

DIRECTORATE GENERAL OF SYSTEMS  
& DATA MANAGEMENT  
CUSTOS & CENTRAL EXCISE  
4<sup>th</sup> & 5<sup>th</sup> FLOOR, HOTEL SAMRAT,  
KAUTILYA MARG, CHANAKYA PURI,  
NEW DELHI- 110 021

F.NO:- IV(24)29/2009-Systems/659

DT: 11.02.2010.

To  
The Secretary  
The Institute of Cost and Works Accountants of India  
ICWAI Bhawan, 3 Institutional Area  
New Delhi-110003.

Sir,

**Subject:- Automation of Central Excise & Service Tax ( ACES)-Request for informing Members to furnish their e-mail IDs and register with ACES.**

You may be happy to know that the Automation of Central Excise and Service Tax Application has been rolled out nationally in all the 104 Commissionerates under Central Board of Excise and Customs. As you are aware, the existing Central Excise and Service Tax assessees have to furnish their e-mail IDs to the jurisdictional officers and register with ACES to reap full benefits of this. But, it has been reported by the Commissionerates that very few assessees have furnished their e-mail IDs to the department for updation of SAPS/SACER database.

You are, therefore, requested to inform your members, who are assessees of Central Excise or Service Tax, to furnish their e-mail IDs urgently to the jurisdictional Central Excise/ Service Tax officers and to register with ACES. A template of the letter is being attached with a request to forward the same to the Members for submission to their respective jurisdictional officers at the earliest.

Your co-operation in this regard will be highly appreciated.

Encl: As above

Yours faithfully,

  
( D.P.Dash)

Additional Director General (Systems)

Date:

To  
The Assistant Commissioner  
Central Excise/Service Tax Division  
-----

Sir,

**e-mail ID for ACES**

We have been informed that CBEC has launched a new software application called Automation of Central Excise and Service Tax (ACES) in the Central Excise/Service Tax Commissionerate ----- (name of the Commissionerate) and for working in the ACES application, it is essential for the assesseees to furnish their correct and current e-mail IDs to the department so that the users can register with ACES and also send or receive communication to and from the ACES application.

In this connection, we furnish below our e-mail ID, which can be used for all transactions in the ACES:

----- (email ID)

We also undertake that in case of any change in the e-mail ID in future, we will duly intimate the department of the change and also carry out amendment to our registration form in the ACES on our own.

Yours faith fully,

( Signature of the authorized signatory)

Designation;

Name:

Address:

Name of the company:

Registration No of firm/ Company:

Telephone: