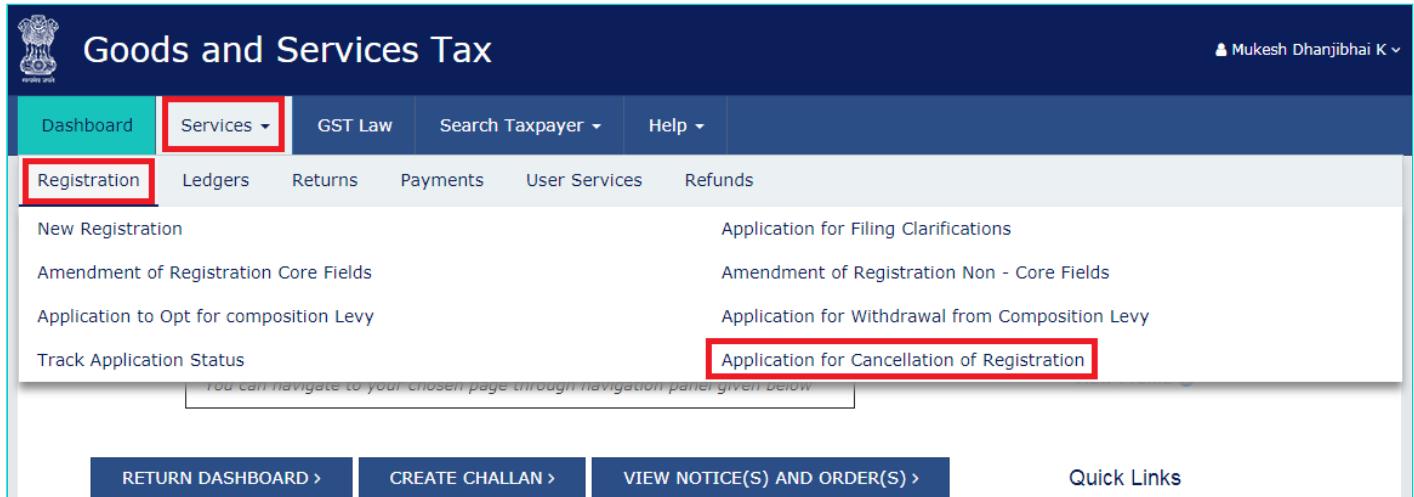


Cancellation of Registration

How can I file for cancellation of GST registration?

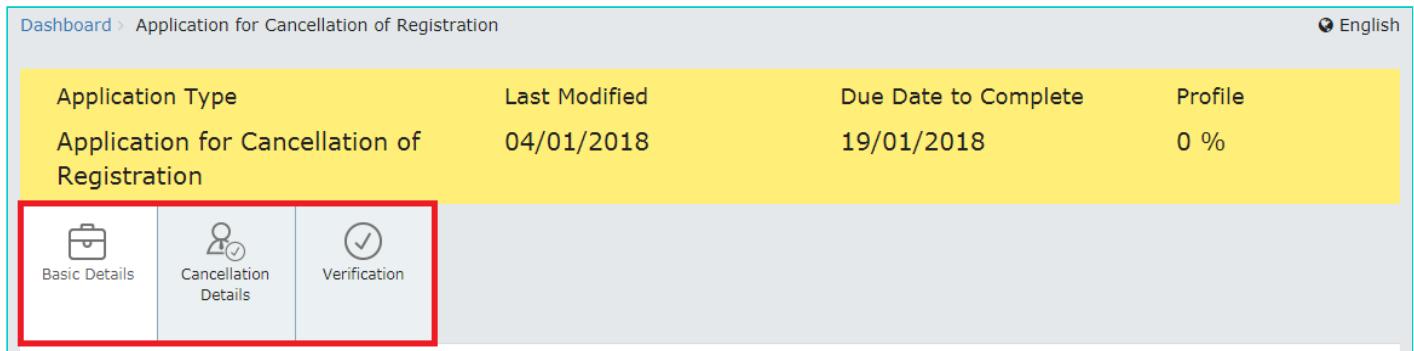
To file for cancellation of GST registration, please perform the following steps:

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.



The screenshot shows the GST Portal's navigation bar. The 'Services' dropdown is open, and the 'Registration' option is selected and highlighted with a red box. Below the navigation bar, there are several links: 'New Registration', 'Amendment of Registration Core Fields', 'Application to Opt for composition Levy', 'Track Application Status', 'Application for Filing Clarifications', 'Amendment of Registration Non - Core Fields', 'Application for Withdrawal from Composition Levy', and 'Application for Cancellation of Registration', which is also highlighted with a red box. At the bottom of the page, there are buttons for 'RETURN DASHBOARD', 'CREATE CHALLAN', 'VIEW NOTICE(S) AND ORDER(S)', and 'Quick Links'.

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. At the top, there is a table with columns for Application Type, Last Modified, Due Date to Complete, and Profile. The 'Application Type' row shows 'Application for Cancellation of Registration', '04/01/2018', '19/01/2018', and '0 %'. Below the table, there are three tabs: 'Basic Details', 'Cancellation Details', and 'Verification', all enclosed in a red box. The 'Basic Details' tab is the active tab.

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	Legal Name of the Business	Trade Name
37ACXPK3463A4ZD	Mukesh Dhanjibhai Karshala	

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

<input type="checkbox"/> Address Same as above		
Building No. / Flat No. *	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No. / Door No.	Enter Floor No.	Enter Name of Premises / Building
Road / Street *	City / Town / Locality / Village *	
Enter Road / Street / Lane	Enter Locality / Area / Village	
State *	District *	PIN Code *
Select	Select	Enter PIN Code
Latitude	Longitude	 Mobile Number *
Enter Latitude	Enter Longitude	+91 Enter Mobile Number
 Telephone Number (with STD Code)	 Email Address *	 FAX Number (with STD Code)
STD Enter Telephone Number	Enter Email Address	STD 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 2017-2018	Return Filing Period November-2017	ARN AA371117000147N
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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 PAN:

- 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

● indicates mandatory fields

Cancellation Details

Reasons for Cancellation*

Change in constitution of business leadin

Date from which registration is to be cancelled*

CALENDAR

Particulars to Last Return Filed

Financial Year 2017-2018	Return Filing Period November-2017	ARN AA371117000147N
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Details for Transfer, Merger or Change in Constitution

GSTIN*

SEARCH

BACK
SAVE & CONTINUE

Ceased to be liable to pay tax :

- 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*

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

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

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

Payment from Electronic Credit Ledger

Debit Entry Number	Central Tax	Integrated Tax	State Tax/ UT Tax	Cess
	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
	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 :

- 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

Financial Year

2017-2018

Return Filing Period

November-2017

ARN

AA371117000147N

Particulars to Last Return Filed

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

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

Payment from Electronic Credit Ledger

Debit Entry Number	Central Tax	Integrated Tax	State Tax/ UT Tax	Cess
	₹ 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

Others (Please specify)*

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

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

Payment from Electronic Credit Ledger

Debit Entry Number	Central Tax	Integrated Tax	State Tax/ UT Tax	Cess
	₹ 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

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 •

Transfer of business on account of amalgamation

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*

Designation / Status

Date

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*

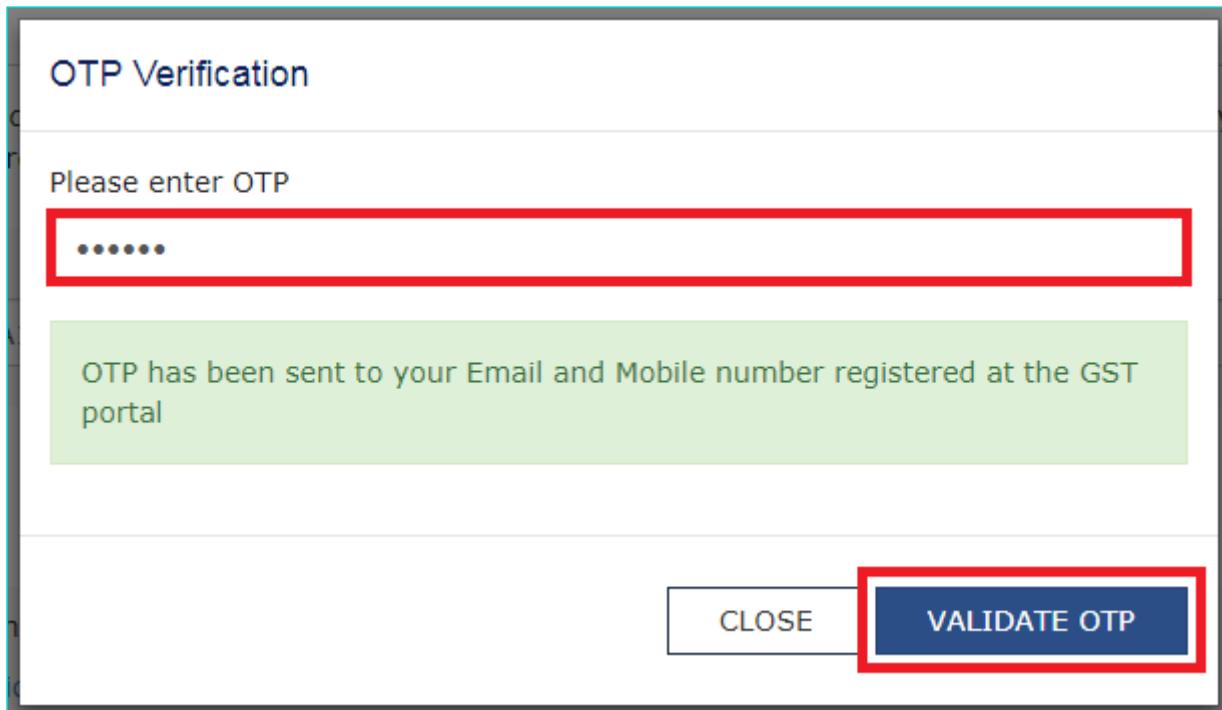
Designation / Status

Date

DSC is compulsory for Companies & LLP
 Facing problem using DSC? Click here for help

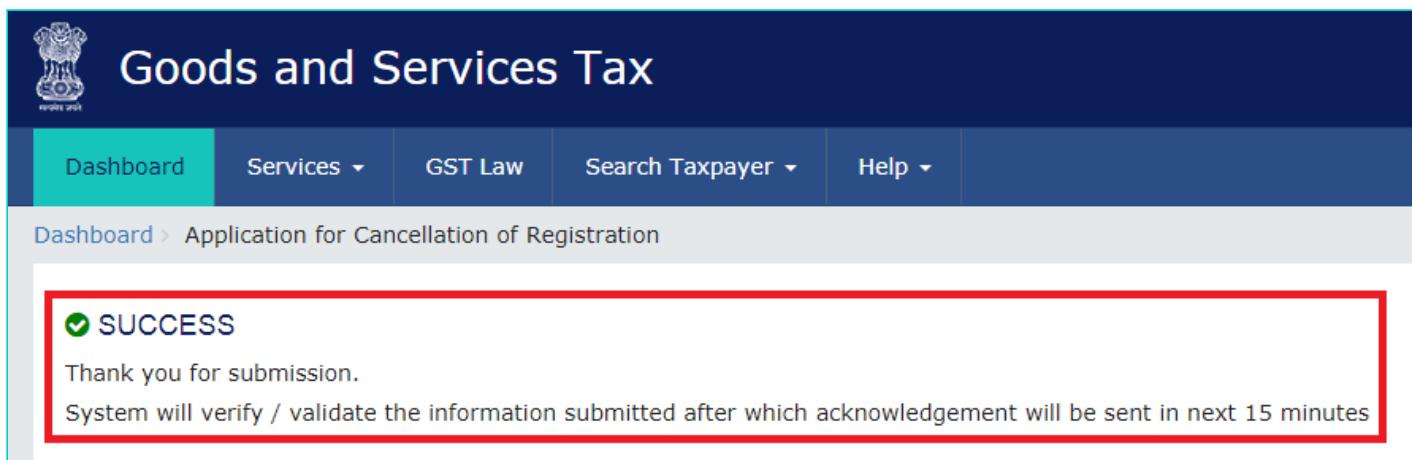
[BACK](#) [SUBMIT WITH DSC](#) [SUBMIT WITH EVC](#)

13. Enter the OTP.



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.



A screenshot of the GST Portal. The header features the Indian national emblem and the text 'Goods and Services Tax'. The navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The main content area shows the path 'Dashboard > Application for Cancellation of Registration'. Below this, a red-bordered box contains a green checkmark icon and the word 'SUCCESS'. The text 'Thank you for submission.' and 'System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes' is displayed within the box.

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

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.

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.

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