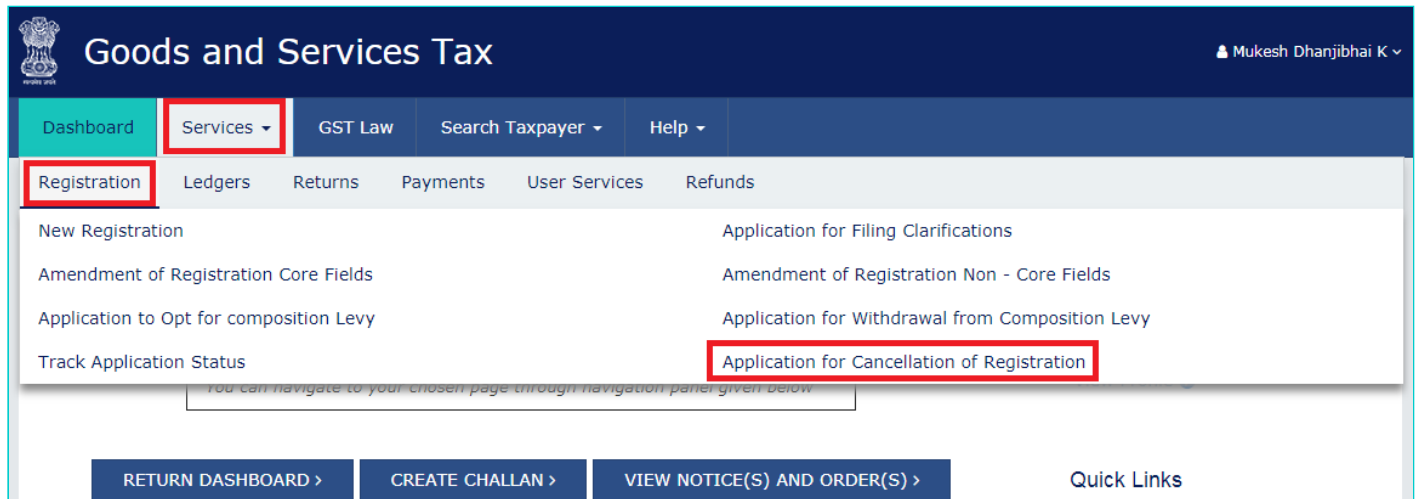


Cancellation of Registration

How can I file for cancellation of GST registration?

To file for cancellation of GST registration, please perform the following steps:

1. Visit the URL: <https://www.gst.gov.in>.
2. Login to the GST Portal with your user-ID and password.
3. Navigate to the Services > Registration > Application for Cancellation of Registration option.



4. The form - Application for Cancellation of Registration contains three tabs. Ensure that the Basic Details tab is selected by default.

The screenshot shows the 'Application for Cancellation of Registration' form. The top bar indicates 'Dashboard > Application for Cancellation of Registration' and 'English'. The form has a yellow header section with the following details:


| Application Type | Last Modified | Due Date to Complete | Profile |
|--|---------------|----------------------|---------|
| Application for Cancellation of Registration | 04/01/2018 | 19/01/2018 | 0 % |


Below the header, there are three tabs: 'Basic Details', 'Cancellation Details', and 'Verification'. The 'Basic Details' tab is selected and highlighted with a red box.


Note: The first tab contains pre-filled information in sections of Basic Details and Address of Principal Place of Business.

5. Either fill your Address for Future Correspondence manually, or check the option of Address same as above to copy the same address as in the Address of Principal Place of Business field.

| Application Type | Last Modified | Due Date to Complete | Profile |
|--|---------------|----------------------|---------|
| Application for Cancellation of Registration | 04/01/2018 | 19/01/2018 | 0 % |

 Basic Details

 Cancellation Details

 Verification

Basic Details

| | | |
|---------------------------------|---|------------|
| GSTIN 37ACXPk3463A4ZD | Legal Name of the Business Mukesh Dhanjibhai Karshala | Trade Name |
|---------------------------------|---|------------|

Address of Principal Place of Business

| | |
|-------------------------|-------------------|
| 24 , test | uat05@gstn.org.in |
| test, test | 9096211268 |
| test, Anantapur | - |
| Andhra Pradesh - 515822 | - |

Address for Future Correspondence

• indicates mandatory fields

☐ Address Same as above

| | | |
|---|---|---|
| Building No. / Flat No. • <input type="text" value="Enter Building No. / Flat No. / Door No."/> | Floor No. <input type="text" value="Enter Floor No."/> | Name of the Premises / Building <input type="text" value="Enter Name of Premises / Building"/> |
| Road / Street • <input type="text" value="Enter Road / Street / Lane"/> | City / Town / Locality / Village • <input type="text" value="Enter Locality / Area / Village"/> | |
| State • <input type="text" value="Select"/> | District • <input type="text" value="Select"/> | PIN Code • <input type="text" value="Enter PIN Code"/> |
| Latitude <input type="text" value="Enter Latitude"/> | Longitude <input type="text" value="Enter Longitude"/> | Mobile Number • <input type="text" value="+91"/> <input type="text" value="Enter Mobile Number"/> |
| Telephone Number (with STD Code) <input type="text" value="STD"/> <input type="text" value="Enter Telephone Number"/> | Email Address • <input type="text" value="Enter Email Address"/> | FAX Number (with STD Code) <input type="text" value="STD"/> <input type="text" value="Enter Fax Number"/> |

6. Click the SAVE & CONTINUE button.

Address of Principal Place of Business

24 , test
 test, test
 test, Anantapur
 Andhra Pradesh - 515822

uat05@gstn.org.in
 9096211268
 -
 -

Address for Future Correspondence

• indicates mandatory fields

☒ Address Same as above

| | | |
|----------------------------------|------------------------------------|---------------------------------|
| Building No. / Flat No. • | Floor No. | Name of the Premises / Building |
| 24 | test | test |
| Road / Street • | City / Town / Locality / Village • | |
| test | test | |
| State • | District • | PIN Code • |
| Andhra Pradesh ▼ | Anantapur ▼ | 515822 |
| Latitude | Longitude | Mobile Number • |
| Enter Latitude | Enter Longitude | +91 9096211268 |
| Telephone Number (with STD Code) | Email Address • | FAX Number (with STD Code) |
| STD Enter Telephone Number | uat05@gstn.org.in | STD Enter Fax Number |

BACK

SAVE & CONTINUE

Notes:

- The tab Basic Details will change to blue colour and a tick mark will appear on it indicating that all the mandatory fields under this tab have been duly filled-in.
- The next tab Cancellation Details will get active, requiring you to make suitable selections and provide relevant information in corresponding fields.

7. Select a suitable reason from the Reason for Cancellation drop-down list.

Basic Details ✓ Cancellation Details Verification

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •
Select ▼

Date from which registration is to be cancelled •
DD/MM/YYYY

| Particulars to Last Return Filed | | |
|----------------------------------|----------------------|------------------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

BACK SAVE & CONTINUE

Notes: The following five reasons are available for selection:

- Change in constitution of business leading to change in PAN
- Ceased to be liable to pay tax
- Discontinuance of business / Closure of business
- Others
- Transfer of business on account of amalgamation, merger, demerger, sale, leased or otherwise

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •
Select ▼

Select

- Change in constitution of business leading to change in PAN
- Ceased to be liable to pay tax
- Discontinuance of business/ Closure of business
- Others
- Transfer of business on account of amalgamation, merger, demerger, sale, leased or otherwise

Change in constitution of business leading to change in P AN:

- Enter the date from which registration is to be cancelled.
- Provide the GSTIN of the transferee entity under the Details for Transfer, Merger or Change in Constitution section. System will validate the same, and based upon it's Legal Name of Business, will auto-populate the Trade Name.

Basic Details

Cancellation Details

Verification

Change in constitution of business leadin

▼

Date from which registration is to be cancelled

DD/MM/YYYY

Particulars to Last Return Filed

| | | |
|----------------|----------------------|-----------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

Details for Transfer, Merger or Change in Constitution

GSTIN

GSTIN of the Transferee entity


SEARCH


BACK


SAVE & CONTINUE

Ceased to be liable to pay tax :

- Enter the date from which registration is to be cancelled.
- Enter the value of stock and the corresponding tax liability on the stock.
- Basis the entered stock details, enter the value to offset the liability (tax payable) that you wish to offset from either the Electronic Cash Ledger, or the Electronic Credit Ledger, or both.
- On submitting the form, the amount will be deducted from the respective Electronic Cash Ledger, or the Electronic Credit Ledger, or both, and debit entries will be made.


 Basic Details


 Cancellation Details


 Verification


• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •

Ceased to be liable to pay tax ▼

Date from which registration is to be cancelled •

DD/MM/YYYY 

Particulars to Last Return Filed


| | | |
|------------------|----------------------|------------------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

Tax Payable on Stock


Amount of tax payable in respect of inputs/capital goods held in stock on the effective date of cancellation of registration

| Description | Value of Stock (Rs) | Input Tax Credit/ Tax Payable (Whichever is Higher) (Values in Rs.) | | | |
|---|---------------------|---|----------------|-------------------|----------|
| | | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
| Inputs | 0 | 0 | 0 | 0 | 0 |
| Inputs contained in semi-finished goods | 0 | 0 | 0 | 0 | 0 |
| Inputs contained in finished goods | 0 | 0 | 0 | 0 | 0 |
| Capital goods/Plant and Machinery | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

Details of tax paid

Payment from Electronic Cash Ledger 

| | Central Tax ₹ ₹ 1,185.00 | Integrated Tax ₹ ₹ 2,000.00 | State Tax/ UT Tax ₹ ₹ 1,185.00 | Cess ₹ ₹ 2,000.00 |
|--------------------|-----------------------------|--------------------------------|-----------------------------------|----------------------|
| Debit Entry Number | 0 | 0 | 0 | 0 |

Payment from Electronic Credit Ledger 

| | Central Tax ₹ ₹ 0.00 | Integrated Tax ₹ ₹ 0.00 | State Tax/ UT Tax ₹ ₹ 0.00 | Cess ₹ ₹ 0.00 |
|--------------------|-------------------------|----------------------------|-------------------------------|------------------|
| Debit Entry Number | 0 | 0 | 0 | 0 |

SubTotal

| Debit Entry Number | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|--------------------|-------------|----------------|-------------------|------|
| NA | 0 | 0 | 0 | 0 |

BACK

SAVE & CONTINUE

Discontinuance of business / Closure of business _____:

Downloaded from <http://abcaus.in>

- a) Enter the date from which registration is to be cancelled.
- b) Enter the value of stock and the corresponding tax liability on the stock.
- c) Basis the entered stock details, enter the value to offset the liability (tax payable) that you wish to offset from either the Electronic Cash Ledger, or the Electronic Credit Ledger, or both.
- d) On submitting the form, the amount will be deducted from the respective Electronic Cash Ledger, or the Electronic Credit Ledger, or both, and debit entries will be made.



Basic Details

Cancellation
Details

Verification

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •

Discontinuance of business/ Closure of business

Date from which registration is to be cancelled •

DD/MM/YYYY



Particulars to Last Return Filed

Financial Year

2017-2018

Return Filing Period

November-2017

ARN

AA371117000147N

Tax Payable on Stock

Amount of tax payable in respect of inputs/capital goods held in stock on the effective date of cancellation of registration

| Description | Value of Stock (Rs) | Input Tax Credit/ Tax Payable (Whichever is Higher) (Values in Rs.) | | | |
|---|---------------------|---|----------------|-------------------|------|
| | | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
| Inputs | 0 | 0 | 0 | 0 | 0 |
| Inputs contained in semi-finished goods | 0 | 0 | 0 | 0 | 0 |
| Inputs contained in finished goods | 0 | 0 | 0 | 0 | 0 |
| Capital goods/Plant and Machinery | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 |

Details of tax paid

Payment from Electronic Cash Ledger

| | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|--------------------|-------------|----------------|-------------------|------|
| Debit Entry Number | | | | |
| | 0 | 0 | 0 | 0 |

Payment from Electronic Credit Ledger

| | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|--------------------|-------------|----------------|-------------------|------|
| Debit Entry Number | | | | |
| | 0 | 0 | 0 | 0 |

SubTotal


| Debit Entry Number | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|--------------------|-------------|----------------|-------------------|------|
| NA | 0 | 0 | 0 | 0 |


BACK


SAVE & CONTINUE

Others:

- a) Specify the reason for cancellation.
- b) Enter the value of stock and the corresponding tax liability on the stock.
- c) Basis the entered stock details, enter the value to offset the liability (tax payable) that you wish to offset from either the Electronic Cash Ledger, or the Electronic Credit Ledger, or both.
- d) On submitting the form, the amount will be deducted from the respective Electronic Cash Ledger, or the Electronic Credit Ledger, or both, and debit entries will be made.


 Basic Details


 Cancellation Details


 Verification

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •

Others (Please specify) •

Date from which registration is to be cancelled •

Particulars to Last Return Filed

| | | |
|------------------|----------------------|------------------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

Tax Payable on Stock

Amount of tax payable in respect of inputs/capital goods held in stock on the effective date of cancellation of registration

| Description | Value of Stock (Rs) | Input Tax Credit/ Tax Payable (Whichever is Higher) (Values in Rs.) | | | |
|---|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|
| | | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
| Inputs | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Inputs contained in semi-finished goods | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Inputs contained in finished goods | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Capital goods/Plant and Machinery | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total | 0 | 0 | 0 | 0 | 0 |

Details of tax paid

Payment from Electronic Cash Ledger

| | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Debit Entry Number | | | | |
| | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Payment from Electronic Credit Ledger

| | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Debit Entry Number | | | | |
| | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

SubTotal

| Debit Entry Number | Central Tax | Integrated Tax | State Tax/ UT Tax | Cess |
|--------------------|-------------|----------------|-------------------|------|
| NA | 0 | 0 | 0 | 0 |

BACK

SAVE & CONTINUE

Transfer of business on account of amalgamation, merger, demerger, sale, leased or otherwise :

Downloaded from <http://abcaus.in>

a) Enter the date from which registration is to be cancelled.

b) Provide the GSTIN of the transferee entity under the Details for Transfer, Merger or Change in Constitution section.

System will validate the same, and based upon it's Legal Name of Business, will auto-populate the Trade Name.

Basic Details

Cancellation Details

Verification

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation •

Tranfer of business on account of amalga

Date from which registration is to be cancelled •

DD/MM/YYYY

| Particulars to Last Return Filed | | |
|----------------------------------|----------------------|-----------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

Details for Transfer, Merger or Change in Constitution

GSTIN •

GSTIN of the Transferee entity

SEARCH

BACK

SAVE & CONTINUE

8. Click the SAVE & CONTINUE button.

Particulars to Last Return Filed

| | | |
|----------------|----------------------|-----------------|
| Financial Year | Return Filing Period | ARN |
| 2017-2018 | November-2017 | AA371117000147N |

BACK

SAVE & CONTINUE

Notes:

- This will mark the second tab also as complete.
- The next tab, Verification will get activated.

9. Check the Verification statement box to declare that the information given in this form is true and correct, and that nothing has been concealed therefrom.

10. Select the name of the authorised signatory from the Name of Authorized Signatory drop-down.

11. Enter the Place of making this declaration.

| Application Type | Last Modified | Due Date to Complete | Profile |
|--|---------------|----------------------|---------|
| Application for Cancellation of Registration | 04/01/2018 | 19/01/2018 | 100 % |

Basic Details

Cancellation Details

Verification

Verification

☐ I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory • Place •

Select Enter Place

Designation / Status Date

04/01/2018

ⓘ DSC is compulsory for Companies & LLP
 ⓘ Facing problem using DSC? [Click here for help](#)

BACK SUBMIT WITH DSC SUBMIT WITH EVC

Note: Notice that the system auto-populates the authorised signatory's designation or status.

12. Sign the form by using either your Digital Signature Certificate (DSC), or the EVC option.

Notes:

- For the purpose of simplicity, this user manual has followed the EVC path.
- If using a DSC, you will be required to select your registered DSC from the emSigner pop-up window and then proceed from there accordingly.

Basic Details

Cancellation Details

Verification

Verification

☒ I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name of Authorized Signatory • Place •

Angad Jasbirsingh Arora[AJIPA1572E] Anatapur

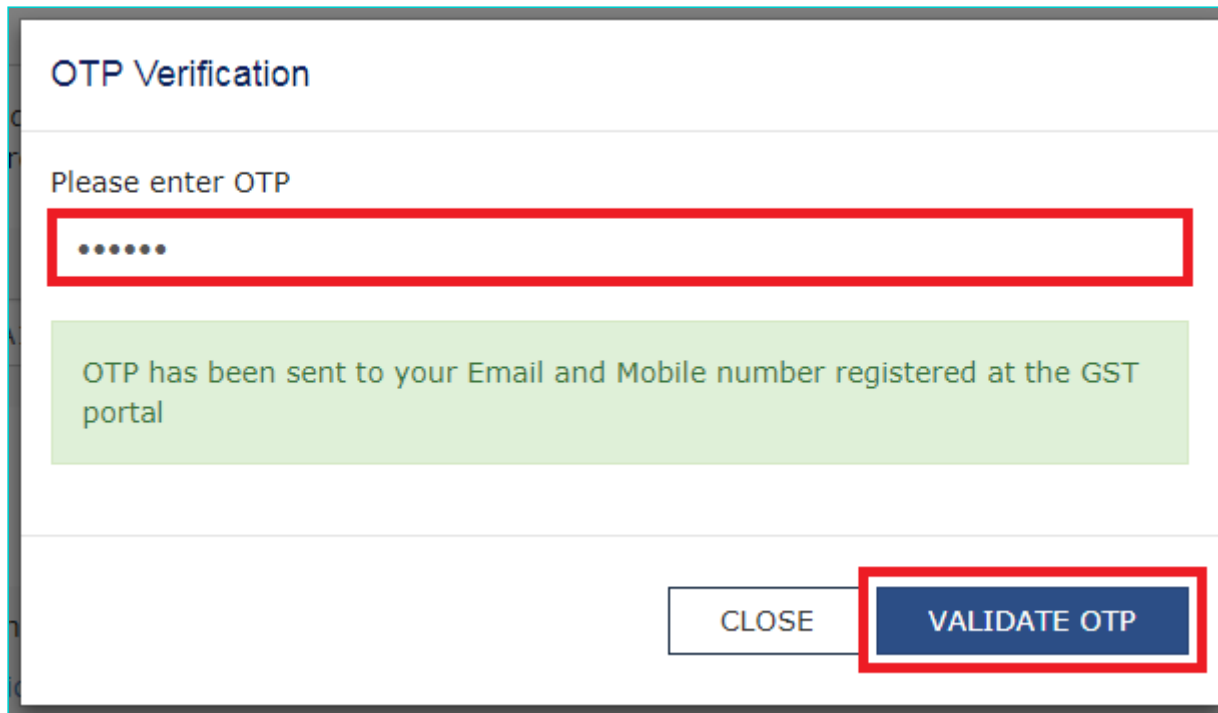
Designation / Status Date

Director 04/01/2018

ⓘ DSC is compulsory for Companies & LLP
 ⓘ Facing problem using DSC? [Click here for help](#)

BACK SUBMIT WITH DSC SUBMIT WITH EVC

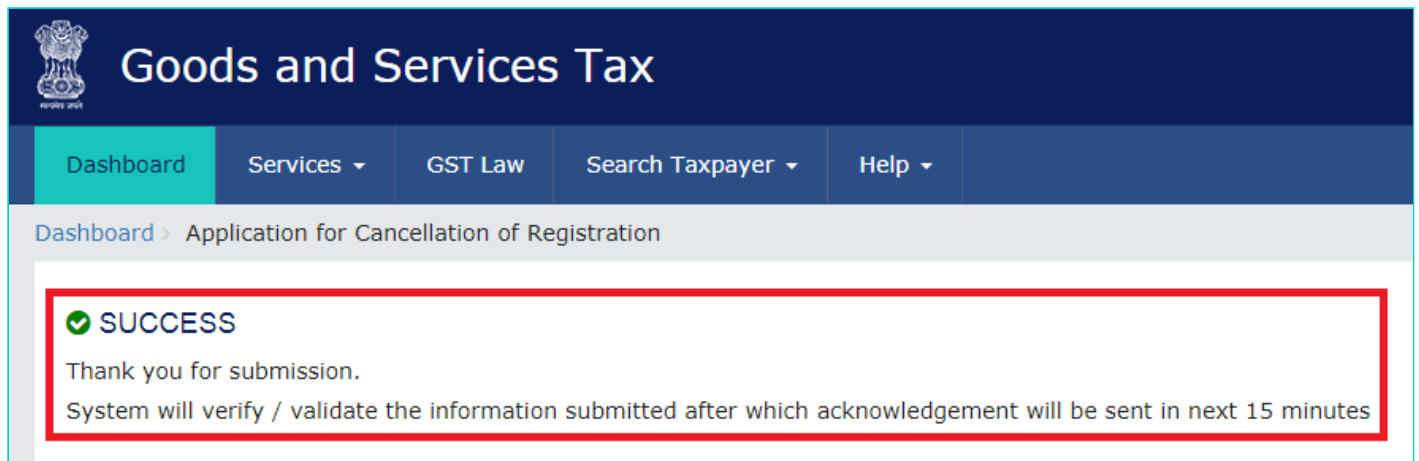
13. Enter the OTP.



The image shows a web interface for OTP verification. At the top, it says "OTP Verification". Below that, it says "Please enter OTP". There is a text input field with six dots, indicating where the user should enter their OTP. Below the input field, there is a green box with the text "OTP has been sent to your Email and Mobile number registered at the GST portal". At the bottom right, there are two buttons: "CLOSE" and "VALIDATE OTP". The "VALIDATE OTP" button is highlighted with a red border.

Notes:

- On successfully filing the application for cancellation of registration, the system will generate the ARN and display a confirmation message.
- A confirmation message will also be sent by GST Portal on your registered mobile phone number and e-mail-ID.
- After this stage, the concerned Tax Official will review your application and take a decision accordingly.



The image shows the GST Portal interface. At the top, there is a header with the GST logo and the text "Goods and Services Tax". Below the header, there is a navigation bar with links: "Dashboard", "Services", "GST Law", "Search Taxpayer", and "Help". The "Dashboard" link is highlighted. Below the navigation bar, there is a breadcrumb trail: "Dashboard > Application for Cancellation of Registration". The main content area shows a green checkmark and the word "SUCCESS". Below this, it says "Thank you for submission." and "System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes". The success message box is highlighted with a red border.

14. To view the ARN, navigate to the Services > Registration > Track Application Status option.

Dashboard Services GST Law Search Taxpayer Help

Registration Ledgers Returns Payments User Services Refunds

New Registration Application for Filing Clarifications

Amendment of Registration Core Fields Amendment of Registration Non - Core Fields

Application to Opt for composition Levy Application for Withdrawal from Composition Levy

Track Application Status Application for Cancellation of Registration

You can navigate to your chosen page through navigation panel given below

15. Select Submission Period radio button.

16. Enter the From and To dates between which you filed for cancellation of registration.

17. Click the SEARCH button.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Registration > Track Application Status

Track Application Status • indicates mandatory fields

☐ ARN ☒ Submission Period

Submission Period •

From 01/01/2018 To 05/01/2018 SEARCH

List of Pending ARN

Note: The search result will display the ARN corresponding to your filed application.

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Registration > Track Application Status

Track Application Status • indicates mandatory fields

☐ ARN ☒ Submission Period

Submission Period •

From 01/01/2018 To 05/01/2018 SEARCH

Search Result based on Submission Period : 01/01/2018 - 05/01/2018

| ARN | Form No. | Form Description | Submission Date | Status | Assigned To |
|-----------------|------------|--|-----------------|------------------------|-------------|
| AA3701180000014 | GST REG-16 | Application for Cancellation of Registration | 04/01/2018 | Pending for Processing | STATE |