

# Manual > Cancellation of Registration

## How can I file for cancellation of GST registration?

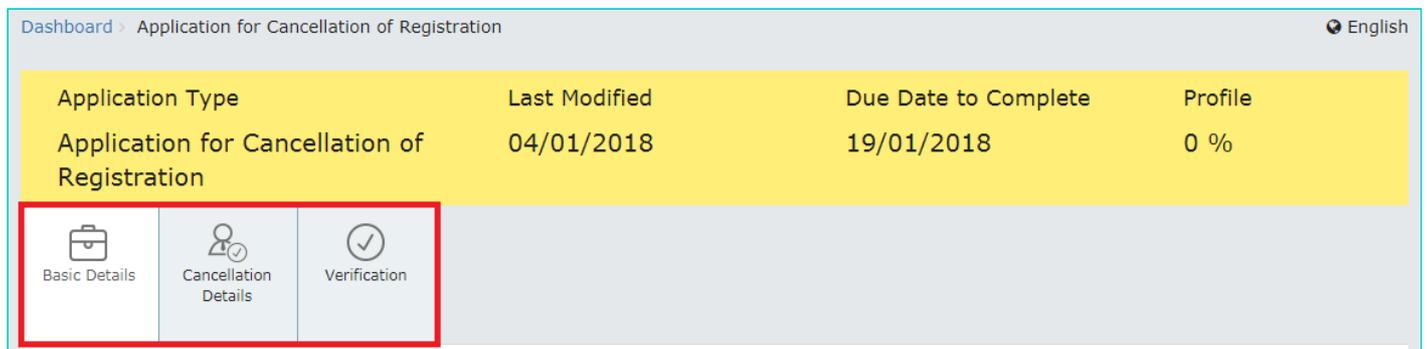
To file for cancellation of GST registration, please perform the following steps:

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 interface. The top navigation bar includes 'Dashboard', 'Services', 'GST Law', 'Search Taxpayer', and 'Help'. The 'Services' menu is expanded, showing 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. Under 'Registration', several options are listed, with 'Application for Cancellation of Registration' highlighted in a red box. Below the menu, there are buttons for 'RETURN DASHBOARD >', 'CREATE CHALLAN >', and 'VIEW NOTICE(S) AND ORDER(S) >', along with a 'Quick Links' section.

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 navigation bar includes 'Dashboard > Application for Cancellation of Registration' and a language selector set to 'English'. The form displays a table with the following data:

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

Below the table, there are three tabs: 'Basic Details', 'Cancellation Details', and 'Verification'. The 'Basic Details' tab is selected and highlighted in 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 <b>37ACXPk3463A4ZD</b>	Legal Name of the Business <b>Mukesh Dhanjibhai Karshala</b>	Trade Name
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### 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 Enter Mobile Number"/>
Telephone Number (with STD Code) <input type="text" value="STD Enter Telephone Number"/>	Email Address • <input type="text" value="Enter Email Address"/>	FAX Number (with STD Code) <input type="text" value="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 color 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:

- a) [Change in constitution of business leading to change in PAN](#)
- b) [Ceased to be liable to pay tax](#)
- c) [Discontinuance of business / Closure of business](#)
- d) [Others](#)
- e) [Transfer of business on account of amalgamation, merger, demerger, sale, leased or otherwise](#)

### 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
- Death of Sole Proprietor

**Change in constitution of business leading to change in PAN:**

- 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 •

Date from which registration is to be cancelled •



Particulars to Last Return Filed

Financial Year	Return Filing Period	ARN
<b>2017-2018</b>	<b>November-2017</b>	<b>AA371117000147N</b>

### 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.



• 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

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

#### Payment from Electronic Credit Ledger

	Central Tax	Integrated Tax	State Tax/ UT Tax	Cess
<b>Debit Entry Number</b>	₹ 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.

• indicates mandatory fields

## Cancellation Details

## Reasons for Cancellation •

Discontinuance of business/ Closure of bi

## Date from which registration is to be cancelled •

DD/MM/YYYY

## Particulars to Last Return Filed

Financial Year  
2017-2018Return Filing Period  
November-2017ARN  
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 &amp; 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.



• 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, de-merger, sale, leased or otherwise:

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 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

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**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 • <input type="text" value="Select"/>	Place • <input type="text" value="Enter Place"/>
Designation / Status _____	Date 04/01/2018

**i** DSC is compulsory for Companies & LLP

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

**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

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**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 • <input type="text" value="Angad Jasbirsingh Arora[AJIPA1572E]"/>	Place • <input type="text" value="Anatapur"/>
Designation / Status Director	Date 04/01/2018

**i** DSC is compulsory for Companies & LLP

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

13. Enter the **OTP**.

OTP Verification

Please enter OTP

.....

OTP has been sent to your Email and Mobile number registered at the GST portal

CLOSE VALIDATE 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.

Goods and Services Tax

Dashboard Services GST Law Search Taxpayer Help

Dashboard > Application for Cancellation of Registration

**✓ SUCCESS**  
Thank you for submission.  
System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

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

Navigation menu: Dashboard, **Services**, GST Law, Search Taxpayer, Help

Sub-menu: **Registration**, Ledgers, Returns, Payments, User Services, Refunds

- 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  
 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 > 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 > 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