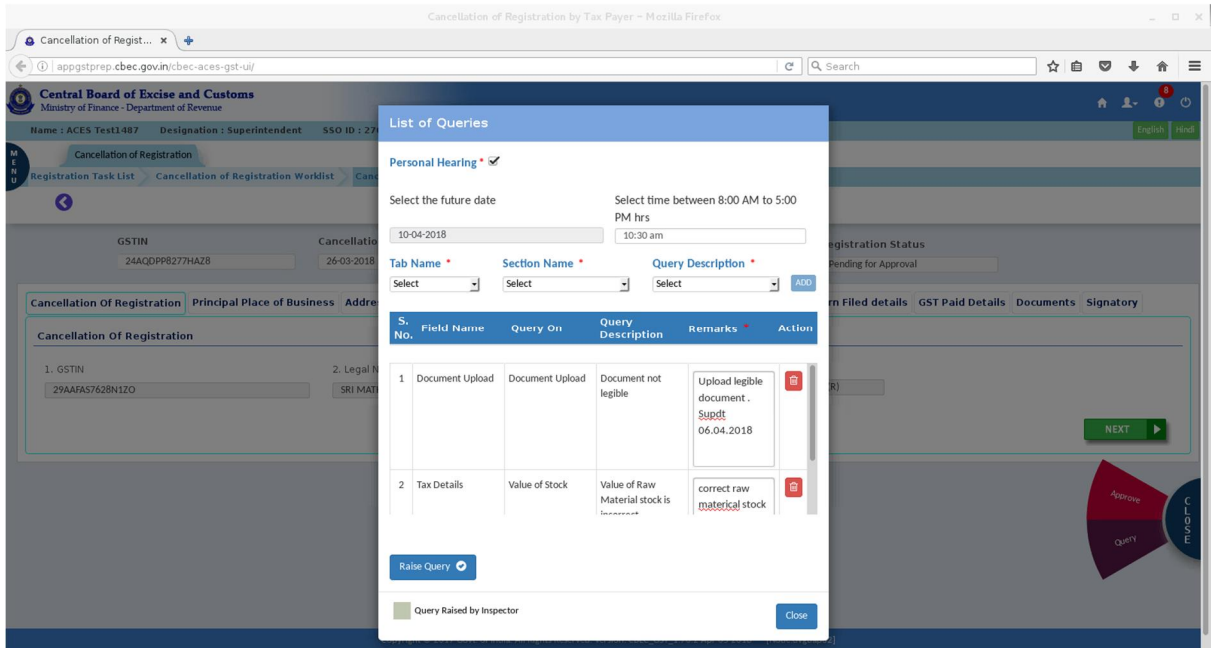


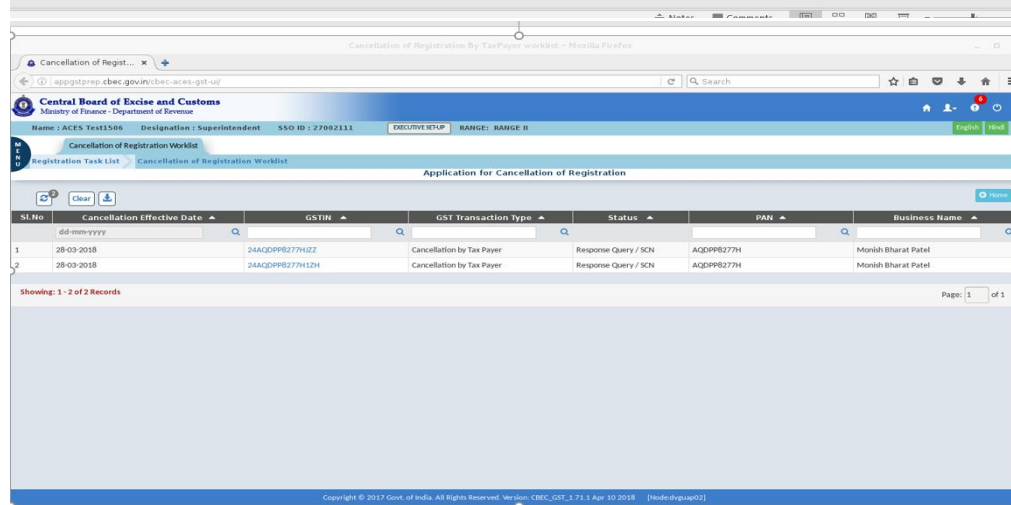
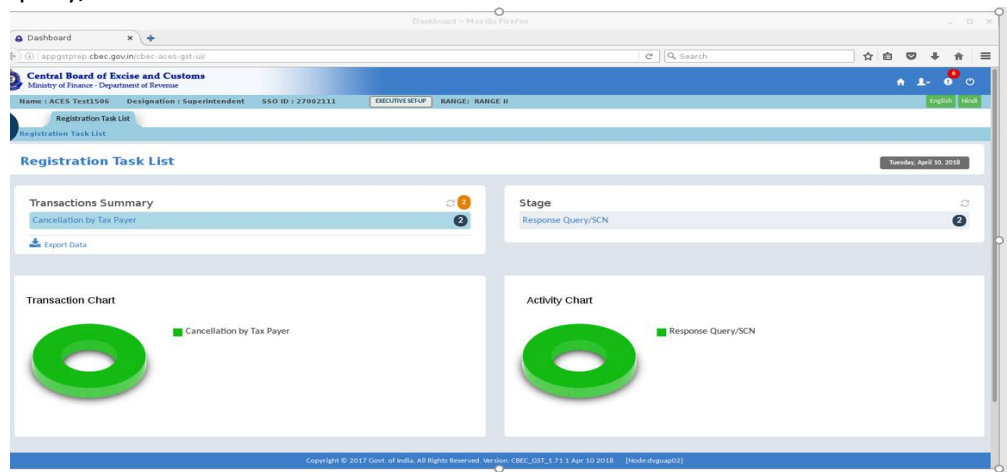
PROCESSING OF CANCELLATION OF REGISTRATION BY TAX PAYER

1. Application filed by the Tax payer will land on Range Superintendent Dashboard.
2. Application can be delegated to Inspector for verification as done in Normal Registrations and Amendment applications.
3. Based on the verification report received, further course of action either to approve or reject will be initiated by Supdt.
4. Rejection process- Before rejecting the application, query has to be raised. On click of query button, pop up screen will be displayed wherein fixing of PH date and time is mandatory, without which the proper officer cannot proceed to process the cancellation request. (Screen as it appears is shown below)

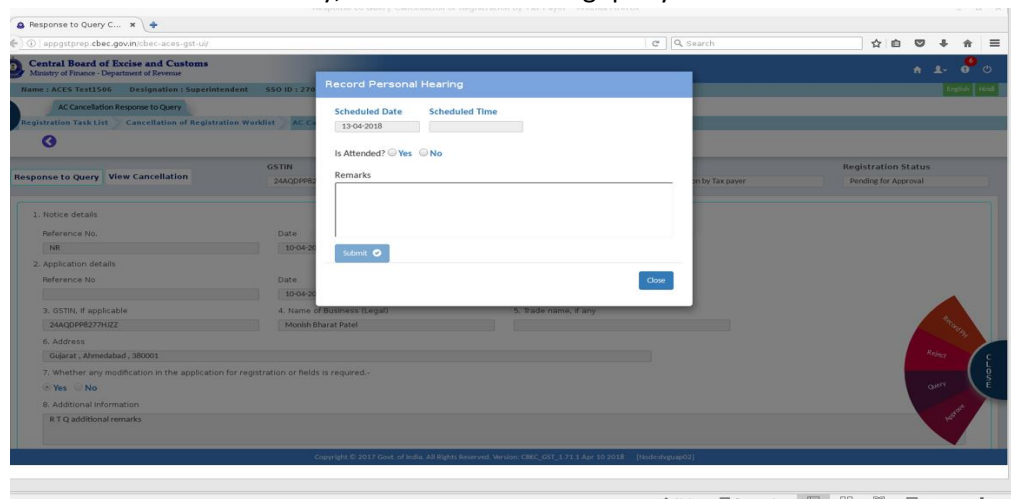


- 5) After raising query the record will move to Response Awaited Category.

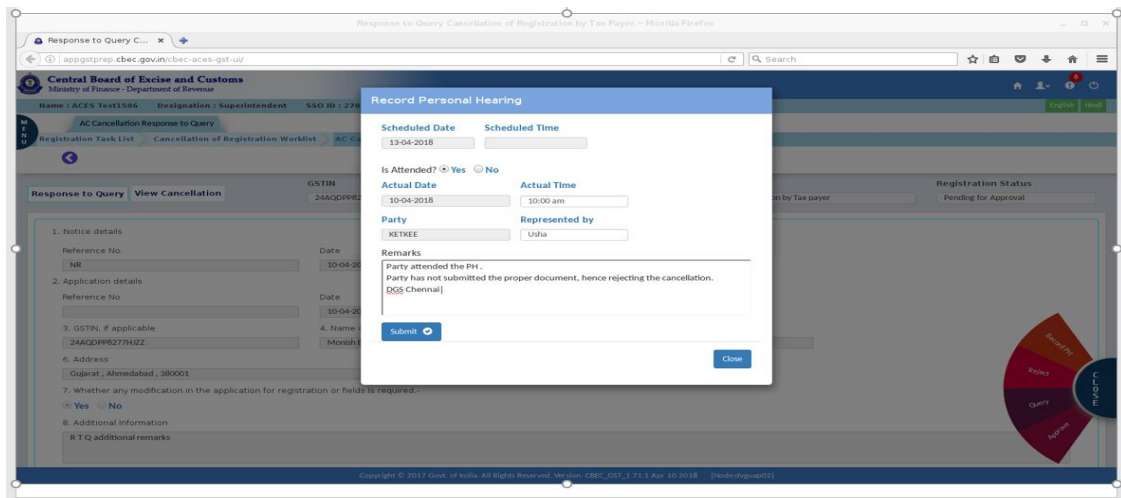
6) After submission of Response by Tax payer the record will move to Response to query/SCN



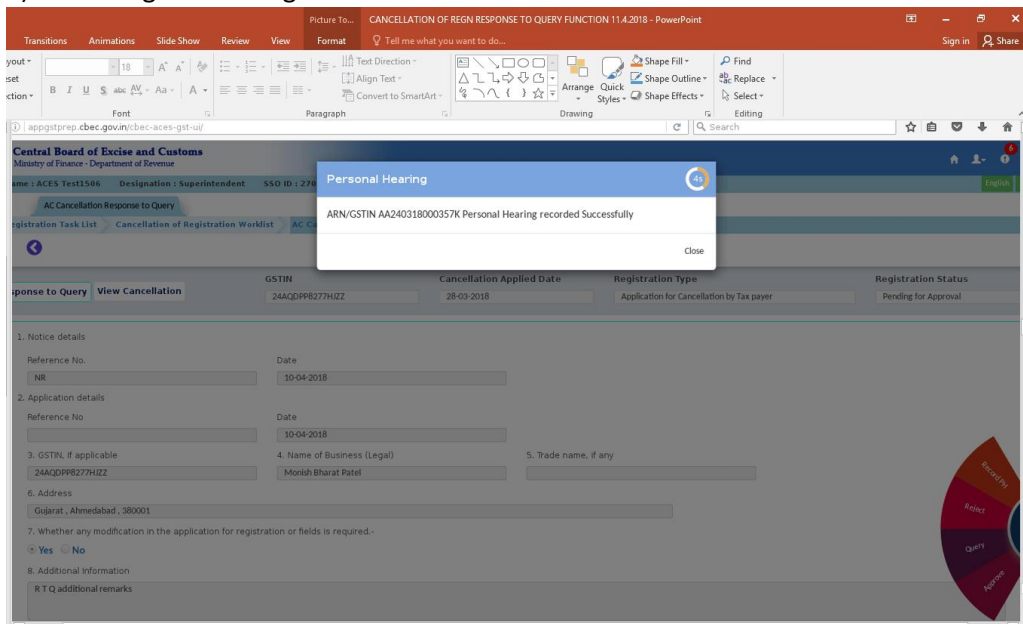
7) On receipt of response - Recording of PH button will appear which will display the PH date and time fixed initially, at the time of raising query.



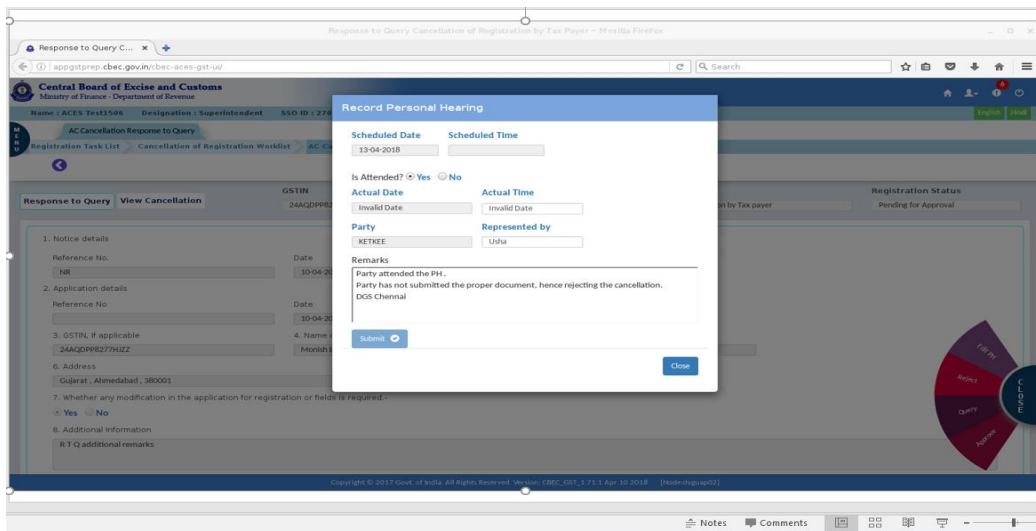
8) Fill up the details as to whether the taxpayer attended PH “Yes” or “No” along with Remarks and submit the button. There is an option for the officer to enter the actual date and time of conduct of PH.



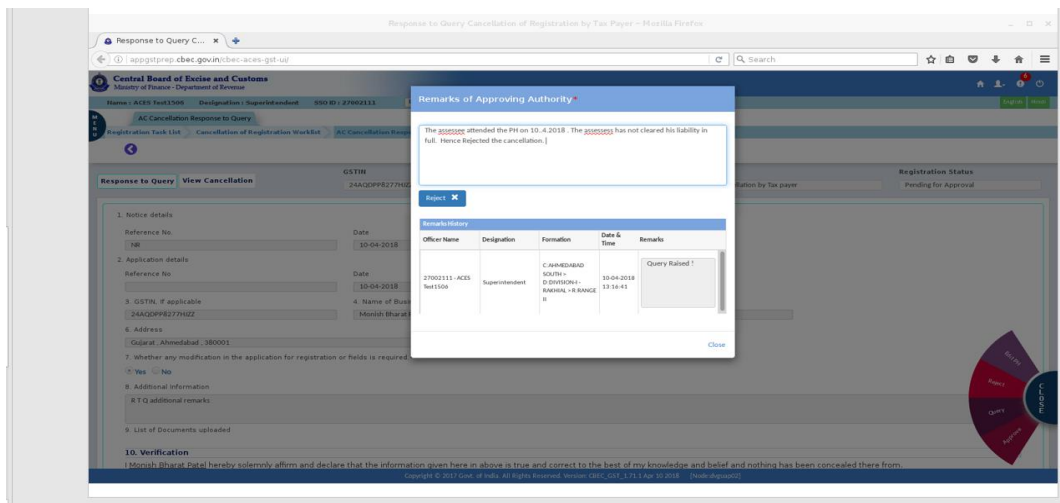
9) Recording of PH will get submitted.



10) Also the PH recorded can be Edited with help of Edit PH button, if required. Response from the taxpayer through online is mandatory for either approval or rejection of the cancellation request. This will appear as an alert “Response to Query/SCN” in the dashboard of the officer. Similarly, if no response is received from the taxpayer through GSTN portal, GSTN will send an alert accordingly, which will be displayed as “Response not received” in the dashboard and the only option for the officer is to reject the request for cancellation in such a scenario.



11) The application can be rejected by entering the remarks in the pop up message box. On entering the remarks the Reject button will be enabled for rejection.



12) Likewise, the cancellation which are approved can be viewed under "Inactive List" under the status cancelled.

Microsoft Word window: cancellation moving to inactive list - Word

Central Board of Indirect Taxes and Customs
Ministry of Finance | Department of Revenue

Registration Master Archive List Page - Mozilla Firefox

Cancelation of Registration Worklist | InActive Registration List

Indirect Registration List

Sl.No	Jurisdiction	GSTIN	GST Reg. Type	Status	PAN	Business Name	Action
1	CAH-MEDABAD-NORTH + D-DIVISION-0 - NARODA ROAD + R-RANGE-1	24ABEP091202Z1	Application for New Registration	ANCELLED	AERPGTPE	RAHUL LALASO GAIKWAD	*
2	CAH-MEDABAD-NORTH + D-DIVISION-0 - NARODA ROAD + R-RANGE-1	24BCLP5946N2Q1	Application for New Registration	ANCELLED	BUCPG94N	PRAL SONI	*
3	CAH-MEDABAD-NORTH + D-DIVISION-0 - NARODA ROAD + R-RANGE-1	24BKUP581502C	Application for New Registration	ANCELLED	BHUP581C	SUBHEEL KUMAR SANKEEV	*

Sl.No	Transaction Type	Transaction Date	Category	Approved Date	View Details
1	Cancelation By Tax Payer	20-04-2018	Approved	25-04-2018	24BKLPS581502C

Showing: 1 - 3 of 3 Records

Page 1 of 1

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