

**Suggested Draft Letter For Application Under ACES – Kolkata Commissionerate**

Date:

To,  
The Deputy Commissioner,  
Service Tax Commissionerate,  
Division –  
Kolkata.

Dear Sir,

Sub: **Application For Providing User Name & Password For Using ACES**  
Ref: **Registration No.**

This is to request you to kindly issue User Name & Password for using ACES.

We are pleased to provide the following details:

Name of the Assessee	:	
STC Code	:	
Registration No.	:	
Premises Code	:	
Name of Taxable Service	:	Transportation of goods by road (GTA)
Present valid E-mail I.D.	:	
Authorised person & Contact No.	:	

Thanking You,

We request you to kindly provide the user name & password at the earliest & oblige.

Yours truly,

For .....

Name  
Designation