

Service Tax Registration Process

3 Steps to get registered with the Service Tax Department...

1. **Register online with ACES** (Automation of Central Excise and Service Tax)
2. **Fill-up online Registration application form** (Form ST-1)
3. **Submit relevant supporting documents** for verification by post or in person.

Step 1

Register with ACES to create **username** and **password** online

- a. Go to www.aces.gov.in
- b. Select “**Service Tax**” tab (upper right corner of the webpage)
- c. Login page opens (see image below)

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User Name :
Password :

New Users to [Click here to Register with ACES](#)
[Know your location](#)
[Unlock your Account](#) [Forgot your password](#)

- d. Below the login box, click on “**New Users to Click Here to Register with ACES**”
- e. Enter details in the online form (see image below)

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REGISTRATION WITH ACES FOR SERVICE TAX

User Name : *

User Name can be 6-12 alphanumeric characters. First character should be an alphabet it can't contain the special character (_) only

Email Address Of Assessee For Communication : *

Name Of The Unit : *

Designation : *

First Name : *

Middle Name :

Last Name :

Phone Number :

Mobile Number :

(All the Fields marked with * Are Mandatory)

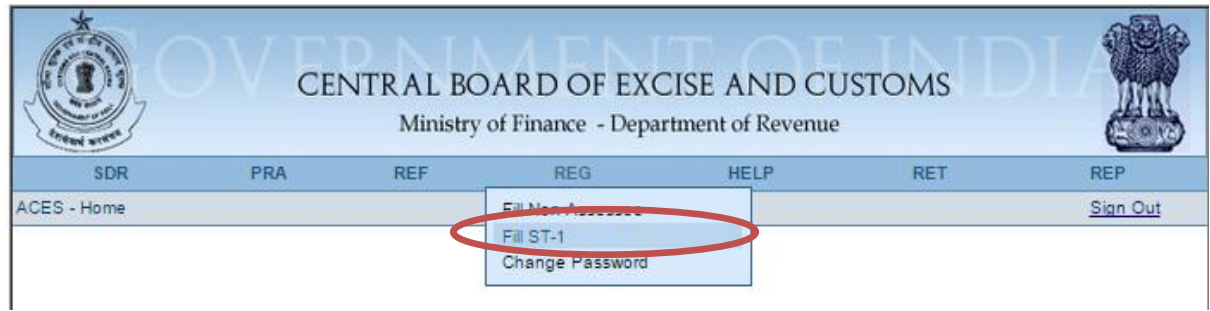
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- f. **Password** will be sent to the Email id given in the form.
- g. After registration with ACES, the user will have a **username** and **password**.

Step 2

Fill-up online Registration application form (Form ST-1)

- Go to www.aces.gov.in
- Select "Service Tax" tab (upper right corner of the webpage)
- Login page opens
- Login with username and password created in **Step-1** above.
- Click on **REG** menu
- Click on **Fill ST-1**



- Blank **FORM ST-1** (Application form for Service Tax registration) will open (see image below)

(Form ST-1 Page 1)

FORM ST-1 [Application form for registration under Section 69 of The Finance Act, 1994(32 of 1994)]	
IDENTIFICATION OF BUSINESS REQUIRING REGISTRATION	
Name of Applicant *	
Address of the Applicant *	
Details of Permanent Account Number(PAN) of the applicant	
PAN Status: Select a Value *	PAN (If Allotted): *
Name of the Applicant (as appearing in PAN) *	(as appearing in PAN)
Constitution Of applicant: Select a Value *	Mention (If Others): *
Government Department Type: Select a Value *	
Name of Trustee/Proprietor/HUF	
Category Of Registrant:	<input type="checkbox"/> (a). Person liable to pay service tax <input type="checkbox"/> (i). Service Provider <input type="checkbox"/> (ii). Service Recipient <input type="checkbox"/> (b). Other persons/class of persons <input type="checkbox"/> (i). Input Service Distributor <input type="checkbox"/> (ii). Any provider of taxable service whose aggregate value of taxable service in a financial year exceeds nine lakh rupees
Nature of registration: Select a Value *	
Description of Taxable Services Provided or to be provided by the Applicant	
Click on the search icon to select the services offered:	
Address of Premises for which Registration is sought	
Name Of Premises/Building: *	Flat / Door / Block No: *
Road / Street / Lane: *	Village / Area / Lane: *
Block / Taluk / Sub-Division / Town: *	Post Office: *
City / District: *	State / Union Territory: Select a Value *
PIN: *	Phone Number-1: *
Phone Number-2: *	Fax Number-1: *
Fax Number-2: *	Email Address: *
Commissionerate: Select	
Division: Select *	
Range: Select *	
Know your location	
(All the fields marked with * are mandatory.)	
<input type="button" value="Reset"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/>	

Fill up all the columns. Use the "TAB" key to move from column to column.

- PAN is mandatory.
- Select the correct **Constitution**.
- Select correct **Category of Registrant**.
 - In case of reverse charge, select "Service Recipient".
 - If providing as well as reverse charge applicable, then select both "Service Provider" & "Service Recipient"
- Select **Centralized Registration** only if there are multiple branches
- Select **Taxable Service(s)** Provided / Received.
- Fill Address correctly.
- **Mobile Number** is mandatory
- **Email address** is mandatory
(Please give Phone/Mobile/Email ids of the **assessee** only)
- Click on "**Know your location**" at the bottom of the page to select your CDR (Commissionerate / Division / Range)

(Form ST-1 Page 2)

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SDR PRA REF REG HELP RET REP
Service Tax Registration - ST-1 Form Logged in prk2015 Sign Out

FORM ST-1
[Application form for registration under Section 69 of The Finance Act, 1994 (32 of 1994)]
NAME, ADDRESS AND PHONE NUMBER OF PROPRIETOR / PARTNER / DIRECTOR / TRUSTEES ALONG WITH DETAILS OF AUTHORIZED SIGNATORIES

Name : *
Designation : Select a Value *
Address : (200 Characters only)*
Phone number : * Email Address : *

Click if the same person is also an authorized signatory
 Click if the same person is also a declarant

[Download Sample XLS File](#) [Upload XLS](#) [Save & Add New](#)

DECLARATION

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.

(a) For new Registration : I would like to receive the Registration Certificate by mail/by hand/E-MAIL
(b) For amendments to information pertaining to existing Registrant : Date from which amendments are made:
Date : 25/03/2015

(All the fields marked with * are mandatory.)

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

ACES Application Processing Time : < 1 Second © Copyright Information 2007

Give Residential address of the concerned person

- Enter correct phone / mobile number and email id
- For Partnerships / Company / Society / Trusts enter the names and addresses of the Partners / Directors / Trustees / Office Bearers as applicable
- Check mark the boxes for **Authorized Signatory / Declarant** for preferably only one of the Partners / Directors
- By clicking **Save & Add New**, the entered person's details are saved and space is provided to enter the next person's details.
- On clicking **Save & Continue**, the ST-1 form is shown in full in the next page with facility to **Print** and **Submit** to Department.

Step 3

Submit relevant supporting documents for verification by post or in person.

a. Relevant Supporting documents to be **submitted within 7 days** of filing registration application

b. **Documentation (Self Attested copies)**

(Authority: CBEC F.No:137/22/2012-Service Tax (Part-I) dated 28-2-2015)

- 1) PAN Card Copy
- 2) Photograph of the person filing the application
- 3) Proof of identity of the person filing the application
 - a) PAN Card
 - b) Voter Id / Passport Copy / Aadhar Card / Driving License / Id issued by CG / SG / PSUs
- 4) Proof of possession of the premises to be registered
 - a) Lease Deed / Rent Agreement / Allotment letter from Govt. / Tax Pass book (own property)/ NOC from legal owner.
- 5) Details of Main Bank Account
- 6) Certificate of Incorporation + MOA + AOA / Partnership Deed / Bye-laws
- 7) List of Directors
- 8) Authorisation by the Board of Directors / Partners / Proprietor for the person filing the application.
- 9) Business transaction numbers obtained from other Government Departments or Agencies

a) BIN No. (Customs)	b) IEC Code (DGFT)	c) VAT Number (State Sales Tax)
d) CST Number	e) Company Index Number (CIN)	Others, if any

which were issued prior to filing the ST registration application.

Revocation of Registration

The Service Tax Registration shall be revoked in the following circumstances:

- i) the premises are found to be non-existent or not in possession of the assessee
- ii) **no documents are received within 15 days of the date of filing the registration application.**
- iii) **the documents are found to be incomplete or incorrect in any respect**

For further details please see Order No:1/2015-Service Tax dated 28-2-2015 (*CBEC F.No:137/22/2012-Service Tax (Part-I) dated 28-2-2015*) on www.cbec.gov.in (Service Tax → Notifications → Year 2015.)

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