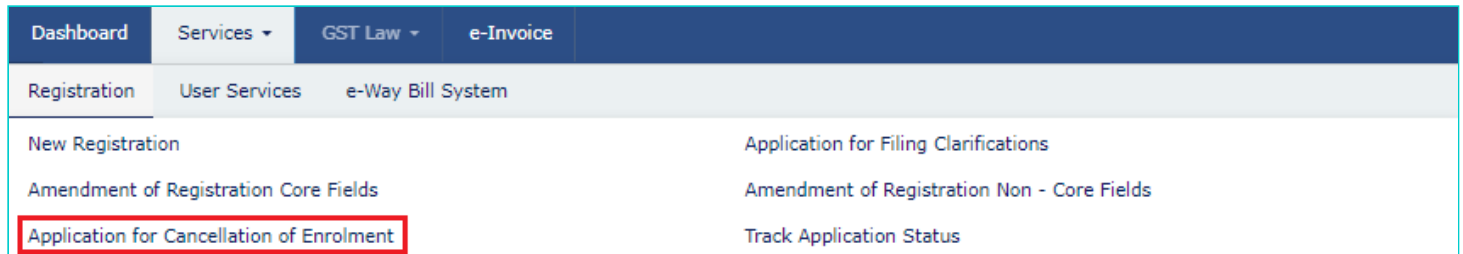


Manual > Applying for Cancellation of Enrolment by GST Practitioner

How can I apply for cancellation of enrolment?

To apply for cancellation of enrolment, please perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the GST Portal with valid credentials. Click the **Services > Registration > Application for Cancellation of Enrolment** option.

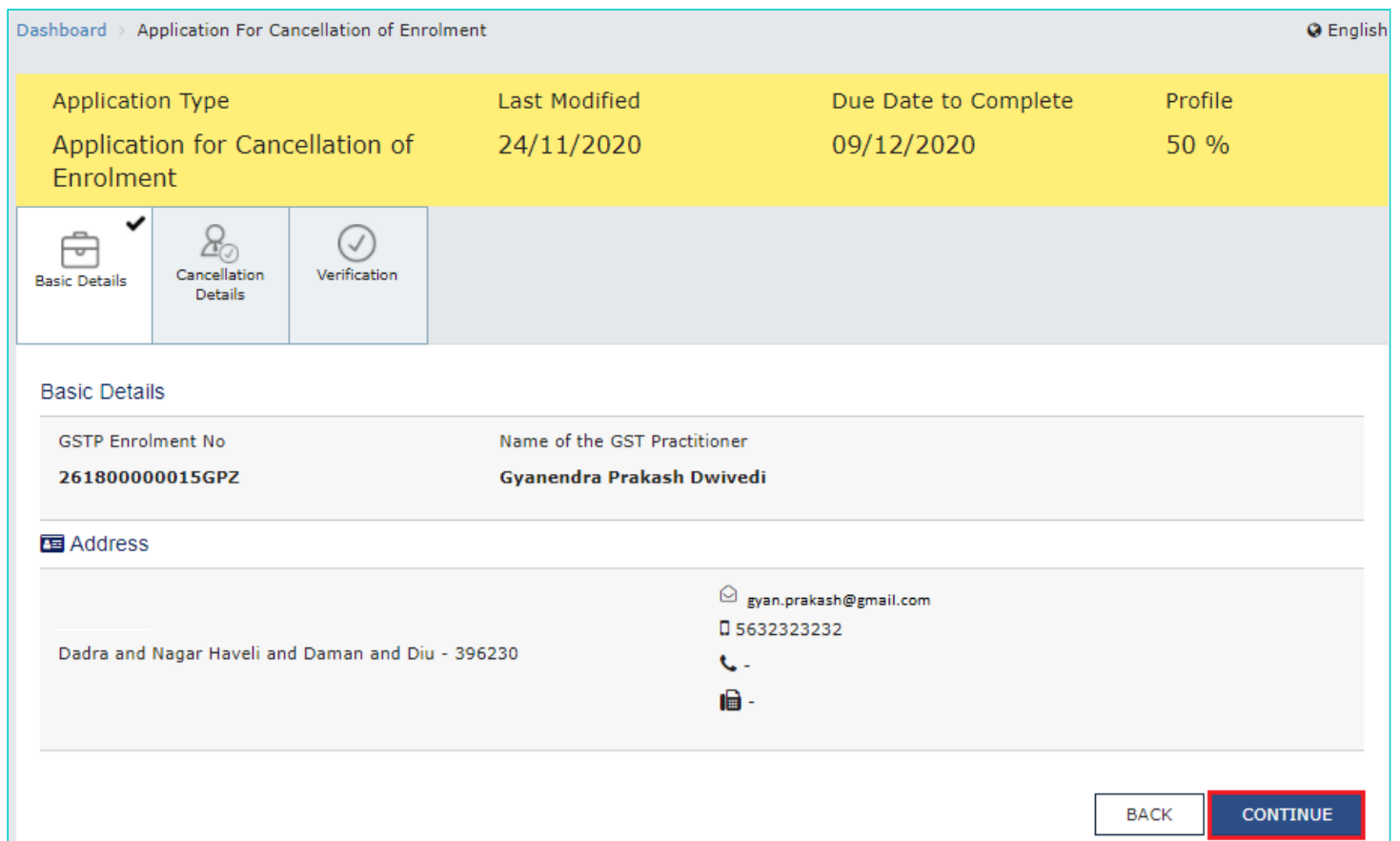


Dashboard	Services ▾	GST Law ▾	e-Invoice
Registration	User Services	e-Way Bill System	
New Registration		Application for Filing Clarifications	
Amendment of Registration Core Fields		Amendment of Registration Non - Core Fields	
Application for Cancellation of Enrolment		Track Application Status	

2. The Application for Cancellation of Enrolment page is displayed which contains three tabs. **Basic Details** tab is selected by default.

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

3. Click the **CONTINUE** button.



Dashboard > Application For Cancellation of Enrolment English

Application Type	Last Modified	Due Date to Complete	Profile
Application for Cancellation of Enrolment	24/11/2020	09/12/2020	50 %

Basic Details Cancellation Details Verification

Basic Details

GSTP Enrolment No 261800000015GPZ	Name of the GST Practitioner Gyanendra Prakash Dwivedi
---	--

Address

Dadra and Nagar Haveli and Daman and Diu - 396230

gyan.prakash@gmail.com
5632323232
-
-

CONTINUE

4. The next tab **Cancellation Details** will get active, requiring you to make suitable selections and provide relevant information in corresponding fields. Enter the **Reason for Cancellation**.

5. Enter the date from which registration is to be cancelled.

6. Click the **SAVE & CONTINUE** button.

Dashboard > Application For Cancellation of Enrolment English

Application Type	Last Modified	Due Date to Complete	Profile
Application for Cancellation of Enrolment	24/11/2020	09/12/2020	50 %

Basic Details

Cancellation Details

Verification

• indicates mandatory fields

Cancellation Details

Reasons for Cancellation *

No longer meeting eligibility conditions for GSTP ✔

Date from which registration is to be cancelled *

24/11/2020 📅


BACK SAVE & CONTINUE


7. Select the Verification checkbox. Enter the Place of making this declaration.


8. Click the **SUBMIT WITH DSC** or **SUBMIT WITH EVC** button.

Dashboard > Application For Cancellation of Enrolment English

Application Type	Last Modified	Due Date to Complete	Profile
Application for Cancellation of Enrolment	24/11/2020	09/12/2020	100 %


 Basic Details ✓


 Cancellation Details ✓


 Verification

• indicates mandatory fields

Verification

✓

I hereby declare that:
 The above declaration is true and correct to the best of my knowledge and belief. I undertake that I shall continue to be liable for my actions as GST Practitioner before such Cancellation.

Name of Applicant


Gyanendra Prakash Dwivedi


Place *

Delhi

Date

24/11/2020

 DSC is compulsory for Companies & LLP

 Facing problem using DSC? [Click here for help](#)

BACK

SUBMIT WITH DSC

SUBMIT WITH EVC

9. A confirmation message is displayed that your application has been submitted successfully.

Dashboard > Application For Cancellation of Enrolment Engl

✔ SUCCESS

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

Note:

- On successfully filing the application for cancellation of enrolment, the system will generate the ARN and display a confirmation message.
- An SMS and an email is sent to the GST Practitioner on his registered mobile and email id.
- Once any GSTP is cancelled then an email will be sent to the all the taxpayers which are assigned to such GSTP stating that particular GSTP has been cancelled.