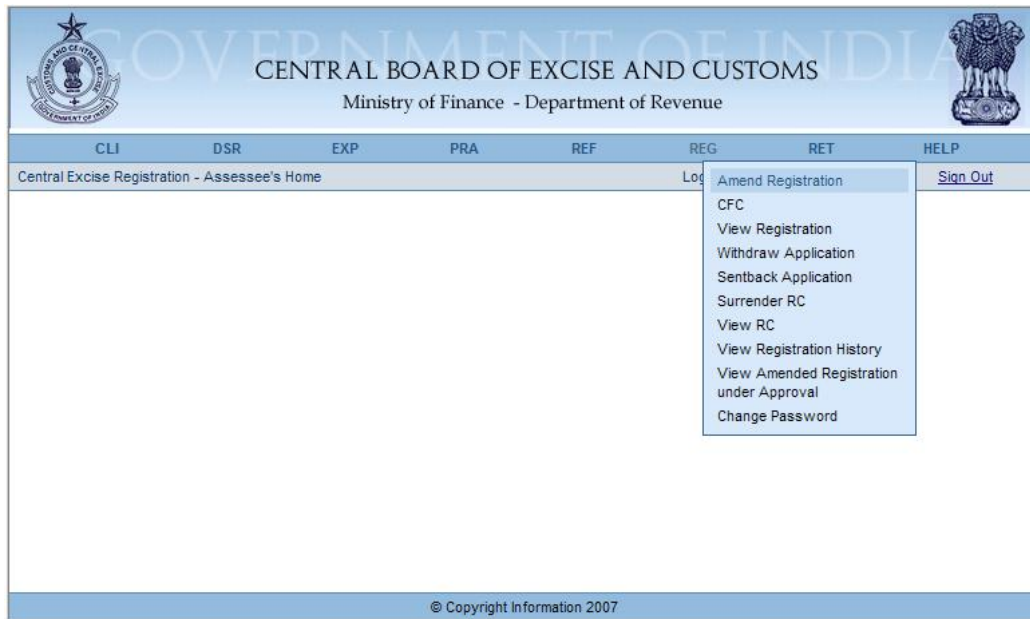


Figure: 2.48 Navigation screen for amendment from Assessee's Login

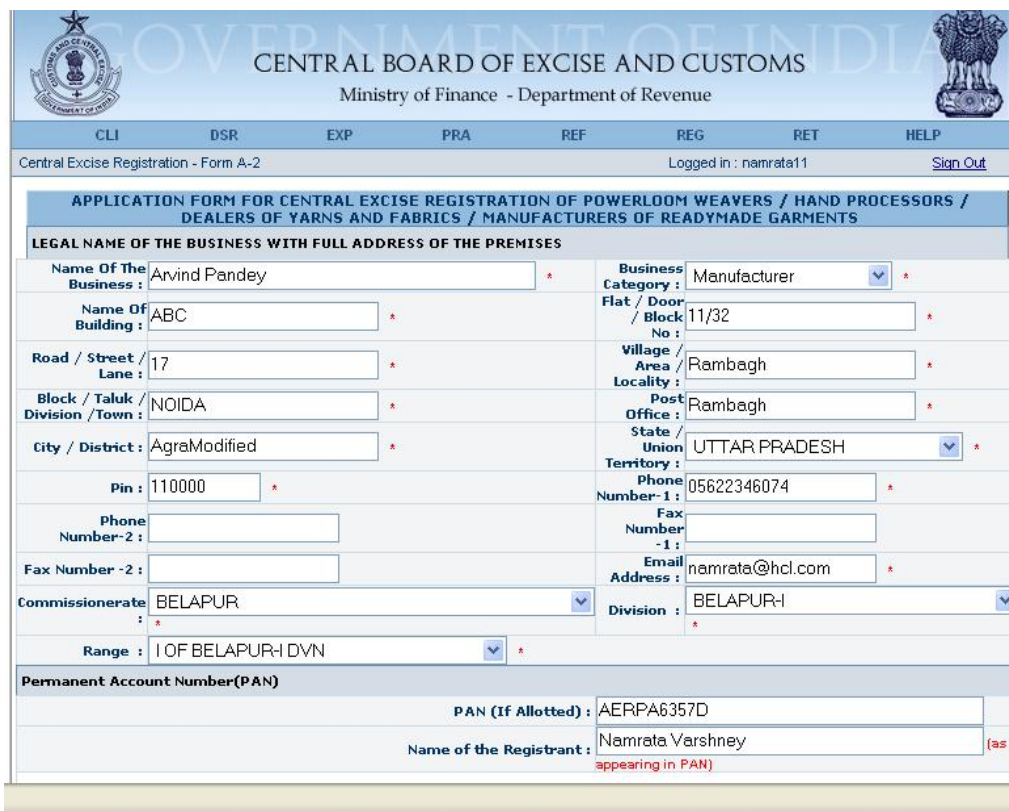


GOVERNMENT OF INDIA		CENTRAL BOARD OF EXCISE AND CUSTOMS		Ministry of Finance - Department of Revenue																																																				
CLI	DSR	EXP	PRA	REF	REG																																																			
Registration - View Form A-2			Logged in : namrata11																																																					
APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS / HAND PROCESSORS / DEALERS OF YARNS AND FABRICS / MANUFACTURERS OF READYMADE GARMENTS LEGAL NAME OF THE BUSINESS WITH FULL ADDRESS OF THE PREMISES Name Of The Business : Arvind Pandey <table border="1"> <tr> <td>Name of Premises/Building : ABC</td> <td>Flat/Door/Block No : 11/32</td> </tr> <tr> <td>Road/Street/Lane : 17</td> <td>Village/Area/Locality : Rambagh</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town : NOIDA</td> <td>Post office : Rambagh</td> </tr> <tr> <td>City/District : Agra/Modified</td> <td>State/Union Territory : UTTAR PRADESH</td> </tr> <tr> <td>PIN : 110000</td> <td>Telephone Nos. : 05622346074</td> </tr> <tr> <td>Fax No. :</td> <td>E-mail Address : namrata@hcl.com</td> </tr> <tr> <td>Commissionerate : BELAPUR</td> <td>Division : BELAPUR-I</td> </tr> <tr> <td colspan="2">Range : I OF BELAPUR-I DVN</td> </tr> </table> Permanent Account Number(PAN) PAN : AERPA6357D Name of the Registrant(As appearing in PAN) : Namrata Varshney Name of the Registrant(Populated from IT Database) : NAME, DESIGNATION AND ADDRESS OF AUTHORISED PERSON(S) <table border="1"> <tr> <td>Name : Arvind</td> <td>Designation : Chairman</td> </tr> <tr> <td>Name of Premises/Building : IMM</td> <td>Flat/Door/Block No : 2nd</td> </tr> <tr> <td>Road/Street/Lane : 17</td> <td>Village/Area/Locality : Sita Nagar</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town : Ludhian</td> <td>Post office : Noida Sec-22</td> </tr> <tr> <td>City/District : Noida</td> <td>State/Union Territory : UTTAR PRADESH</td> </tr> <tr> <td>PIN : 110000</td> <td>Telephone Nos. : 01123323322</td> </tr> <tr> <td>Fax No. :</td> <td>E-mail Address : namrata@hcl.com</td> </tr> </table> NAME AND ADDRESS OF PROPRIETOR / PARTNER(S) / CHIEF EXECUTIVE OFFICER / CHAIRMAN / MANAGING DIRECTOR / TRUSTEE / ETC <table border="1"> <tr> <td>Name : Arvind Pandey</td> <td>Designation : Chairman</td> </tr> <tr> <td>Name of Premises/Building : Praveen 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/Sub-Division/ Town : Rambagh</td> <td>Post office : Rambagh</td> </tr> <tr> <td>City/District : Agra</td> <td>State/Union Territory : UTTAR PRADESH</td> </tr> <tr> <td>PIN : 282006</td> <td>Telephone Nos. : 2346074,</td> </tr> <tr> <td>Fax No. :</td> <td>E-mail Address : namrata@hcl.com</td> </tr> <tr> <td colspan="2">PAN Number :</td> </tr> </table> MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED <table border="1"> <tr> <td>CETSH : 10089090</td> <td>Description : BUCKWHEAT, MILLET AND CANARY SEED; OTHER CEREALS O</td> <td>Activity : Manufactured</td> </tr> </table> MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE <table border="1"> <tr> <td>CETSH : 15010000</td> <td>Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE</td> </tr> </table> Declaration I, Arvind hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant. Date : 15/12/2008 Place : Agra Amend Registration Close © Copyright Information 2007						Name of Premises/Building : ABC	Flat/Door/Block No : 11/32	Road/Street/Lane : 17	Village/Area/Locality : Rambagh	Block/Taluk/Sub-Division/ Town : NOIDA	Post office : Rambagh	City/District : Agra/Modified	State/Union Territory : UTTAR PRADESH	PIN : 110000	Telephone Nos. : 05622346074	Fax No. :	E-mail Address : namrata@hcl.com	Commissionerate : BELAPUR	Division : BELAPUR-I	Range : I OF BELAPUR-I DVN		Name : Arvind	Designation : Chairman	Name of Premises/Building : IMM	Flat/Door/Block No : 2nd	Road/Street/Lane : 17	Village/Area/Locality : Sita Nagar	Block/Taluk/Sub-Division/ Town : Ludhian	Post office : Noida Sec-22	City/District : Noida	State/Union Territory : UTTAR PRADESH	PIN : 110000	Telephone Nos. : 01123323322	Fax No. :	E-mail Address : namrata@hcl.com	Name : Arvind Pandey	Designation : Chairman	Name of Premises/Building : Praveen Tower	Flat/Door/Block No : 11/32	Road/Street/Lane : D/G	Village/Area/Locality : Sita Nagar	Block/Taluk/Sub-Division/ Town : Rambagh	Post office : Rambagh	City/District : Agra	State/Union Territory : UTTAR PRADESH	PIN : 282006	Telephone Nos. : 2346074,	Fax No. :	E-mail Address : namrata@hcl.com	PAN Number :		CETSH : 10089090	Description : BUCKWHEAT, MILLET AND CANARY SEED; OTHER CEREALS O	Activity : Manufactured	CETSH : 15010000	Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE
Name of Premises/Building : ABC	Flat/Door/Block No : 11/32																																																							
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CETSH : 10089090	Description : BUCKWHEAT, MILLET AND CANARY SEED; OTHER CEREALS O	Activity : Manufactured																																																						
CETSH : 15010000	Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE																																																							

Figure: 2.49 Screen of Registration Form to be amended

Steps to be followed:

- Click on Amend Registration button to amend the details of registration form
- Click on the Close button to exit the amendment process and take the user back to the homepage



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

CLI DSR EXP PRA REF REG RET HELP
Central Excise Registration - Form A-2 Logged in : namrata11 [Sign Out](#)

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS / HAND PROCESSORS / DEALERS OF YARNS AND FABRICS / MANUFACTURERS OF READYMADE GARMENTS

LEGAL NAME OF THE BUSINESS WITH FULL ADDRESS OF THE PREMISES

Name Of The Business :	Arvind Pandey *	Business Category :	Manufacturer *
Name Of Building :	ABC *	Flat / Door / Block No :	11/32 *
Road / Street / Lane :	17 *	Village / Area / Locality :	Rambagh *
Block / Taluk / Division / Town :	NOIDA *	Post Office :	Rambagh *
City / District :	AgraModified *	State / Union Territory :	UTTAR PRADESH *
Pin :	110000 *	Phone Number-1 :	05622346074 *
Phone Number-2 :		Fax Number-1 :	
Fax Number -2 :		Email Address :	namrata@hcl.com *
Commissionerate :	BELAPUR *	Division :	BELAPUR-I *
Range :	I OF BELAPUR-I DVN *		

Permanent Account Number(PAN)

PAN (If Allotted) : AERPA6357D

Name of the Registrant : Namrata Varshney (as appearing in PAN)

Figure: 2.50 Screen of the A2 Registration Form for the amendment

- Edit the desirable details in any of the screens of the Registration Form submitted by the Assessee

ACES	
USER MANUAL – CE REGISTRATION	

 CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue 																					
Registration - View Form A-2	Logged in : namrata11 Sign Out																				
APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF POWERLOOM WEAVERS / HAND PROCESSORS / DEALERS OF YARNS AND FABRICS / MANUFACTURERS OF READYMADE GARMENTS																					
LEGAL NAME OF THE BUSINESS WITH FULL ADDRESS OF THE PREMISES																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Name Of The Business : Arvind Pandey</td> </tr> <tr> <td colspan="2">Business Category : Manufacturer</td> </tr> <tr> <td>Name of Premises/Building : ABC</td> <td>Flat/Door/Block No : 11/32</td> </tr> <tr> <td>Road/Street/Lane : 17</td> <td>Village/Area/Locality : Rambagh</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town : NOIDA</td> <td>Post office : Rambagh</td> </tr> <tr> <td>City/District : Agra/Modified</td> <td>State/Union Territory : UTTAR PRADESH</td> </tr> <tr> <td>PIN : 110000</td> <td>Telephone Nos. : 05622346074</td> </tr> <tr> <td>Fax No. :</td> <td>E-mail Address : namrata@hcl.com</td> </tr> <tr> <td>Commissionerate : BELAPUR</td> <td>Division : BELAPUR-I</td> </tr> <tr> <td colspan="2">Range : I OF BELAPUR-I DVN</td> </tr> </table>		Name Of The Business : Arvind Pandey		Business Category : Manufacturer		Name of Premises/Building : ABC	Flat/Door/Block No : 11/32	Road/Street/Lane : 17	Village/Area/Locality : Rambagh	Block/Taluk/Sub-Division/ Town : NOIDA	Post office : Rambagh	City/District : Agra/Modified	State/Union Territory : UTTAR PRADESH	PIN : 110000	Telephone Nos. : 05622346074	Fax No. :	E-mail Address : namrata@hcl.com	Commissionerate : BELAPUR	Division : BELAPUR-I	Range : I OF BELAPUR-I DVN	
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CETSH : 10089090	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Description : BUCKWHEAT, MILLET AND CANARY SEED; OTHER CEREALS O</td> <td>Activity : Manufactured</td> </tr> </table>	Description : BUCKWHEAT, MILLET AND CANARY SEED; OTHER CEREALS O	Activity : Manufactured																		
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MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE																					
CETSH : 15010000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE</td> </tr> </table>	Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE																			
Description : LIVE HORSES, ASSES, MULES AND HINNIES PURE-BRED BREE																					
Declaration I, Arvind hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant. Date : 15/12/2008 Place : Agra																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td> Submit</td> <td> Modify</td> <td> Cancel</td> <td> Print</td> </tr> </table>		Submit	Modify	Cancel	Print																
Submit	Modify	Cancel	Print																		
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Figure: 2.51 Confirmation screen after amending the details by Assessee

Steps to be followed:

- Click on Submit button to save the details amended in the Registration Form into the database
- Click on Cancel button to cancel the amendment request and take the user back to the home page screen
- Click on Modify button to modify any of the screens of the Registration Form
- Click on the Print button to take print of this version



Your Registration Details have been amended successfully

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Figure: 2.52 Response screen after the amending the Registration Form

2.9.4 Button Description

Amend Registration: Click on Amend Registration button to amend the details in the registration form

Submit: Click on Submit button to save the amended details of the Registration Form into the database

Modify: Click on Modify button to modify any of the screens of Registration Form

Close: Click on the Close button to exit the amendment process and take the user back to the homepage

Cancel: Click on Cancel button to cancel the process of amending the registration details and take the user back to the homepage

Print: Click on the Print button to take print of this version

2.10 View Registration

2.10.1 Description

The Assessee can view the Registration and can take print out of it.

2.10.2 Navigation Flow

Assesses view the Registration Certificate through 'REG' main menu.

The navigation path for the RC registration Certificate form is:

Log in as Assessee à 'REG' main menu à 'View Registration'

2.10.3 Operating Instruction

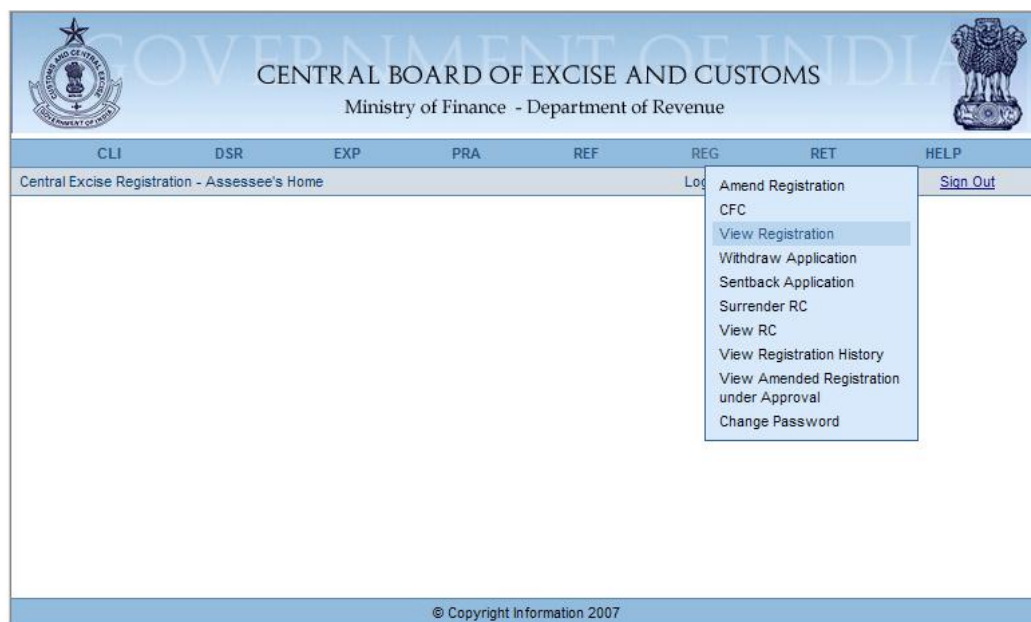


Figure: 2.53 Navigation screen of View Registration

Steps to be followed:

Click on View RC-> Assessee Registration Certificate Screen will open.

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GOVERNMENT OF INDIA		CENTRAL BOARD OF EXCISE AND CUSTOMS		Ministry of Finance - Department of Revenue																																																																																									
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Registration - View Form A-1			Logged in : sandeep_cfc1																																																																																										
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1) PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION 1. Name Of The Registrant : SRI BANNARIAMMAN ENTERPRISES 2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN) PAN : AIMPP3002B Name Of The Registrant (As Appearing In PAN) : PADMANABAN M Name Of The Registrant (Populated from IT Database) : - If PAN Is Not Available, Whether Applied For PAN : Allotted 3. CATEGORY Business Category : Dealers 4.CONSTITUTION OF BUSINESS Constitution : Proprietorship 5.ADDRESS OF BUSINESS PREMISES <table border="1"> <tr> <td>Name of Premises/Building :</td> <td>NO.7, DHAMU GARDENS</td> <td>Flat/Door/Block No :</td> <td>.</td> </tr> <tr> <td>Road/Street/Lane :</td> <td>S.B.M.PALAYAM ROAD</td> <td>Village/Area/Locality :</td> <td>-</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town :</td> <td>THUDIYALUR VILLAGE</td> <td>Post office :</td> <td>GNANAMBIKA MILLS</td> </tr> <tr> <td>City/District :</td> <td>COIMBATORE</td> <td>State/Union Territory :</td> <td>TAMIL NADU</td> </tr> <tr> <td>PIN :</td> <td>641029</td> <td>Telephone Nos. :</td> <td>98944 71373</td> </tr> <tr> <td>Fax No :</td> <td></td> <td>E-mail Address :</td> <td>-</td> </tr> <tr> <td>Commissionerate :</td> <td>COIMBATORE</td> <td>Division :</td> <td>COIMBATORE-I</td> </tr> </table> 6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED <table border="1"> <tr> <td>North :</td> <td>VACANT LAND (MRS.VANI)</td> <td>East :</td> <td>LAKSHMI AMMALS AGRI LAND</td> </tr> <tr> <td>West :</td> <td>NORTH SOUTH COMMON PATHWAY</td> <td>South :</td> <td>LAND OF MRS.VIJAYAKALA</td> </tr> </table> 7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED Details Of Property Holding Rights : Lease If Owned Whether Mortgaged/Hypothecated/Self Owned : - 8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY Rupees In Lakhs : 2 9. ADDRESS OF HEAD OFFICE <table border="1"> <tr> <td>Name of Premises/Building :</td> <td>NO.7, DHAMU GARDENS</td> <td>Flat/Door/Block No :</td> <td>.</td> </tr> <tr> <td>Road/Street/Lane :</td> <td>S.B.M.PALAYAM ROAD</td> <td>Village/Area/Locality :</td> <td>-</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town :</td> <td>-</td> <td>Post office :</td> <td>GNANAMBIKA MILLS</td> </tr> <tr> <td>City/District :</td> <td>COIMBATORE</td> <td>State/Union Territory :</td> <td>TAMIL NADU</td> </tr> <tr> <td>PIN :</td> <td>641029</td> <td>Telephone Nos. :</td> <td>98944 71373</td> </tr> <tr> <td>Fax No :</td> <td></td> <td>E-mail Address :</td> <td>-</td> </tr> </table> 10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORISED PERSON(S) <table border="1"> <tr> <td>Name :</td> <td>M PADMANABAN</td> <td>Designation :</td> <td>Proprietor</td> </tr> <tr> <td>Name of Premises/Building :</td> <td>6/35, K.PUNGAMPALAYAM</td> <td>Flat/Door/Block No :</td> <td>.</td> </tr> <tr> <td>Road/Street/Lane :</td> <td>.</td> <td>Village/Area/Locality :</td> <td>K.PUNGAMPALAYAM</td> </tr> <tr> <td>Block/Taluk/Sub-Division/ Town :</td> <td>MARUDUR POST</td> <td>Post office :</td> <td>KARAMADAI</td> </tr> <tr> <td>City/District :</td> <td>COIMBATORE</td> <td>State/Union Territory :</td> <td>TAMIL NADU</td> </tr> <tr> <td>PIN :</td> <td>641104</td> <td>Telephone Nos. :</td> <td>98944 71373</td> </tr> <tr> <td>Fax No :</td> <td></td> <td>E-mail Address :</td> <td>-</td> </tr> </table> 11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT						Name of Premises/Building :	NO.7, DHAMU GARDENS	Flat/Door/Block No :	.	Road/Street/Lane :	S.B.M.PALAYAM ROAD	Village/Area/Locality :	-	Block/Taluk/Sub-Division/ Town :	THUDIYALUR VILLAGE	Post office :	GNANAMBIKA MILLS	City/District :	COIMBATORE	State/Union Territory :	TAMIL NADU	PIN :	641029	Telephone Nos. :	98944 71373	Fax No :		E-mail Address :	-	Commissionerate :	COIMBATORE	Division :	COIMBATORE-I	North :	VACANT LAND (MRS.VANI)	East :	LAKSHMI AMMALS AGRI LAND	West :	NORTH SOUTH COMMON PATHWAY	South :	LAND OF MRS.VIJAYAKALA	Name of Premises/Building :	NO.7, DHAMU GARDENS	Flat/Door/Block No :	.	Road/Street/Lane :	S.B.M.PALAYAM ROAD	Village/Area/Locality :	-	Block/Taluk/Sub-Division/ Town :	-	Post office :	GNANAMBIKA MILLS	City/District :	COIMBATORE	State/Union Territory :	TAMIL NADU	PIN :	641029	Telephone Nos. :	98944 71373	Fax No :		E-mail Address :	-	Name :	M PADMANABAN	Designation :	Proprietor	Name of Premises/Building :	6/35, K.PUNGAMPALAYAM	Flat/Door/Block No :	.	Road/Street/Lane :	.	Village/Area/Locality :	K.PUNGAMPALAYAM	Block/Taluk/Sub-Division/ Town :	MARUDUR POST	Post office :	KARAMADAI	City/District :	COIMBATORE	State/Union Territory :	TAMIL NADU	PIN :	641104	Telephone Nos. :	98944 71373	Fax No :		E-mail Address :	-
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11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT			
Number of Bank Accounts : 0			
ACCOUNT-1		ACCOUNT-2	
Name of Bank :	(CORPORATION BANK)	Name of Bank :	
Name of Branch :	(VELANDIPALAYAM BRANCH,CBE)	Name of Branch :	
Account Number :	(CC 60006)	Account Number :	
Part II: BUSINESS TRANSACTION NUMBER(S) OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
Customs Registration No. (BIN No.):			
Directorate General Foreign Trade's Import Export Code No:			
State Sales Tax No : 2025518			
Central Sales Tax No : 859191			
Registrar of Company's Company Index Number :			
Part III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.			
13. MODE OF BUSINESS			
Name :	M PADMANABAN	Designation :	Proprietor
Name of Premises/Building :	6/35, K.PUNGAMPALAYAM	Flat/Door/Block No :	.
Road/Street/Lane :	.	Village/Area/Locality :	K.PUNGAMPALAYAM
Block/Taluk/Sub-Division/ Town :	.	Post office :	KARAMADAI
City/District :	COIMBATORE	State/Union Territory :	TAMIL NADU
PIN :	641104	Telephone Nos. :	98944 71373,
Fax No :		E-mail Address :	-
PAN Number :			
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS			
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)			
CETSH :	72142010	Description :	GOGARSARODS,TMT
Activity :	Manufactured		
CETSH :	72061090	Description :	M.S.INGOTS/BILLETS
Activity :	Manufactured		
CETSH :	72031000	Description :	SPONGEIRON
Activity :	Manufactured		
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)			
CETSH :	-	Description :	-
<u>Declaration</u>			
I, hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.			
Date : 12/01/2000			
Place :-			
 Close  Print			
© Copyright Information 2007			

Figure: 2.54 Screen of View Registration

2.10.4 Button Description:

Close: Click on the Close button to exit the View Registration and it will take the user back to the homepage.

Print: Click on the Print button to take print of this Registration Certificate.



2.11 Surrender of Registration

2.11.1 Description

The Assessee must surrender the Registration Certificate to Central Excise which was issued to him on request if he intends to close his business unit. The Assessee must submit an application to Central Excise department stating that he intends to close his business and he wants to surrender the Registration Certificate issued to him. The Assessee should also submit the Original Registration Certificate to AC/DC.

2.11.2 Navigation Flow

The surrender request of Registration Certificate can be made by the Assessee through the REG main menu. The Assessee will click on the 'Surrender RC' under REG main menu.

The navigation path for amending the registration form is:
Log in as Assessee à 'REG' main menu à 'Surrender RC'

In brief the flow of the surrender process is as follows:

Assessee (Submits the Surrender Request) à Superintendent (verifies if any revenue to be recovered from the Assessee) à AC/DC (approves/ rejects the request on Superintendent's feedback)

The steps for the Surrender Process are as follows:

- Assessee submits the Surrender Request if he intends to close his business unit.
- Superintendent acknowledges the receipt of the application. He verifies whether there is any revenue to be recovered from Assessee. If there are any liabilities found against the Assessee, he is informed through email.
- 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 Superintendent's feedback. If there are no liabilities against the Assessee then AC/DC will approve the Surrender RC request and the Assessee is informed about it through email.
- A dispute arises in case if there are any liabilities against the Assessee and the Assessee does not want to pay them, then the AC or DC will initiate a case portfolio against the Assessee. After the issue is resolved, the Assessee files a new Application for Surrender of Registration Certificate.

2.11.3 Operating Instructions

In this section the Surrender Request submission by Assessee is explained.



Figure: 2.55 Navigation screen for Surrender Request by Assessee

Steps to be followed:

- Click on the REG à Surrender RC to view the RC surrender request form



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Surrender Registration Certificate Logged in : namrata11 [Sign Out](#)

SURRENDER OF REGISTRATION CERTIFICATE

To,
The Superintendent of Central Excise,
SILIGURI-I

Subject: Surrender of Registration Certificate

I/We of M/s (Registrant and its constitutions) is registered for
Manufacturer, duly authorised in this behalf by the proprietor/firm/company declare that we do not require registration with the
Central Excise and therefore hereby surrender and deposit with you the original copy of the Registration Certificate Number
AERPA6357DEM002 issued to me on **16/12/2008** in terms of Rule 9 read with Notification Number dated
 (dd/mm/yyyy).

I/We further declare that duty has been paid in respect of all excisable goods manufactured and remaining in the factory, which are
liable to duty.

I/We also declare that there is no government due pending against us and that there is no demand pending us under Central Excise
Act, 1944(1 of 1944) and rule made thereunder pending as on the date of surrendering the Registration Certificate.

*Signature of the Registrant or the authorised
signatory with full name, date and seal*

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Figure: 2.56 Screen of RC Surrender Request Form

- Enter the name of Registrant or Authorized signatory in the text box
- Enter the notification number in the text box
- Enter the date of notification number in dd/mm/yyyy format
- Click on Save button to save the details and see the confirmation screen
- Click on Reset button to reset the values of the fields to their initial values
- Click on Cancel button to close the page and take the user back to the home page screen



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

Central Excise Registration - Surrender Registration Certificate Logged in : dheerajm

SURRENDER OF REGISTRATION CERTIFICATE

To,
The Superintendent of Central Excise,
I OF BELAPUR-I DVN

Subject: Surrender of Registration Certificate

I/We **Sanjiv Kumar** of M/s **Arvind Pandey** (Registrant and its constitutions) is registered for **Registered Company** duly authorised in this behalf by the proprietor/firm/company declare that we do not require registration with the Central Excise and therefore hereby surrender and deposit with you the original copy of the Registration Certificate Number **AERPA6357DEM003** issued to me on **16/12/2008** in terms of Rule 9 read with Notification Number **001/2006 CE** dated **11/11/2005** (dd/mm/yyyy).

I/We further declare that duty has been paid in respect of all excisable goods manufactured and remaining in the factory, which are liable to duty.

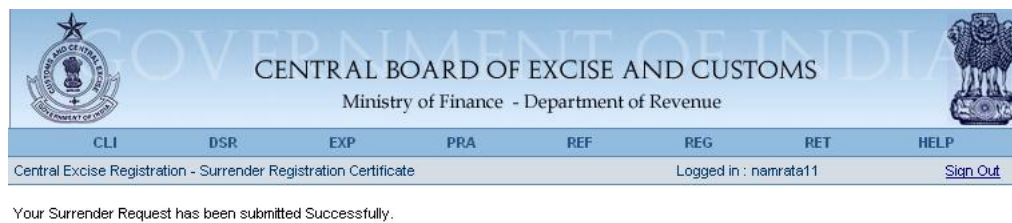
I/We also declare that there is no government due pending against us and that there is no demand pending us under Central Excise Act, 1944(1 of 1944) and rule made thereunder pending as on the date of surrendering the Registration Certificate.

Signature of the Registrant or the authorised signatory with full name, date and seal.

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Figure: 2.57 Confirmation Screen of the filled RC Surrender Request

- Click on Submit button to submit the RC Surrender request and see the response screen
- Click on Modify button to modify the details given on Surrender Request Form
- Click on Cancel button to cancel the Surrender Request and take the user back to the home page screen



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Figure: 2.58 Response screen after RC Surrender Request is submitted

2.11.4 Button Description

Save: Click on Save button to save the details and see the confirmation screen

Reset: Click on Reset button to reset the values of the fields to their initial values

Submit: Click on Submit button to submit the RC Surrender request and see the response screen

Cancel: Click on Cancel button to close the page and take the user back to the home page screen

Approve: Click on the Approve button to approve the Surrender Request and to see the confirmation page.



Reject: Click on Reject button to reject the Surrender Request

2.12 View Registration Certificate

2.12.1 Description

The Assessee can view the Registration Certificate issued to him.

2.12.2 Navigation Flow

Assesses view the Registration Certificate through 'REG' main menu.

The navigation path for the RC registration Certificate form is:

Log in as Assessee à 'REG' main menu à 'View RC'

2.12.3 Operating Instruction

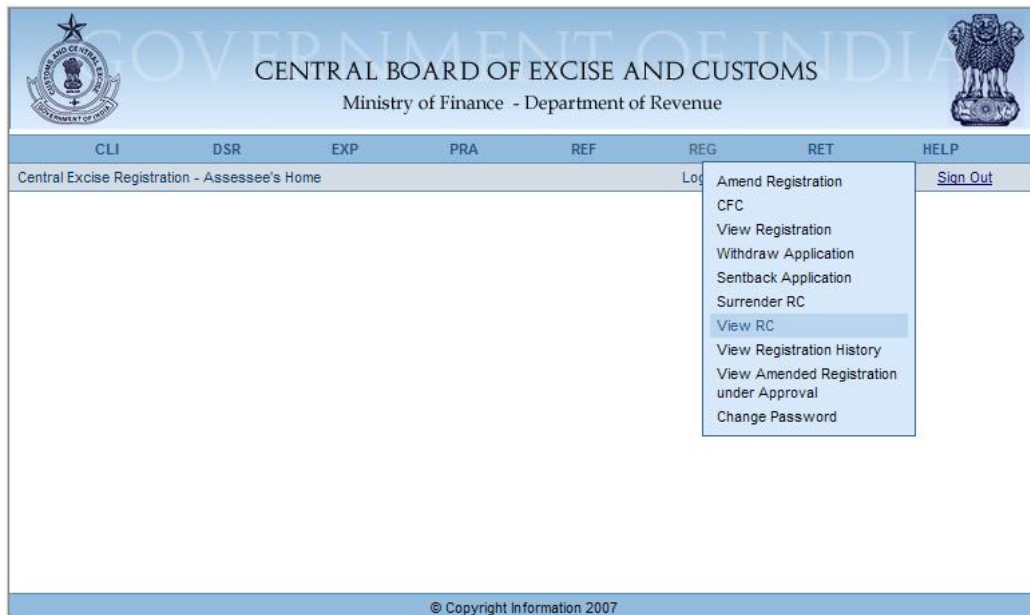


Figure: 2.59 Navigation screen of View RC Form

Click on View RC-> Assessee Registration Certificate Screen will open.

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2.13 Withdraw Registration

2.13.1 Description

The Assessee can withdraw his filed central excise registration (A1/A2/A3) before issuing the registration certificate issue.

Also, based on the Assessee's response the ACDC can also withdraw filed central excise registration (A1/A2/A3) registration on the behalf of Assessee.

If the registration has been withdrawn, Assessee can not login into ACES account.

2.13.2 Navigation Flow

The Withdraw request is generated by the Assessee as an application.

The navigation path for amending the registration form is:

Log in as Assessee à 'REG' main menu à 'Withdraw Registration'.

2.13.3 Operating Instruction

For withdrawing the central excise registration (A1/A2/A3), the Assessee creates a withdraw request through the registration menu. To create the Withdraw request must not be approved or processed by Departmental user.



Figure: 2.61 Navigation screen of withdraw registration Form

Click on Withdraw Registration à Assessee filed A1/A2/A3 registration Screen will open.

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 CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue								
CLI	DSR	EXP	PRA	REF	REG	RET	HELP	
Registration-Withdraw Registration				Logged in : new_001				Sign Out

APPLICATION FORM FOR CENTRAL EXCISE REGISTRATION OF MANUFACTURERS OF HAND ROLLED CHEROOTS			
DETAILS OF THE BUSINESS			
Constitution Of Business :		Proprietorship	
Name Of The Business :	Lalit kumar Sinha	Commissionerate :	BHUBANESHWAR-I
Division :	BHUBANESWAR	Range :	BHUBANESWAR-I (CX)
PROPRIETORS / PARTNERS / OTHER PERSONS SUCH AS DIRECTORS, AUTHORISED SIGNATORY			
Name :	Lalit	Designation :	Chairman
Name of Premises/Building :	B	Flat/Door/Block No :	B-99
Road/Street/Lane :	Delhi	Village/Area/Locality :	delhi
Block/Taluk/Sub-Division/ Town :	Delhi	Post office :	MICD
City/District :	Delhi	State/Union Territory :	DELHI
PIN :	110099	Telephone Nos. :	9877656566 , -
Fax No :	-	E-mail Address :	amend_001@wipro.com
BUSINESS/ UNIT POSTAL ADDRESS			
Name of Premises/Building :	Lalita	Flat/Door/Block No :	B
Road/Street/Lane :	B-99	Village/Area/Locality :	Delhi
Block/Taluk/Sub-Division/ Town :	Delhi	Post office :	Delhi
City/District :	Delhi	State/Union Territory :	DELHI
PIN :	110099	Telephone Nos. :	9877676556 , -
Fax No :	-	E-mail Address :	new_123@gmail.com
Permanent Account Number(PAN)			
PAN :		-	
Name of the Registrant(As appearing in PAN) :			
-			
Name of the Registrant(Populated from IT Database) :			
-			
MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED			
CETSH :	23069013	Description :	OIL-CAKE AND OTHER SOLID RESIDUES, WHETHER OR NOT GROUND OR IN THE FORM OF PELLETS, RESULTING FROM THE EXTRACTION OF VEGETABLE FATS
		Activity :	Manufactured
MAJOR RAW MATERIALS / INPUTS USED IN THE MANUFACTURE OF GOODS MENTIONED ABOVE			
CETSH :	12099990	Description :	SEEDS, FRUIT AND SPORES, OF A KIND USED FOR SOWING OTHER : OTHER : OTHER :
Declaration			
I, Lalit hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.			
Date : 01/07/2011 Place : Delhi			
Remarks : WithDraw Apliction. Wrongly filed the registration			
<input checked="" type="button" value="Withdraw Application"/> <input checked="" type="button" value="Close"/>			

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Figure: 2.61 Screen of View RC Form

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

Steps to be followed

- Enter the mandatory fields on the form
- Click on the Withdraw application to submit the request
- Click on Cancel to cancel the process and go back to the homepage

After successful submission, the system shows the response page with the message that the Withdraw request (Application A1/A2/A3) has been successfully withdrawn.

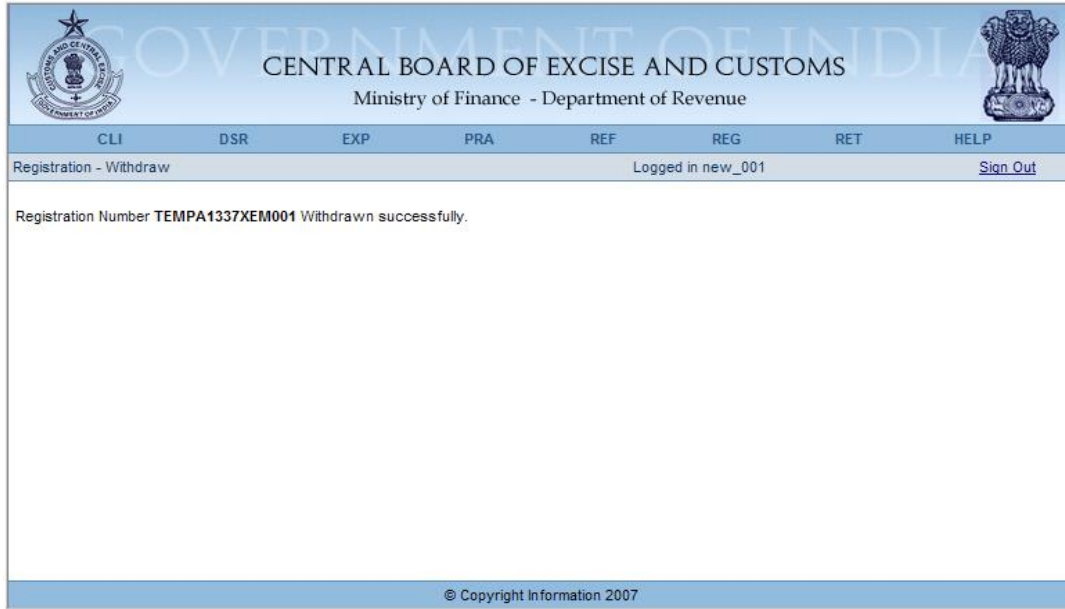


Figure 2.62: Response screen for the successful submission of the Withdraw application

2.13.4 Button Description:

Withdraw Application: The saved data on the confirmation screen will be submitted to the database permanently by the withdraw application button

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

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2.14 SentBack ST1 Application

2.14.1 Description

There can be instances where departmental user might find any discrepancies and wants Assessee to fill correct the central excise application to add or delete new address or change proprietor. Such an activity would tantamount to send back the registration and would result in a resubmission of the form. ACDC would then authorize the necessary changes in the registration certificate of the Assessee.

The Send Back of the registration can be done through the ACDC and shown in SentBack registration menu option in the Assessee login.

2.14.2 Navigation Flow

The SentBack request is generated by the range Superintendent as an application.

‘REG à SentBack Application’

2.14.3 Operating Instructions

Following is the step by step process for the Sentback Application.

The steps are the same as followed during the filling of the fresh A1/A2/A3 form, the only difference is that the data is already populated on the form which was originally filled by the Assessee.

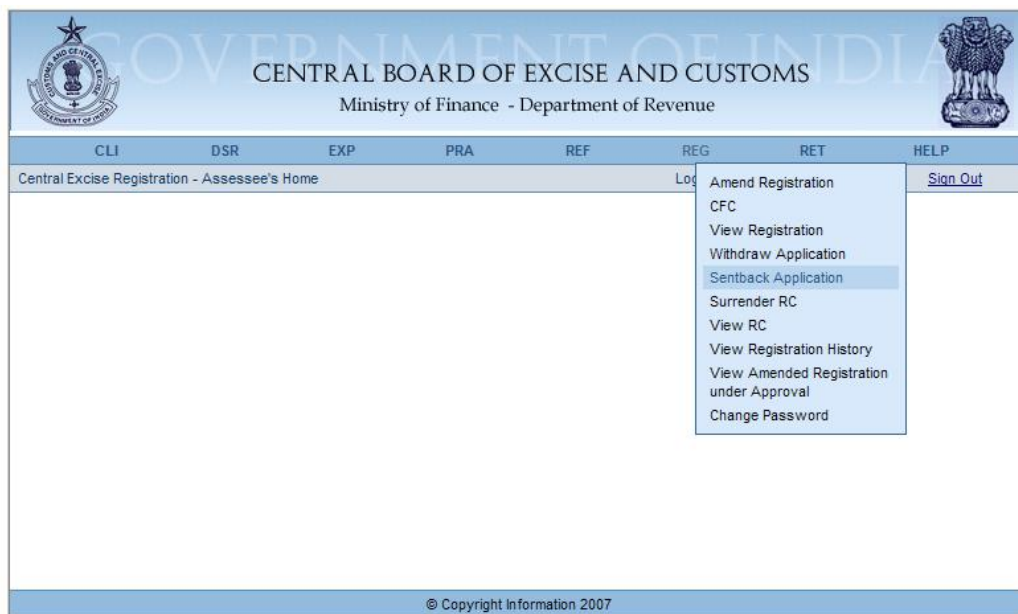


Figure: 2.63 Navigation screen for Sentback Application Request by Assessee

Steps to be followed:

- Click on the REG à Sentback Application request form

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CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue			
CLI	DSR	EXP	PRA
Registration - View Form A-1		Logged in : amend_000	
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)			
PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION			
1. Name Of The Registrant :		Lalita Raheja	
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)			
PAN :			
Name Of The Registrant (As Appearing In PAN) :			
Name Of The Registrant (Populated from IT Database) :			
If PAN Is Not Available, Whether Applied For PAN :		Not Applied For	
3. CATEGORY			
Business Category :		Manufacturer	
4.CONSTITUTION OF BUSINESS			
Constitution :		Proprietorship	
Name of Trustee/Proprietor :		Lalita	
5.ADDRESS OF BUSINESS PREMISES			
Name of Premises/Building :		Lalita Raheja	
Road/Street/Lane :		F phase	
Block/Taluk/Sub-Division/ Town :		delhi	
City/District :		Delhi	
PIN :		113322	
Fax No. :			
Commissionerate :		BHUBANESHWAR-I	
Range :		BHUBANESHWAR-I (CK)	
Flat/Door/Block No. :		B-82	
Village/Area/Locality :		near kale khan	
Post office :		MSDI	
State/Union Territory :		DELHI	
Telephone Nos. :		98912234333	
E-mail Address :		amend_000@wipro.com	
Division :		BHUBANESHWAR	
6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED			
North :		north	
West :		west	
East :		East	
South :		south	
7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED			
Details Of Property Holding Rights :		Lease	
If Owned Whether Mortgaged/Hypothecated/Self Owned :			
8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY			
Rupees In Lakhs :		12	
9. ADDRESS OF HEAD OFFICE			
Name of Premises/Building :		Lalita Raheja	
Road/Street/Lane :		F phase	
Block/Taluk/Sub-Division/ Town :		delhi	
City/District :		Delhi	
PIN :		113322	
Fax No. :			
Flat/Door/Block No. :		B-82	
Village/Area/Locality :		near kale khan	
Post office :		MSDI	
State/Union Territory :		DELHI	
Telephone Nos. :		98912234333	
E-mail Address :		amend_000@wipro.com	
10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORISED PERSON (5)			
Name :		Lalita	
Designation :		Chairman	
Name of Premises/Building :		B	
Flat/Door/Block No. :		B-85	
Road/Street/Lane :		Near kale tha	
Village/Area/Locality :		Delhi	
Block/Taluk/Sub-Division/ Town :		Delhi	
Post office :		MSDI	
City/District :		Delhi	
State/Union Territory :		DELHI	
PIN :		110088	
Telephone Nos. :		9877698388	
E-mail Address :		amend_000@wipro.com	
Fax No. :		-	
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT			
Number of Bank Accounts :		1	
ACCOUNT-1		ACCOUNT-2	
Name of Bank :		PNB	
Name of Branch :		Punjabnys	
Account Number :		00000765546783392	
Name of Bank :			
Name of Branch :			
Account Number :			
Part II: BUSINESS TRANSACTION NUMBER(S) OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
Customs Registration No. (BIN No.) :			
Directorate General Foreign Trade's Import Export Code No. :			
State Sales Tax No. :			
Central Sales Tax No. :			
Registrar of Company's Company Index Number :			
Part III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.			
13. MODE OF BUSINESS			
Name :		Lalita	
Designation :		Chairman	
Name of Premises/Building :		B	
Flat/Door/Block No. :		B-98	
Road/Street/Lane :		Near khali vali	
Village/Area/Locality :		Delhi	
Block/Taluk/Sub-Division/ Town :		Delhi	
Post office :		MSIA	
City/District :		Delhi	
State/Union Territory :		DELHI	
PIN :		112233	
Telephone Nos. :		9891344567	
E-mail Address :		amend_000@wipro.com	
Fax No. :		-	
PAN Number :		-	
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS			
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)			
CETSH :	12099990	Description :	SEEDS, FRUIT AND SPORES, OF A KIND USED FOR SOWING OTHER ; OTHER ; OTHER
Activity :	Manufactured		
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)			
CETSH :	87029092	Description :	MOTOR VEHICLES FOR THE TRANSPORT OF TEN OR MORE PERSONS, INCLUDING THE DRIVER OTHER (AIR-CONDITIONED VEHICLE)
Declaration			
I, Lalita hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.			
Date : 01/07/2011			
Place : Delhi			
Remarks : Sent Back to Assessee			
<input checked="" type="button" value="Amend Application"/> <input checked="" type="button" value="Close"/>			

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Figure: 2.64 Screen of Amend/Modify Application Request Form

Steps to be followed

- Click on the Amend/Modify application to submit the request
- Click on Close to cancel the process and go back to the homepage

The steps are the same as followed during the filling of the A1/A2/A3 form, the only difference is that the data is already populated on the form which was originally filled by the Assessee.

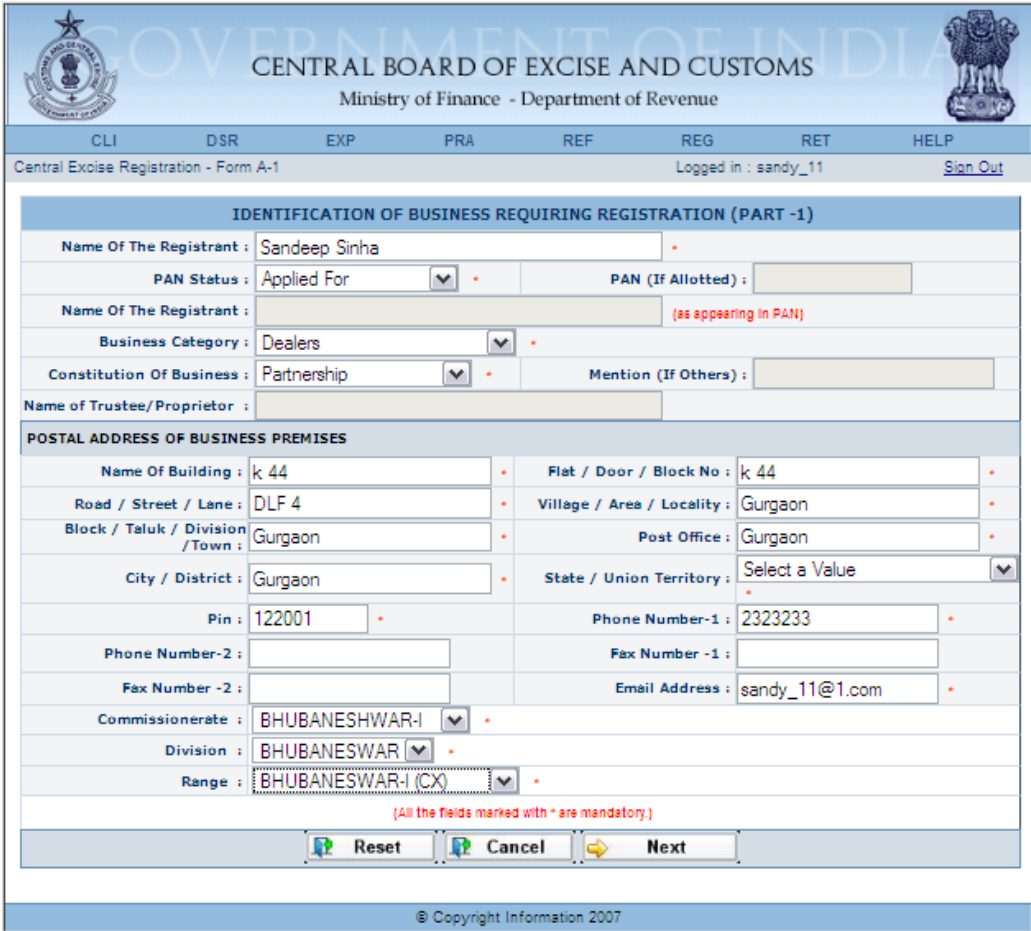
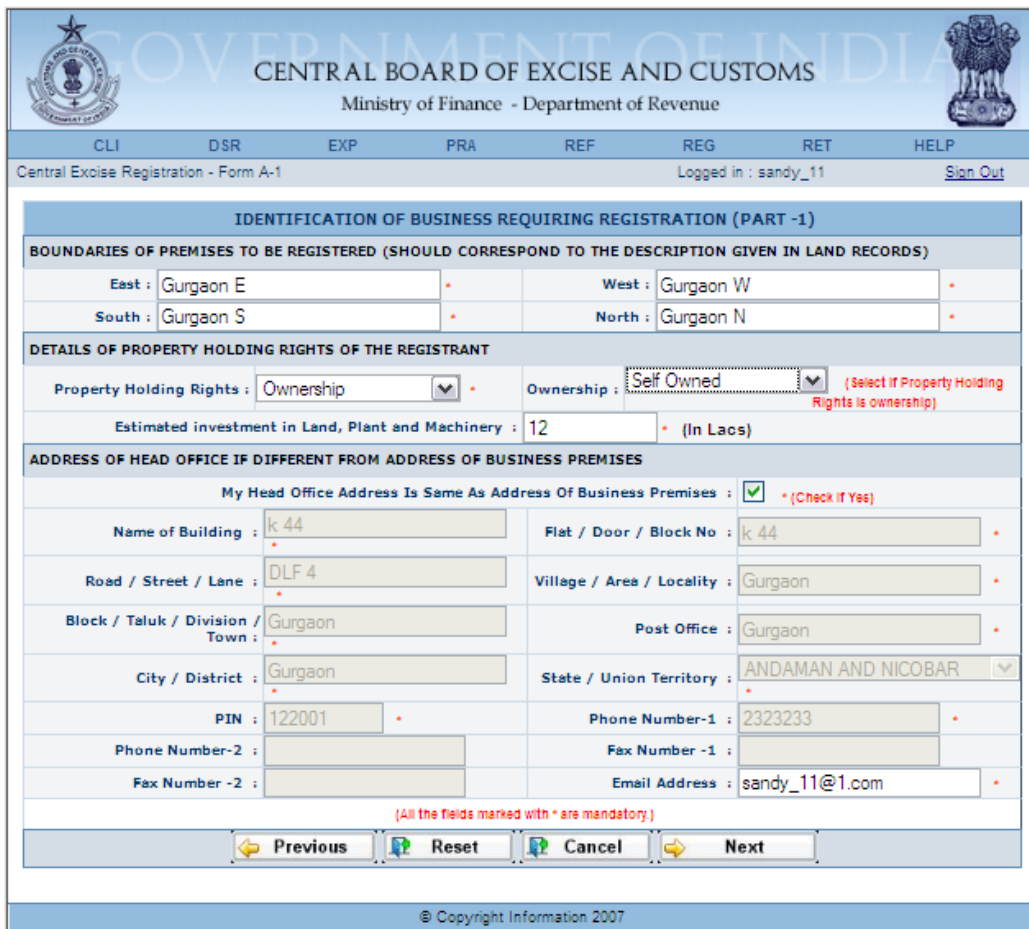


Figure: 2.65 Screen one for the A1 registration form

- Enter the fields on the A1 form. Enter registrant's PAN number which will be verified from Income Tax database.
- 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.
- To go to the next screen press Next.

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- To cancel the process of filing A1 press Cancel, this will lead user to the home page.
- To reset the fields to their initial values press Reset.



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Ministry of Finance - Department of Revenue

CLI DSR EXP PRA REF REG RET HELP
Central Excise Registration - Form A-1 Logged in : sandy_11 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

BOUNDARIES OF PREMISES TO BE REGISTERED (SHOULD CORRESPOND TO THE DESCRIPTION GIVEN IN LAND RECORDS)

East : Gurgaon E * West : Gurgaon W *
South : Gurgaon S * North : Gurgaon N *

DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT

Property Holding Rights : Ownership * Ownership : Self Owned * (Select if Property Holding Rights is ownership)
Estimated investment in Land, Plant and Machinery : 12 * (In Laos)

ADDRESS OF HEAD OFFICE IF DIFFERENT FROM ADDRESS OF BUSINESS PREMISES

My Head Office Address Is Same As Address Of Business Premises : ☒ * (Check if Yes)

Name of Building : k 44 * Flat / Door / Block No : k 44 *
Road / Street / Lane : DLF 4 * Village / Area / Locality : Gurgaon *
Block / Taluk / Division / Town : Gurgaon * Post Office : Gurgaon *
City / District : Gurgaon * State / Union Territory : ANDAMAN AND NICOBAR *
PIN : 122001 * Phone Number-1 : 2323233 *
Phone Number-2 : * Fax Number -1 : *
Fax Number -2 : * Email Address : sandy_11@1.com *

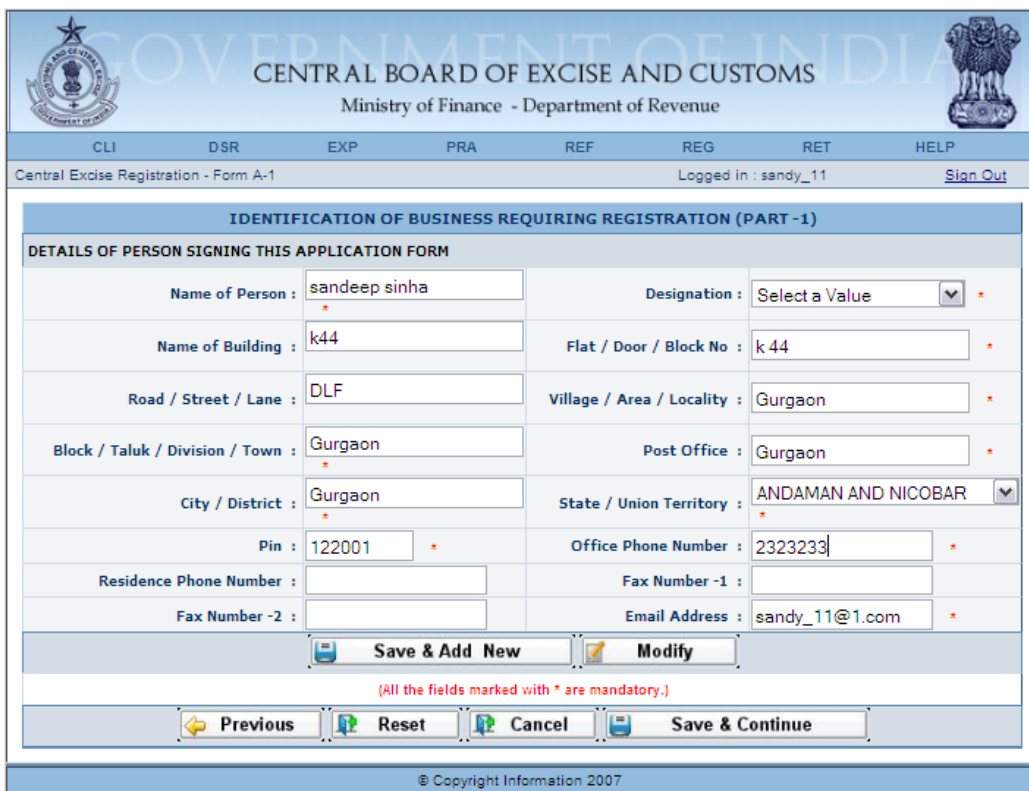
(All the fields marked with * are mandatory.)

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

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Figure: 2.66 Screen two for the A1 registration form

- Enter the East, West, North and South boundaries of the premises getting Registered
- Enter the Details of the property holding rights of the Registrant
- Click on the checkbox if address of Head office is same as business premises for details to be auto populated. In case Head office has a different email id the same can be edited
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

DETAILS OF PERSON SIGNING THIS APPLICATION FORM

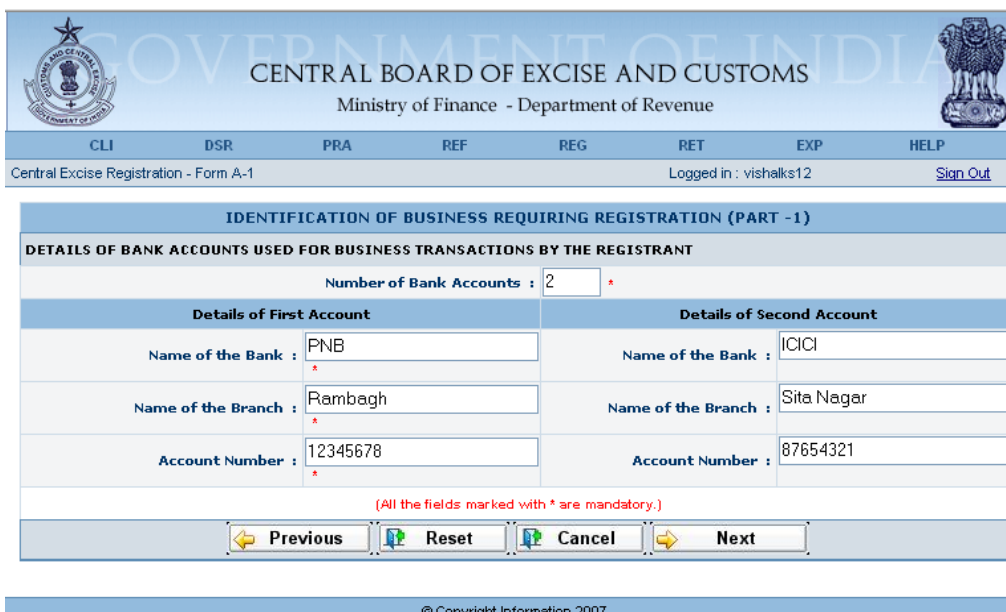
Name of Person :	sandeep sinha *	Designation :	Select a Value *
Name of Building :	k44 *	Flat / Door / Block No :	k 44 *
Road / Street / Lane :	DLF *	Village / Area / Locality :	Gurgaon *
Block / Taluk / Division / Town :	Gurgaon *	Post Office :	Gurgaon *
City / District :	Gurgaon *	State / Union Territory :	ANDAMAN AND NICOBAR *
Pin :	122001 *	Office Phone Number :	2323233 *
Residence Phone Number :		Fax Number -1 :	
Fax Number -2 :		Email Address :	sandy_11@1.com *

(All the fields marked with * are mandatory.)

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Figure: 2.67 Screen three for the A1 registration form

- In the identification of business requiring registration enter details of authorized signatories and that of the authorized person(s)
- For adding another signatory, press 'Save & Add New', the entry of the data set appears as a hyperlink on the List of Authorized signatories on next screen
- To delete any authorized signatory from the list click on the check box and press Delete
- Click on the hyperlink to populate the respective data on the screen for modification
- To go to the next screen press 'Save & Continue'
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage
- To reset the fields to their initial values click on Reset button



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CLI DSR PRA REF REG RET EXP HELP

Central Excise Registration - Form A-1 Logged in : vishalks12 [Sign Out](#)

IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION (PART -1)

DETAILS OF BANK ACCOUNTS USED FOR BUSINESS TRANSACTIONS BY THE REGISTRANT

Number of Bank Accounts : 2 *

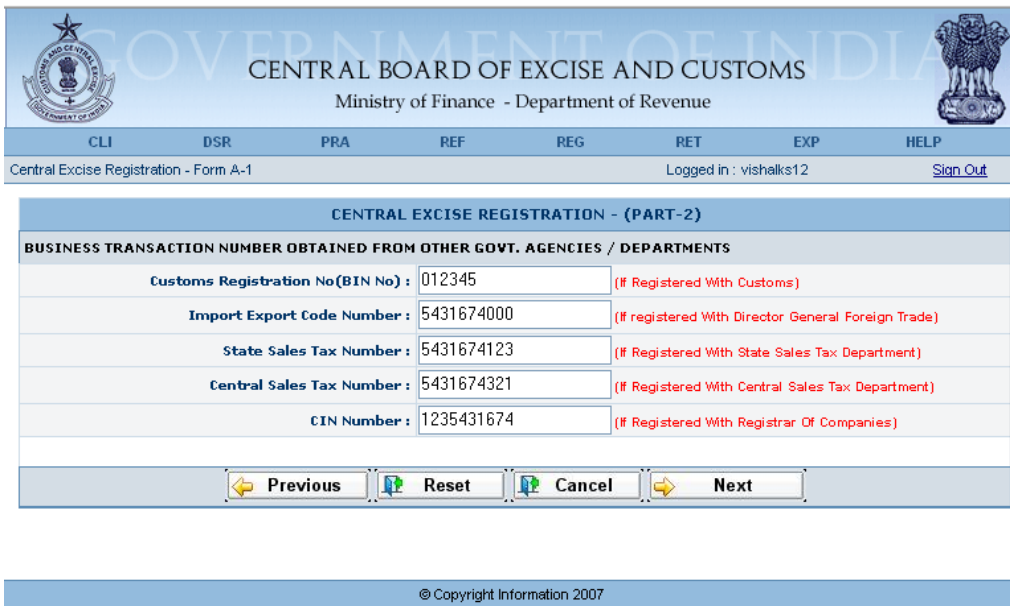
Details of First Account		Details of Second Account	
Name of the Bank : *	PNB	Name of the Bank : *	ICICI
Name of the Branch : *	Rambagh	Name of the Branch : *	Sita Nagar
Account Number : *	12345678	Account Number : *	87654321

(All the fields marked with * are mandatory.)

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Figure: 2.68 Screen four for the A1 registration form

- Enter details of up to two bank accounts for business transactions.
- Enter the details of the bank accounts, mandatory for the user to enter details corresponding to at least one account.
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel, this will lead user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



CENTRAL EXCISE REGISTRATION - (PART-2)

BUSINESS TRANSACTION NUMBER OBTAINED FROM OTHER GOVT. AGENCIES / DEPARTMENTS

Customs Registration No (BIN No) :	012345	(# Registered With Customs)
Import Export Code Number :	5431674000	(# registered With Director General Foreign Trade)
State Sales Tax Number :	5431674123	(# Registered With State Sales Tax Department)
Central Sales Tax Number :	5431674321	(# Registered With Central Sales Tax Department)
CIN Number :	1235431674	(# Registered With Registrar Of Companies)

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Figure: 2.69 Screen five of the A1 registration form

- Enter business transaction numbers obtained from other government agencies and departments.
- If registered as a company CIN number is mandatory.
- To go to the next screen click on Next button.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.

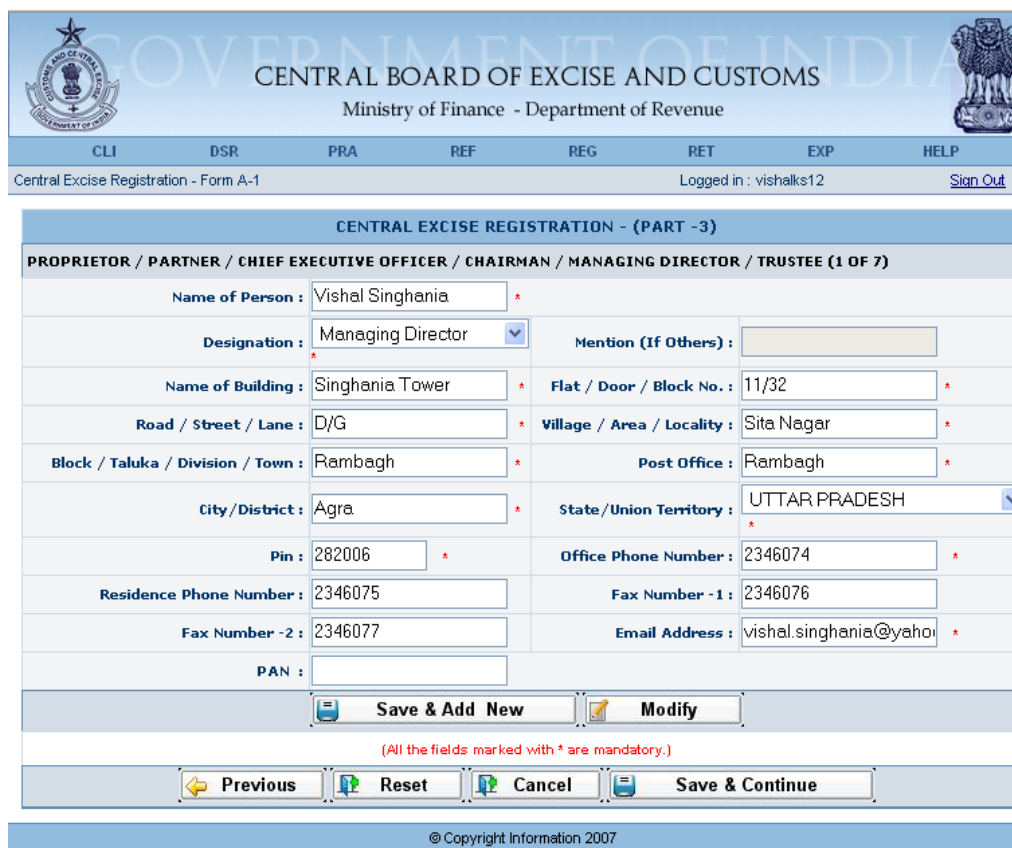


Figure: 2.70 Screen six of the A1 registration form

- Enter details of Proprietor, Partner, Chief Executive Officer, Chairman, Managing Director or trustee, up to 7 persons.
- For adding another signatory (if any), press 'Save & Add New', the entry of the data set appears as a hyperlink on the List on next page.
- Click on the hyperlink to populate the respective data on the screen for modification.
- To go to the next screen press 'Save & Continue'.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



Figure: 2.71 Screen seven of A1 form

- Enter details of major excisable goods to be manufactured, warehoused or traded and major inputs to be used
- CETSH number and description can either be entered manually or take the help of search option to get the desired information.
- Select the Activity from dropdown menu for the respective goods .
- Click on the “Add” to add multiple records
- Select the checkbox under select column and press “Delete” to delete respective record.
- In the declaration section choose the mode of delivery of the registration certificate. Select 1st radio button to get it by post by selecting the mailing address from the dropdown. Select 2nd radio button to get it by hand .
- Click on “Save” button to get the confirmation screen displaying the details of the A1 form.
- To cancel the process of filing A1 click on Cancel button, this will take the user to the homepage.
- To reset the fields to their initial values click on Reset button.
- To go to the previous screen click on Previous button.



GOVERNMENT OF INDIA							
CENTRAL BOARD OF EXCISE AND CUSTOMS							
Ministry of Finance - Department of Revenue							
CLI	DSR	EXP	PRA	REF	REG	RET	HELP
Registration - View Form A-1				Logged in : sandy_11		Sign Out	
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)							
PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION							
1. Name Of The Registrant :				Sandeep Sinha			
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)							
PAN :							
Name Of The Registrant (As Appearing In PAN) :							
Name Of The Registrant (Populated from IT Database) :							
If PAN Is Not Available, Whether Applied For PAN :				Applied For			
3. CATEGORY							
Business Category :				Dealers			
4.CONSTITUTION OF BUSINESS							
Constitution :				Partnership			
Name Of The Proprietor :							
5.ADDRESS OF BUSINESS PREMISES							
Name of Premises/Building :		k 44		Flat/Door/Block No :		k 44	
Road/Street/Lane :		DLF 4		Village/Area/Locality :		Gurgaon	
Block/Taluk/Sub-Division/ Town :		Gurgaon		Post office :		Gurgaon	
City/District :		Gurgaon		State/Union Territory :		ANDAMAN AND NICOBAR	
PIN :		122001		Telephone Nos. :		2323233	
Fax No :				E-mail Address :		sandy_11@1.com	
6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED							
North :		Gurgaon N		East :		Gurgaon E	
West :		Gurgaon W		South :		Gurgaon S	
7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED							
Details Of Property Holding Rights :				Ownership			
If Owned Whether Mortgaged/Hypothecated/Self Owned :				Self Owned			
8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY							
Rupees In Lakhs :				12			
9. ADDRESS OF HEAD OFFICE							
Name of Premises/Building :		k 44		Flat/Door/Block No :		k 44	
Road/Street/Lane :		DLF 4		Village/Area/Locality :		Gurgaon	
Block/Taluk/Sub-Division/ Town :		Gurgaon		Post office :		Gurgaon	
City/District :		Gurgaon		State/Union Territory :		ANDAMAN AND NICOBAR	
PIN :		122001		Telephone Nos. :		2323233	
Fax No :				E-mail Address :		sandy_11@1.com	
10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORISED PERSON(S)							
Name : sandeep sinha				Designation : Chairman			
Name of Premises/Building :		k44		Flat/Door/Block No :		k 44	
Road/Street/Lane :		DLF		Village/Area/Locality :		Gurgaon	
Block/Taluk/Sub-Division/ Town :		Gurgaon		Post office :		Gurgaon	
City/District :		Gurgaon		State/Union Territory :		ANDAMAN AND NICOBAR	
PIN :		122001		Telephone Nos. :		2323233	
Fax No :				E-mail Address :		sandy_11@1.com	
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT							

ACES USER MANUAL – CE REGISTRATION	
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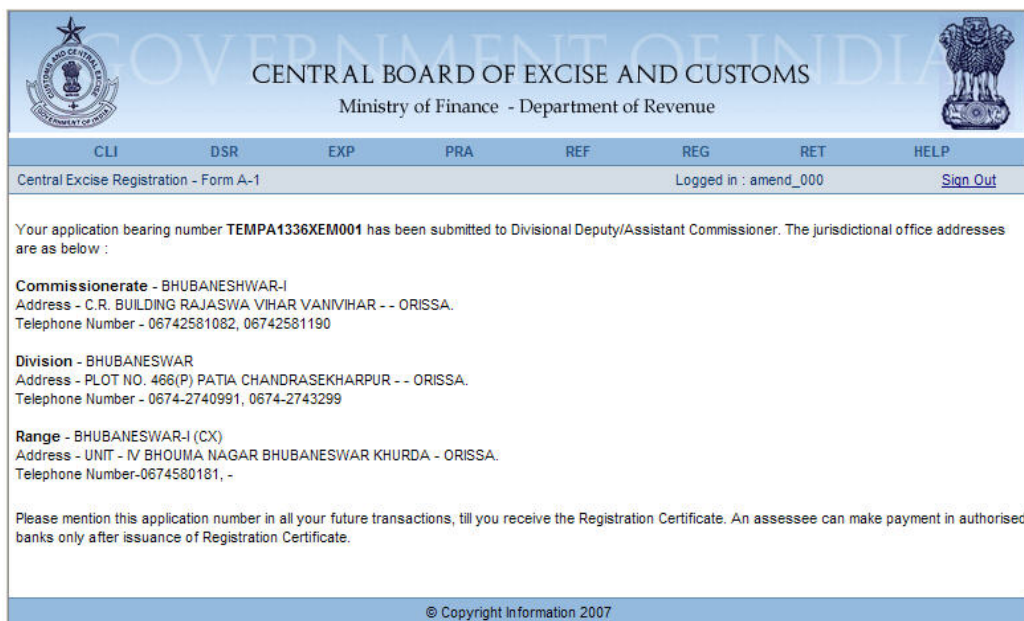
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT			
Number of Bank Accounts : 1			
ACCOUNT-1		ACCOUNT-2	
Name of Bank :	pnb	Name of Bank :	
Name of Branch :	gurgaon	Name of Branch :	
Account Number :	121212121	Account Number :	
Part II: BUSINESS TRANSACTION NUMBER(S) OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS			
Customs Registration No. (BIN No.) :		12	
Directorate General Foreign Trade's Import Export Code No. :		12	
State Sales Tax No. :		12	
Central Sales Tax No. :		121	
Registrar of Company's Company Index Number :		212	
Part III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.			
13. MODE OF BUSINESS			
Name :	sss	Designation :	Chairman
Name of Premises/Building :	ss	Flat/Door/Block No. :	sdsd
Road/Street/Lane :	ss	Village/Area/Locality :	sdsd
Block/Taluk/Sub-Division/ Town :	ss	Post office :	sdsd
City/District :	ss	State/Union Territory :	KARNATAKA
PIN :	121212	Telephone Nos. :	23232323,
Fax No. :		E-mail Address :	sandy_11@1.com
PAN Number :			
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS			
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)			
CETSH :	12010010	Description :	SOYA BEANS, WHETHER OR NOT BROKEN SOYA BEANS, WHETHER OR NOT BROKEN : OF SEED QUALITY
		Activity :	Manufactured
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)			
CETSH :	12021099	Description :	GROUND?NUTS, NOT ROASTED OR OTHERWISE COOKED, WHETHER OR NOT SHELLED OR BROKEN IN SHELL : OTHER : OTHER
Declaration			
I, sandeep sinha hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorised to sign on behalf of the Registrant.			
The application is for a new Registration and I would like to receive the Registration Certificate by mail at the Head Office Address.			
Date : 17/11/2010 Place :Gurgaon			
 Submit Modify Cancel Print			
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Figure: 2.72 Confirmation screen of the A1 form

Steps to be followed:

- Click on Submit button to submit details and view the response screen.
- Click on Modify to modify the details entered in the Form
- To cancel the process of filing A1 click on Cancel button, this will take user to the homepage.

- Click on Print button to take print out of complete form



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

CLI DSR EXP PRA REF REG RET HELP

Central Excise Registration - Form A-1 Logged in : amend_000 [Sign Out](#)

Your application bearing number **TEMPA1336XEM001** has been submitted to Divisional Deputy/Assistant Commissioner. The jurisdictional office addresses are as below :

Commissionerate - BHUBANESHWAR-I
Address - C.R. BUILDING RAJASWA VIHAR VANVIHAR -- ORISSA.
Telephone Number - 06742581082, 06742581190

Division - BHUBANESHWAR
Address - PLOT NO. 466(P) PATIA CHANDRASEKHARPUR -- ORISSA.
Telephone Number - 0674-2740991, 0674-2743299

Range - BHUBANESHWAR-I (CX)
Address - UNIT - IV BHOUMA NAGAR BHUBANESHWAR KHURDA - ORISSA.
Telephone Number-0674580181, -

Please mention this application number in all your future transactions, till you receive the Registration Certificate. An assessee can make payment in authorised banks only after issuance of Registration Certificate.

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Figure: 2.73 Response screen after the submission of the A1 form

On the successful submission of the A1 form, a registration number is generated. The format of the generated registration number changes depending upon the category of the business.

Registration Number is generated as per the following table (Assuming the PAN Number of the user is MYPAN1234D):

Category of business	Registration number when PAN is present	Registration number when PAN is not present
Manufacturer or warehouse or manufacturer's depot or EOU or Unit within EPZ	MYPAN1234DXM001	TEMPXXXXXXM001
Dealer	MYPAN1234DXD001	TEMPXXXXXXD001

The various screens of the A1 form can be navigated with the help of **Next** and **Previous** buttons. Each field on every screen of the A1 has certain validations that need to be adhered by the Assessee before moving to the next screen.

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The various fields of the A1 form and their respective validations are as per the following table:

Field Name	Description	Validation	Example
Name of the registrant	Name of the Assessee	The system does not perform any validations	Amit Kumar Sharma
PAN Status	Predefined list with the following possible status: Allotted Not applied Applied for	Three possible statuses to select from Allotted / Applied For/ Not Applied	Applied for
Permanent Account Number (Issued by the income Tax Department)	The PAN number of the Assessee, to be validated against the IT database.	Ten character PAN format string.	ASDSW1232Q
Name of the registrant (as appearing in the PAN)	Name of the registrant as it is in the PAN and IT database.	This entry is not validated by the system. When an official is verifying the particulars of entered by the Assessee this field and the name obtained from the IT database would be shown to the official. If there is a discrepancy, the official decides the future course of action.	Amit Kumar Sharma
Business Category	Category of business to which the Assessee belongs.	The user selects one category from the following list of {Manufacturer, EOU, Warehouse, Unit within EPZ, Manufacturer's depot, Dealer}	Dealers
Constitution of business	Business Constitution of the Assessee. Whether this is Partnership, Proprietorship, Registered Company.	The user selects one category from the following list {Proprietorship, Partnership, Registered Company, Unregistered Company, Trust, Society, Others}. If	Partnership



		the user selects "Registered Company" the Registrar of Companies CIN field (to come later) is made mandatory.	
Postal Address of Business Premises			
Name of premises / building	Premises/ building name	The system does not perform any validations on the entries made by the Assessee in this field.	4E/25(New No. 1)
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The details of the address of the business premises.	The system does not perform any validations on the entries made by the Assessee in this field.	A1, Collectors Office Road,
City	City name	The system provides a drop down list of cities from which the user has to select one city.	Trichy
State	State name	The system provides a drop down list of states from which the user has to select one state.	Tamil Nadu
PIN Code	PIN code number	The system checks that this figure should not exceed six digits.	620001
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 of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@indiasteels.com

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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	Tiruchirapalli
Division	Division under which the premises come. A drop down box containing a list of all the divisions under the selected Commissionerate.	The user selects this from a drop down list of the divisions that fall within the Commissionerate selected in the previous field.	Trichy II
Range	Range under which the premises come. A drop down box containing a list of all the ranges under the selected division.	The user selects this from a drop down list of the ranges that fall within the division selected in the previous field	Dalmiapuram

Boundaries of Premises to be registered

North	The northern boundary of the premises.	This entry is not validated by the system	Trichy-Thuraiyur Road
East	The Eastern boundary of the premises.	This entry is not validated by the system	Trichy Rail Line
West	The Western boundary of the premises.	This entry is not validated by the system	Pullivalam
South	The Southern boundary of the premises.	This entry is not validated by the system	Pulliva Colony

Details of property holding rights of the registrant with respect to the premises sought to be registered

Property Holding Rights	Field describing the Nature of property	Choose one entry from the set: {Ownership, Lease, Rent}	Ownership
If owned whether mortgaged or hypothecated	Ownership is whether Mortgaged or Hypothecated.	Choose one entry from set: {Mortgaged, Hypothecated}	Hypothecated
Estimated investment in land, plant and machinery (In Rupees Lakhs)	Estimated investment.	Enter a Positive value	23

Name, designation, address of the person signing this application form and of

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the authorized persons

Name of the Person	Name of person signing	This entry is not validated by the system	Amit Kumar Sharma
Designation of the Person	Designation of the person.	This entry is not validated by the system	Managing Director
Name of premises / building	Name of the premises	This entry is not validated by the system	4E/25(New No. 1)
Flat / Door / Block number; Road / Street / Lane; Village / Area / Locality; Block / Taluka / Sub-division / Town; Post Office	The address details of the person.	This entry is not validated by the system	A1, Collectors Office Road,
City	City in which the person are located.	The system provides a drop down list of cities from which the user has to select one city.	Trichy
State	State in which the person is located.	The system provides a drop down list of states from which the user has to select one state.	Tamil Nadu
PIN Code	PIN code for the premise address	The system checks that this figure should not exceed six digits.	620001
Office Phone Number	Phone number of office	The number should not be more than 11 digits.	914312418443
Residence Phone number	Phone number for residence	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	First Fax number	The number should not be more than 11 digits.	
E-Mail address	E-Mail address for the concerned person	This is the e-mail ID of the Assessee. This is fed into the form when it is shown to the Assessee.	Amit.sharma@indiasteels.com
Details of bank accounts used for business transactions by the registrant			

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Number of bank accounts	The number of bank accounts held by the Assessee.	Positive whole number	1
Name of the bank	Name of the bank in which the Assessee holds a bank account.	This entry is not validated by the system	ICICI
Name of the branch	The branch of the bank in which the Assessee holds the account.	This entry is not validated by the system	Trichy
Account number	The account number	This entry is not validated by the system	0512553232321
Business transaction numbers obtained from other Government agencies / departments			
Customs Registration Number (BIN)	Customs Registration Number	This entry is not validated by the system	012354-455
Import Export Code Number	Import Export Code Number	This entry is not validated by the system	5431674000
State Sales Tax Number	Sales Tax number	This entry is not validated by the system	
Central Sales Tax Number	Central Sales Tax Number	This entry is not validated by the system	
CIN Number	CIN Number	This entry is not validated by the system	A17688Y
Major excisable goods to be manufactured, warehoused or traded			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	This entry is not validated by the system	Steel Products
Activity	Description of Activity for the commodity described in the CETSH	This entry is not validated by the system	

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Major excisable inputs			
CETSH	Central Excise Tariff Sub Heading Number. This is an eight Digit Code assigned by Central Excise to every dutiable Product.	Searched on the CETSH search pop up	01010101
Description	Description of the CETSH	This entry is not validated by the system	Steel Products
Place	Place of Filing the registration	This entry is not validated by the system	Trichy
Mailing Address	Preferred Mailing Address	Valid mailing address	

Table: 2.5 Field Descriptions for filling A1 form

2.14.4 Button Description

Save: Click on Save button to save the details and see the confirmation screen

Reset: Click on Reset button to reset the values of the fields to their initial values

Submit: Click on Submit button to submit the RC Surrender request and see the response screen

Cancel: Click on Cancel button to close the page and take the user back to the home page screen

Approve: Click on the Approve button to approve the Surrender Request and to see the confirmation page.

Reject: Click on Reject button to reject the Surrender Request

2.15 View Amended Registration under Approval

2.15.1 Description

The Assessee can view the amended registration which is currently under approval and pending with departmental user for issuance of Registration Certificate.

Here, Assessee can view the amended registration data highlighted in yellow and the old registration data.

2.15.2 Navigation Flow

Assesses view amended registration through 'REG' main menu.

The navigation path for the view amended registration form is:

Log in as Assessee à 'REG' main menu à 'View Amended Registration under Approval'

2.15.3 Operating Instruction

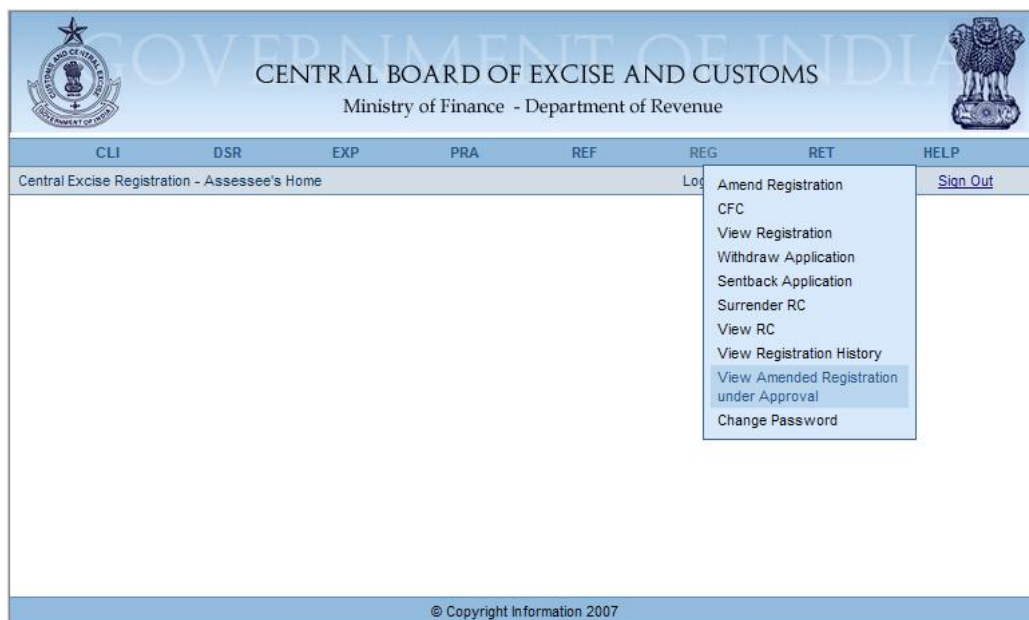


Figure: 2.74 Navigation screen of View Amended Registration under Approval

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CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue		
Registration - View Form A-1	Logged in : amend_000	
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)		
PART I: IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION		
1. Name Of The Registrant : Lalita Raheja		
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)		
NEW PAN DETAILS		
PAN : -		
Name Of The Registrant (As Appearing In PAN) : -		
Name Of The Registrant (Populated from IT Database) : -		
If PAN Is Not Available, Whether Applied For PAN : Not Applied For		
OLD PAN DETAILS		
PAN : -		
Name Of The Registrant (As Appearing In PAN) : -		
Name Of The Registrant (Populated from IT Database) : -		
If PAN Is Not Available, Whether Applied For PAN : Not Applied For		
3. CATEGORY		
NEW CATEGORY		
Business Category : Manufacturer's Depot		
OLD CATEGORY		
Business Category : Manufacturer		
4. CONSTITUTION OF BUSINESS		
NEW CONSTITUTION OF BUSINESS		
Constitution : Registered Company		
Name Of Trustee/Proprietor : -		
OLD CONSTITUTION OF BUSINESS		
Constitution : Proprietorship		
Name Of The Proprietor : Lalita		
5. ADDRESS OF BUSINESS PREMISES		
NEW ADDRESS OF BUSINESS PREMISES		
Name of Premises/Building : Lalita Raheja		
Road/Street/Lane : F phase		
Block/Taluk/Sub-Division/ Town : delhi		
City/District : Delhi		
PIN : 110022		
Fax No : -		
Commissionerate : SHUBANESHWAR-I		
Range : SHUBANESHWAR-I (CX)		
Flat/Door/Block No : B-52		
Village/Area/Locality : near kale khan		
Post office : MSDI		
State/Union Territory : DELHI		
Telephone Nos. : 99912234333,-		
E-mail Address : amend_000@wipro.com		
Division : SHUBANESHWAR		
OLD ADDRESS OF BUSINESS PREMISES		
Name of Premises/Building : Lalita Raheja		
Road/Street/Lane : F phase		
Block/Taluk/Sub-Division/ Town : delhi		
City/District : Delhi		
PIN : 110022		
Fax No : -		
Commissionerate : SHUBANESHWAR-I		
Range : SHUBANESHWAR-I (CX)		
Flat/Door/Block No : B-52		
Village/Area/Locality : near kale khan		
Post office : MSDI		
State/Union Territory : DELHI		
Telephone Nos. : 99912234333,-		
E-mail Address : amend_000@wipro.com		
Division : SHUBANESHWAR		
6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED		
North : north		
West : west		
East : east		
South : south		
7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED		
Details Of Property Holding Rights : Lease		
If Owned Whether Mortgaged/Hypothecated/Self Owned : -		
8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY		
Rupees In Lakhs : 1.43		
9. ADDRESS OF HEAD OFFICE		
Name of Premises/Building : Lalita Raheja		
Road/Street/Lane : F phase		
Block/Taluk/Sub-Division/ Town : delhi		
City/District : Delhi		
PIN : 110022		
Fax No : -		
Flat/Door/Block No : B-52		
Village/Area/Locality : near kale khan		
Post office : MSDI		
State/Union Territory : DELHI		
Telephone Nos. : 99912234333,-		
E-mail Address : amend_000@wipro.com		
10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORIZED PERSON		
Name : Lalita		
Designation : Chairman		
Name of Premises/Building : B		
Flat/Door/Block No : B-52		
Road/Street/Lane : Near kale khan		
Village/Area/Locality : Delhi		
Block/Taluk/Sub-Division/ Town : delhi		
Post office : MSDI		
City/District : Delhi		
State/Union Territory : DELHI		
PIN : 110022		
Fax No : -		
Telephone Nos. : 99912234333,-		
E-mail Address : amend_000@wipro.com		
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT		
Number of Bank Accounts : 1		
ACCOUNT-1		
Name of Bank : PNB		
Name of Branch : 20000000		
Account Number : 00000765546753352		
ACCOUNT-2		
Name of Bank : -		
Name of Branch : -		
Account Number : -		
PART II: BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS		
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS		
Customs Registration No. (BIN No.) : -		
Directorate General Foreign Trade's Import Export Code No : -		
State Sales Tax No : -		
Central Sales Tax No : -		
Registrar of Company's Company Index Number : A93877699		
PART III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.		
13. MODE OF BUSINESS		
Name : Lalita		
Designation : Chairman		
Name of Premises/Building : B		
Flat/Door/Block No : B-52		
Road/Street/Lane : Near kholi vali		
Village/Area/Locality : Delhi		
Block/Taluk/Sub-Division/ Town : delhi		
Post office : MSDI		
City/District : Delhi		
State/Union Territory : DELHI		
PIN : 110022		
Fax No : -		
Telephone Nos. : 99912234333,-		
E-mail Address : amend_000@wipro.com		
PAN Number : -		
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS		
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)		
CETSH : 120999990	Description : BEDS, FURTY AND USED FOR SAVING OTHER	Activity : Manufactured
CETSH : 34021900	Description : ORGANIC SURFACE ACTIVE AGENTS (OTHER THAN SOAP); SURFACE ACTIVE PREPARATIONS (INCLUDING AUXILIARY WASHING)	Activity : Traded
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)		
CETSH : 87029092	Description : MOTOR VEHICLES FOR THE TRANSPORT OF TEN OR MORE PERSONS, INCLUDING THE DRIVER OTHER LAIR-CONDITIONED VEHICLE	
I, Lalita hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Registrant.		
Date : 01/07/2013		
Place : Delhi		
Close Print		

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Click on View Amended registration under approval à Assesse's amended Registration will open with highlighted in yellow color.

Figure: 2.75 Screen of View Amended Registration under Approval

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Steps to be followed:

- Click on Close to cancel the process and go back to the homepage
- Click on Print to open a printable view of the amended version form

2.15.4 Button Description:

Close: Click on the Close button to exit the View Amended Registration under Approval take the user back to the homepage.

Print: Click on the Print button to take print of the Amended Registration under Approval.

2.16 View Registration History

2.16.1 Description

The Assessee can view the list of amended version(s) of his registration as well as current registration.

To view this functionality, Assessee should have amended his Central excise registration at least once.

2.16.2 Navigation Flow

Assesses view registration through 'REG' main menu.

The navigation path for the view registration history form is:

Log in as Assessee à 'REG' main menu à 'View Registration History'

2.16.3 Operating Instruction

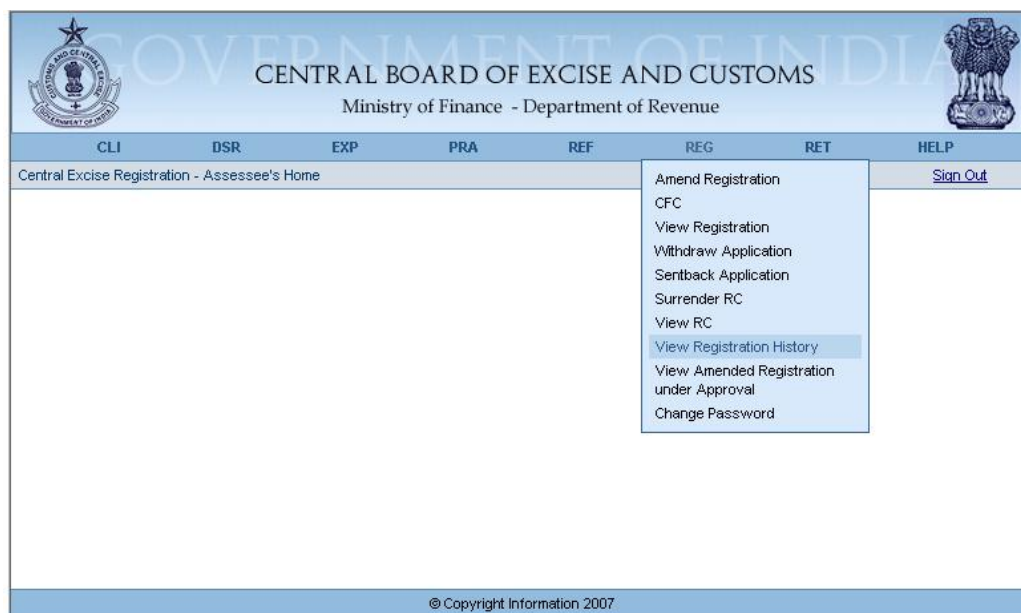
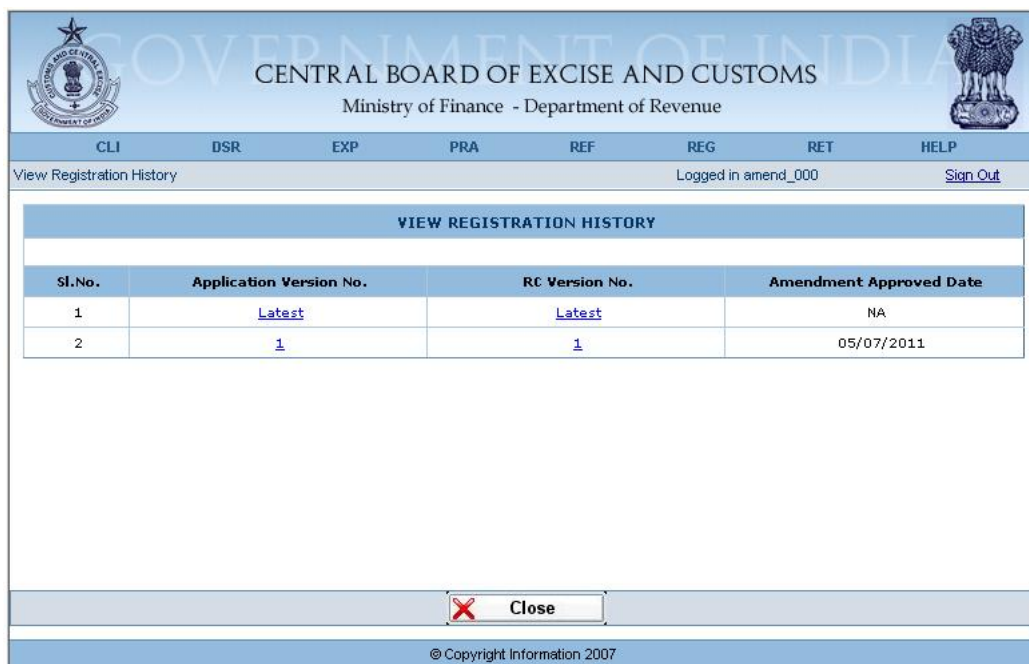


Figure: 2.76 Navigation screen of View Registration History

Click on View registration history à Assessee's amendment approved Registration will open along with the version and with latest version.



VIEW REGISTRATION HISTORY			
Sl.No.	Application Version No.	RC Version No.	Amendment Approved Date
1	Latest	Latest	NA
2	1	1	05/07/2011

 **Close**

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Figure: 2.77 Navigation screen of View Registration History with versions

Step to be followed:

- Click on hyperlink 'Latest' will lead to view the central excise registration (A1/A2/A3) details which is latest approved by the departmental user
- Click on hyperlink '1' will lead to view the amended entails registration
- Click on the Close button to cancel the view page of registration history and go back to the homepage



CENTRAL BOARD OF EXCISE AND CUSTOMS Ministry of Finance - Department of Revenue	
CLI	DSR EXP PRA REF REG RET HELP
Registration - View Form A-1	
Logged in : amend_000 Sign Out	
APPLICATION FOR CENTRAL EXCISE REGISTRATION (FORM A-1)	
PART I : IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION	
1. Name Of The Registrant : Lalita Raheja	
2. DETAILS OF PERMANENT ACCOUNT NUMBER (PAN)	
PAN : -	
Name Of The Registrant (As Appearing In PAN) : -	
Name Of The Registrant (Populated from IT Database) : -	
If PAN Is Not Available, Whether Applied For PAN : Not Applied For	
3. CATEGORY	
Business Category : Manufacturer's Depot	
4. CONSTITUTION OF BUSINESS	
Constitution : Registered Company	
Name of Trustee/Proprietor : -	
5. ADDRESS OF BUSINESS PREMISES	
Name of Premises/Building : Lalita Raheja	Flat/Door/Block No : B-52
Road/Street/Lane : F phase	Village/Area/Locality : near kale khan
Block/Taluk/Sub-Division/ Town : delhi	Post office : MSDI
City/District : Delhi	State/Union Territory : DELHI
PIN : 113322	Telephone Nos. : 98912234333 , -
Fax No : -	E-mail Address : amend_000@wipro.com
Commissionerate : BHUBANESHWAR-I	Division : BHUBANESWAR
Range : BHUBANESHWAR-I (CX)	
6. DEFINE BOUNDARIES OF THE PREMISES TO BE REGISTERED	
North : north	East : east-west
West : west-south	South : south
7. DETAILS OF PROPERTY HOLDING RIGHTS OF THE REGISTRANT WITH RESPECT TO THE PREMISES SOUGHT TO BE REGISTERED	
Details Of Property Holding Rights : Lease	
If Owned Whether Mortgaged/Hypothecated/Self Owned : -	
8. ESTIMATED INVESTMENT IN LAND, PLANT AND MACHINERY	
Rupees In Lakhs : 143	
9. ADDRESS OF HEAD OFFICE	
Name of Premises/Building : Lalita Raheja	Flat/Door/Block No : B-52
Road/Street/Lane : F phase	Village/Area/Locality : near kale khan
Block/Taluk/Sub-Division/ Town : delhi	Post office : MSDI
City/District : Delhi	State/Union Territory : DELHI
PIN : 113322	Telephone Nos. : 98912234333
Fax No : -	E-mail Address : amend_000@wipro.com
10. NAME, DESIGNATION AND ADDRESS OF THE PERSON SIGNING THIS APPLICATION FORM AND OF THE AUTHORIZED PERSON	
Name : Lalita	Designation : Chairman
Name of Premises/Building : B	Flat/Door/Block No : B-52
Road/Street/Lane : Near kale kha	Village/Area/Locality : Delhi
Block/Taluk/Sub-Division/ Town : Delhi	Post office : MSDI
City/District : Delhi	State/Union Territory : DELHI
PIN : 110088	Telephone Nos. : 987658388 , -
Fax No : -	E-mail Address : amend_000@wipro.com
11. DETAILS OF BANK ACCOUNTS USED FOR TRANSACTIONS BY REGISTRANT	
Number of Bank Accounts : 1	
ACCOUNT-1	
Name of Bank : PNB	Name of Bank : -
Name of Branch : ramnagar	Name of Branch : -
Account Number : 00000765546783392	Account Number : -
ACCOUNT-2	
Name of Bank : -	
Name of Branch : -	
Account Number : -	
PART II: BUSINESS TRANSACTION NUMBER(S) OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS	
12. DETAILS OF BUSINESS TRANSACTION NUMBERS OBTAINED FROM OTHER GOVERNMENT AGENCIES/DEPARTMENTS	
Customs Registration No. (BIN No.) : -	
Directorate General Foreign Trade's Import Export Code No. : -	
State Sales Tax No. : -	
Central Sales Tax No. : -	
Registrar of Company's Company Index Number : A93877699	
PART III: PROPRIETOR/PARTNERS/CHIEF EXECUTIVE OFFICER/MANAGING DIRECTOR/TRUSTEE ETC.	
13. MODE OF BUSINESS	
Name : Lalita	Designation : Chairman
Name of Premises/Building : B	Flat/Door/Block No : B-98
Road/Street/Lane : Near kholi vali	Village/Area/Locality : Delhi
Block/Taluk/Sub-Division/ Town : Delhi	Post office : MSIA
City/District : Delhi	State/Union Territory : DELHI
PIN : 112233	Telephone Nos. : 9891344567 , -
Fax No : -	E-mail Address : amend_000@wipro.com
PAN Number : -	
PART IV: MAJOR EXCISABLE GOODS TO BE MANUFACTURED, WAREHOUSED OR TRADED/ MAJOR INPUTS	
14. MAJOR EXCISABLE GOODS MANUFACTURED, WAREHOUSED OR TRADED (Description & CETSH)	
CETSH : 12099990	Description : SEEDS, FRUIT AND SPORES, OF A KIND USED FOR SOWING OTHER : OTHER : -
Activity : Manufactured	
CETSH : 34021900	Description : ORGANIC SURFACE ACTIVE AGENTS (OTHER THAN SOAP), SURFACE WASHING PREPARATIONS (INCLUDING AUXILIARY WASHING P
Activity : Traded	
15. MAJOR EXCISABLE GOODS USED IN THE MANUFACTURE OF FINAL PRODUCT (Description and CETSH)	
CETSH : 87029092	Description : MOTOR VEHICLES FOR THE TRANSPORT OF TEN OR MORE PERSONS, INCLUDING THE DRIVER OTHER :AIR-CONDITIONED VEHICLE
Declaration	
I, Lalita hereby declare that the information given in this Application Form is true, correct and complete in every respect and that I am authorized to sign on behalf of the Registrant.	
Date : 01/07/2011	
Place : Delhi	
Close Print	

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Figure: 2.78 Navigation screen of View amended version

Steps to be followed:

- Click on Close to cancel the process and go back to the homepage
- Click on Print to open a printable view of the amended version form

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2.16.4 Button Description:

Close: Click on the Close button to exit the View Amended Registration under Approval take the user back to the homepage.

Print: Click on the Print button to take print of the Amended Registration under Approval.



2.17 CFC

Certified Facilitation Centers is a new feature in ACES whereby authorized persons of ACES Certified Facilitation Centers (CFCs), set up by ICAI, ICWAI and others can work in ACES on behalf of Assessee.

By using their own User ID and Password, they have to log in into the ACES website to perform any of the activities that an Assessee can perform in ACES i.e. Filing of return, filing of refund etc.

Assessee can do the following task:

- Assign CFC
- DeAssign CFC
- View CFC profile
- View Activity performed

Assign CFC

2.17.1 Description

Assessee can assign the CFC user in ACES website to perform any of the activities i.e. Filing of return, filing of refund etc on the behalf of Assessee.

2.17.2 Navigation Flow

Assesses can assign CFC through 'REG' main menu.

The navigation path for the Assign CFC is:

Log in as Assessee à 'REG' main menu à 'CFC' à 'Assign CFC'

2.17.3 Operating Instruction

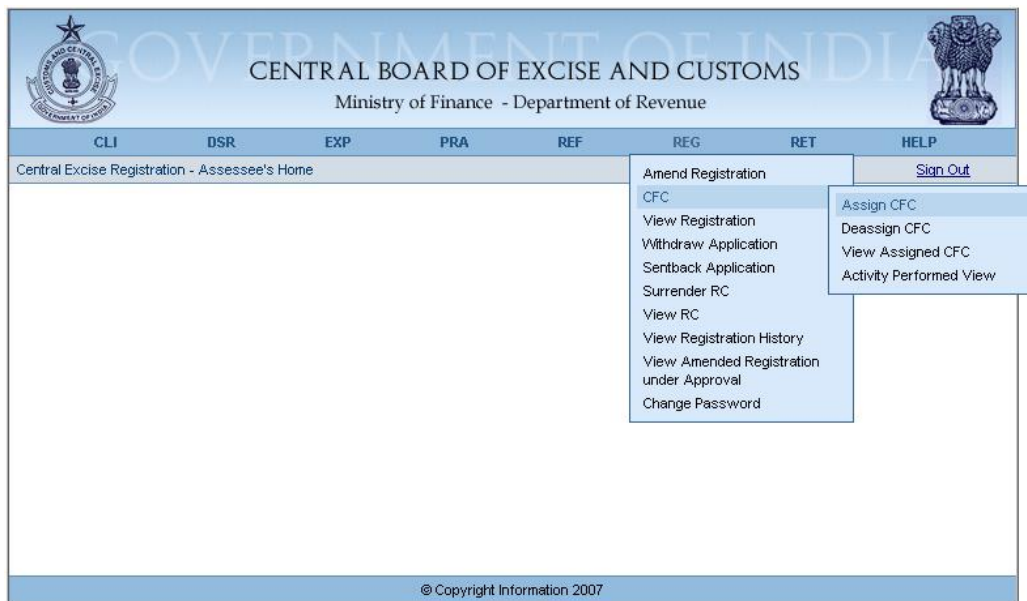


Figure: 2.79 Navigation screen of Assign CFC



The screenshot shows the 'REG - Search CFC' screen. It includes a 'Search Criteria' section with input fields for 'Name of the firm' (filled with 'kohli'), 'CFC Registration Number' (filled with 'AAHPK9511FCA001'), and 'CFC Membership Number'. A 'Search' button is present. Below the search criteria is a table with the following data:

Select	Sl. No.	CFC Membership Number	CFC Name	CFC Registration Number	Firm Name	Address
☐	1	089742	KOHLI KULJIT SINGH	AAHPK9511FCA001	-	B-181 NARAINA VIHARDELHI - 110028,DELHI

At the bottom of the table, there are 'Select' and 'Close' buttons. The footer indicates '© Copyright Information 2007'.

Figure: 2.80 Select screen of Assign CFC

Steps to be followed:

- Click on Select button for selecting desired CFC user
- Click on Close to cancel the process and go back to the homepage



Assign CFC				
ASSESSEE DETAILS				
Registration Number :	TEMPA1336XEM001	Assessee's Name :	Lalita Raheja	
Commissionerate :	BHUBANESHWAR-I	Division :	BHUBANESWAR	Range : BHUBANESWAR-I (CX)
SELECTED CFC DETAILS				
CFC Membership Number	CFC Name	CFC Registration Number	Firm Name	Address
089742	KOHLI KULJIT SINGH	AAHPK9511FCA001	-	B-181 NARAINA VIHAR DELHI - 110028, DELHI
				

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Figure: 2.81 Navigation screen of Assign CFC by selecting the user

Steps to be followed:

- Click on Assign button for assigning the desired CFC user
- Click on Close to cancel the process and go back to the homepage

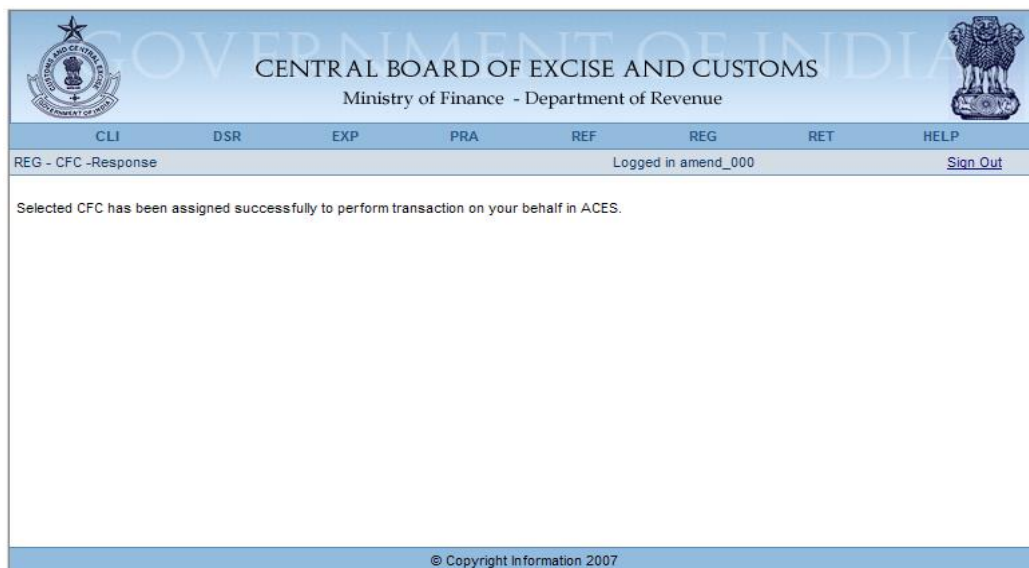


Figure: 2.82 Acknowledgment screen to assign CFC user

DeAssign CFC

2.17.4 Description

Assessee can also deAssign the CFC user in ACES website by login into his ACES account.

2.17.5 Navigation Flow

Assesses can assign CFC through 'REG' main menu.

The navigation path for the DeAssign CFC is:

Log in as Assessee à 'REG' main menu à 'CFC' à 'DeAssign CFC'

2.17.6 Operating Instruction

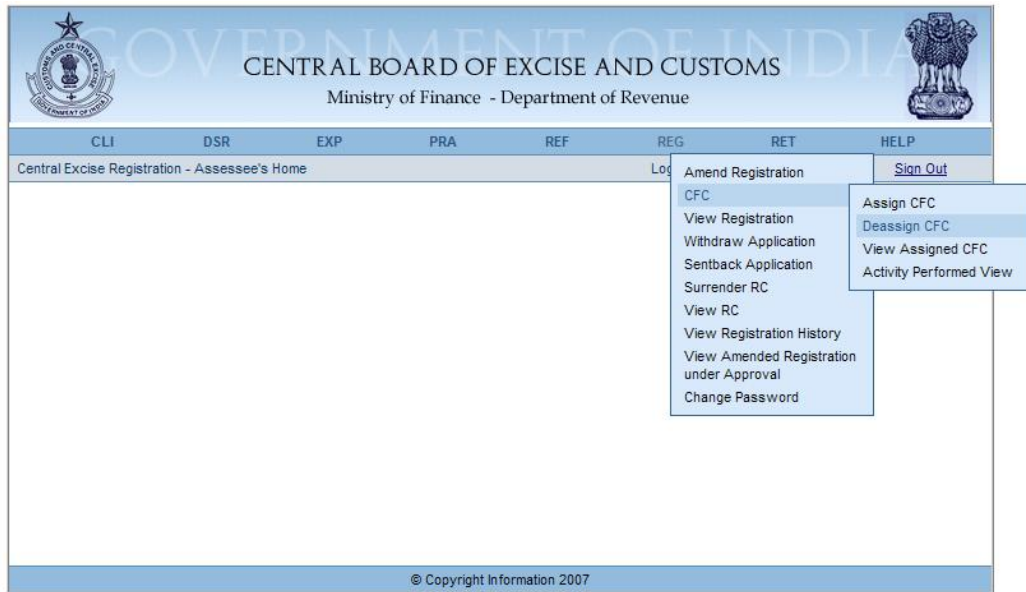


Figure: 2.83 Navigation screen to DeAssign CFC

Deassign CFC				
ASSESSEE DETAILS				
Registration Number :	TEMPA1336XEM001	Assessee's Name :	Lalita Raheja	
Commissionerate :	BHUBANESHWAR-I	Division :	BHUBANESHWAR	Range : BHUBANESHWAR-I (CX)
ASSIGNED CFC DETAILS				
CFC Membership Number	CFC Name	CFC Registration Number	Firm Name	Address
089742	KOHLI KULJIT SINGH	AAHPK9511FCA001	-	B-181 NARAINA VIHAR DELHI - 110028, DELHI
X Deassign X Close				

Figure: 2.84 Navigation screen to DeAssign CFC

**Steps to be followed:**

- Click on the DeAssign Button to DeAssign CFC user
- Click on the Close button to return to the home page.

View Assigned CFC**2.17.7 Description**

Assessee can View the profile to assigned CFC user in ACES website by login into his ACES account.

2.17.8 Navigation Flow

Assesses can assign CFC through 'REG' main menu.

The navigation path for the View Assigned CFC is:

Log in as Assessee à 'REG' main menu à 'CFC' à 'View Assigned CFC'

2.17.9 Operating Instruction

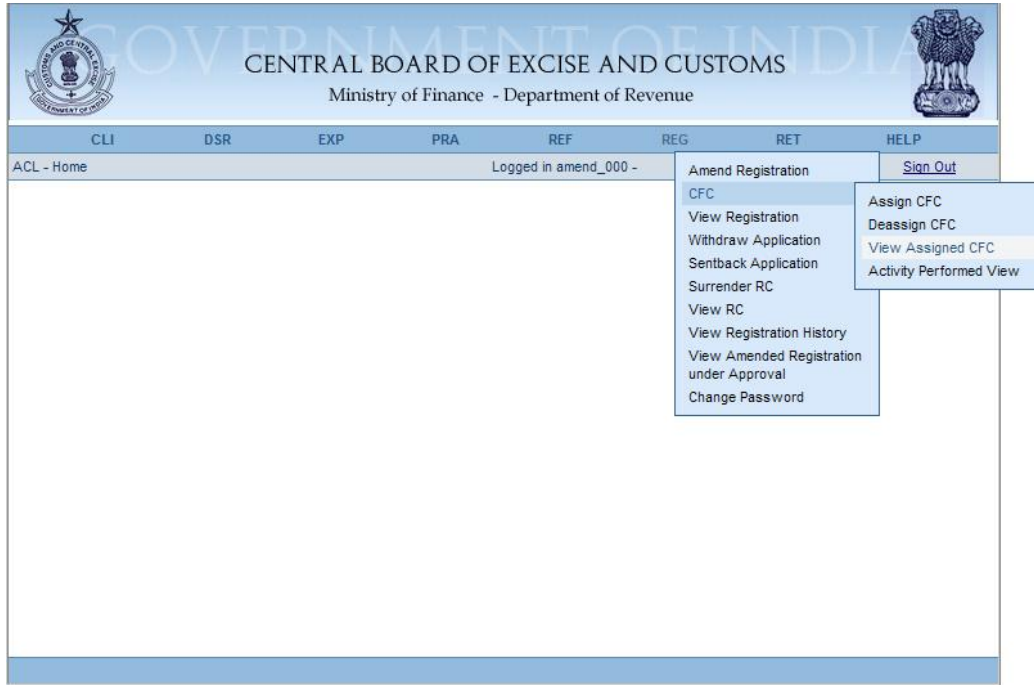
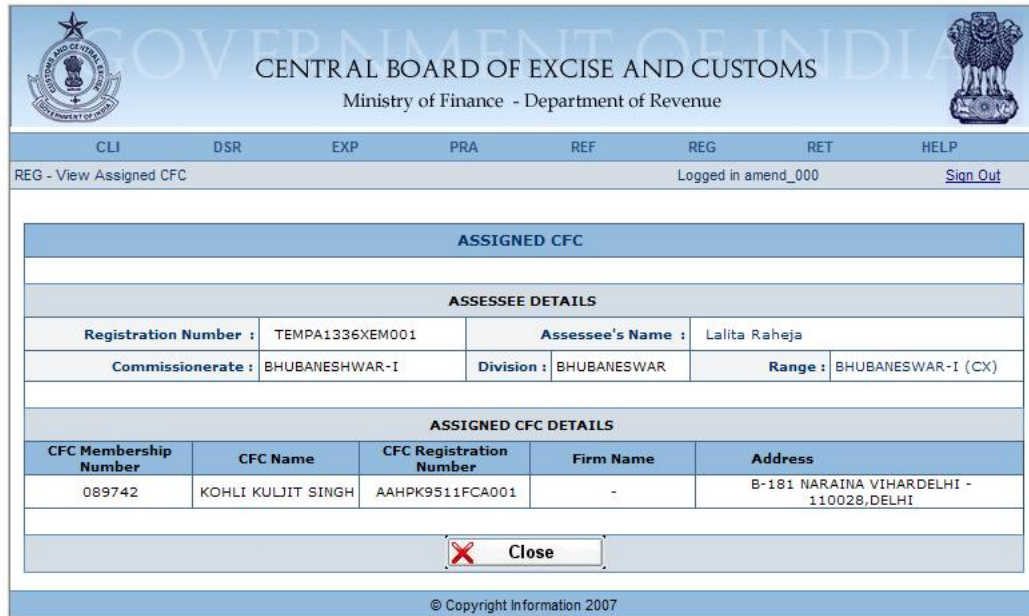


Figure: 2.84 Navigation screen to view Assigned CFC profile



The screenshot displays the 'REG - View Assigned CFC' screen. At the top, there is a navigation bar with links: CLI, DSR, EXP, PRA, REF, REG, RET, and HELP. Below this, a status bar shows 'REG - View Assigned CFC' on the left, 'Logged in amend_000' in the center, and a 'Sign Out' link on the right. The main content area is divided into three sections: 'ASSIGNED CFC', 'ASSESSEE DETAILS', and 'ASSIGNED CFC DETAILS'. The 'ASSESSEE DETAILS' section contains a table with the following information:

Registration Number :	TEMPA1336XEM001	Assessee's Name :	Lalita Raheja
Commissionerate :	BHUBANESHWAR-I	Division :	BHUBANESWAR
		Range :	BHUBANESWAR-I (CX)

The 'ASSIGNED CFC DETAILS' section contains a table with the following information:

CFC Membership Number	CFC Name	CFC Registration Number	Firm Name	Address
089742	KOHLI KULJIT SINGH	AAHPK9511FCA001	-	B-181 NARAINA VIHAR DELHI - 110028, DELHI

At the bottom of the main content area, there is a 'Close' button with a red 'X' icon. The footer of the page states '© Copyright Information 2007'.

Figure: 2.85 Navigation screen to view Assigned CFC profile

Steps to be followed:

- Click on Close to cancel the process and go back to the homepage

Activity Performed View

2.17.10 Description

The Assessee can view the activities performed by assigned CFC user to it like return filed, refund request generated etc.

2.17.11 Navigation Flow

Assesses can assign CFC through 'REG' main menu.
The navigation path for the Activity Performed View is:
Log in as Assessee à 'REG' main menu à 'CFC' à 'Activity Performed View'

2.17.12 Operating Instruction



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

CLI PRA REF REG RET HELP

CFC - View Activities Logged in cfcadmin9 [Sign Out](#)

Search Criteria

From Date : 29/06/2010 To Date : 05/07/2010

Document Number : Assesse Registration Number :

Please enter at least one Search Criteria.

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Figure – 2.86: Activity Performed View – Search screen

Steps to be followed:

ACES	
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- Enter the From Date and To Date fields within which activities performed by CFC have to be viewed.
- Enter the Document Number to view the particular document details which have been filed by the CFC
- Click on the Search Button to view activities based on the search criteria.
- Click on the Close button to return to the home page.

CENTRAL BOARD OF EXCISE AND CUSTOMS

Ministry of Finance - Department of Revenue

CLI	PRA	REF	REG	RET	HELP
-----	-----	-----	-----	-----	------

CFC - View Activities
Logged in cfcadmin9
[Sign Out](#)

Search Criteria

From Date : 01/10/2009 31	To Date : 01/10/2010 31
Document Number :	Assessee Registration Number :

Please enter at least one Search Criteria.

[1](#) | [2](#) | [3](#) | [4](#) | [Next](#)

Sl. No.	Assessee Registration Number	Assessee/Unit Name	CFC Membership Number	CFC Registration Number	Module	Action performed	Document Number	Date
1	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_052009	27/09/2010
2	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_042009	27/09/2010
3	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_062009	27/09/2010
4	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AAACC5072BEM018_9272010121630PM.xml	27/09/2010
5	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AAACC5072BEM018_9272010121630PM.xml	27/09/2010
6	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_052009	27/09/2010
7	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	ER1-Return	AABCV0154GEM002_ER1_042009	27/09/2010
8	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
9	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
10	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
11	AABCV0154GEM002	Chandar Property Dealer	100148	ASDFG1234RCA003	RET	eFiling XML Upload	AABCV0154GEM002_9272010121737PM.xml	27/09/2010
12	AAACC5072BEM018	Geetika Mahajan	100148	ASDFG1234RCA003	RET	ER1-Return	AAACC5072BEM018_ER1_022009	27/09/2010
13	TEMPA1051XEM001	nupur raina	100148	ASDFG1234RCA003	REG	Fill A1 form	TEMPA1051XEM001	27/09/2010

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Figure – 2.87: Activity Performed View – View Activities Screen

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- All activities performed by the CFC can be viewed under the Action Performed column.
- Click on the Close button to return to the home page.

2.17.13 Button Description

Assign: Click on Assign button to assign the CFC user to the Assessee

DeAssign: Click on DeAssign button to deAssign the CFC user to the Assessee

Submit: Click on Submit button to submit the processed request and see the response screen

Cancel: Click on Cancel button to close the page and take the user back to the home page screen