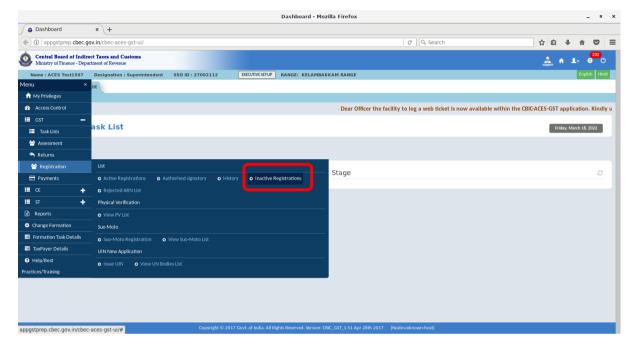
Restoration of Cancelled Registrations based on Appellate order

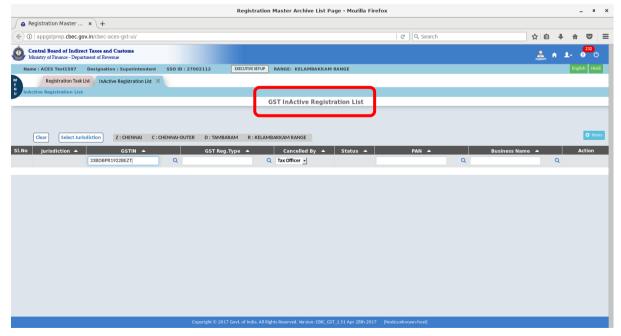
**

Step by step guide to use the functionality is as under:

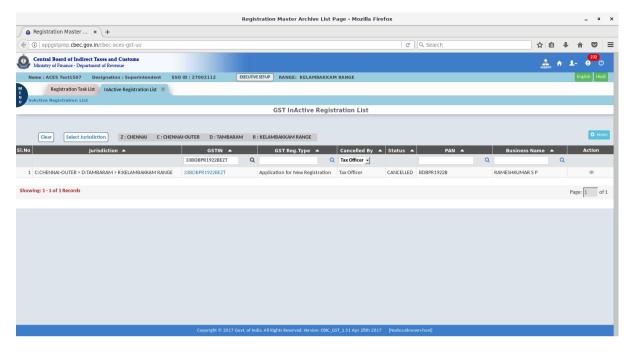
1. Range officer to Login and Select Menu-Registration-Inactive Registrations as shown below.



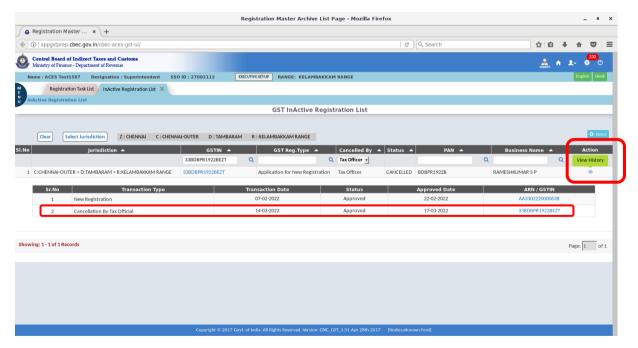
2. Click on the Inactive Registration referred above displays the GST Inactive Registration list as below.



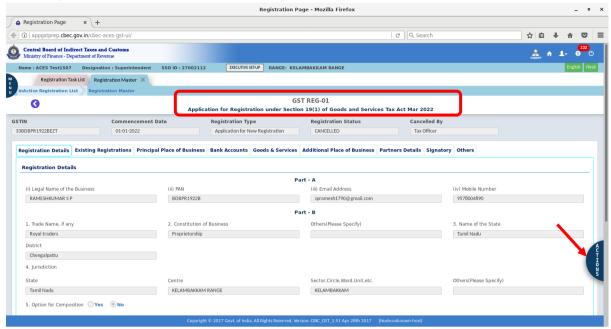
3. Enter the GSTIN to be restored in the GSTIN search box and click on search icon. GSTIN details is displayed as below.



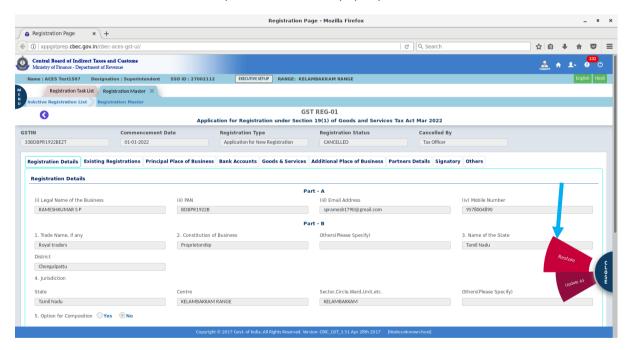
3. (a) Click on Eye icon under the action column will show the past action details for cancelling the registration as below.



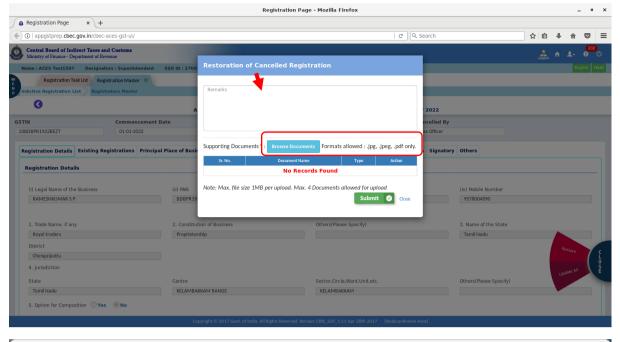
4. On click of hyperlink of GSTIN, REG-01 details will be displayed with action button displaying on the right side as below.

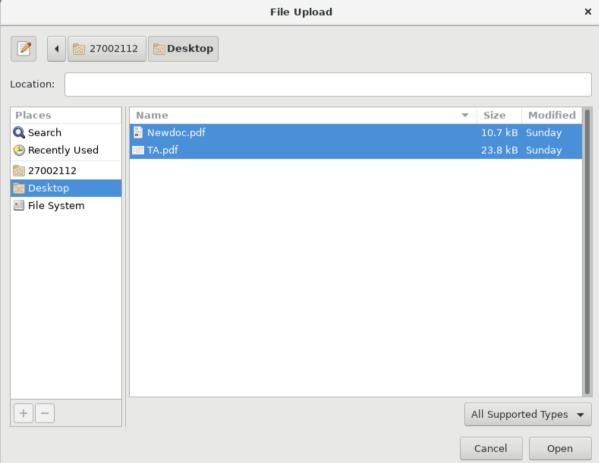


5. On click of action button, option to 'Restore', pops up as below.

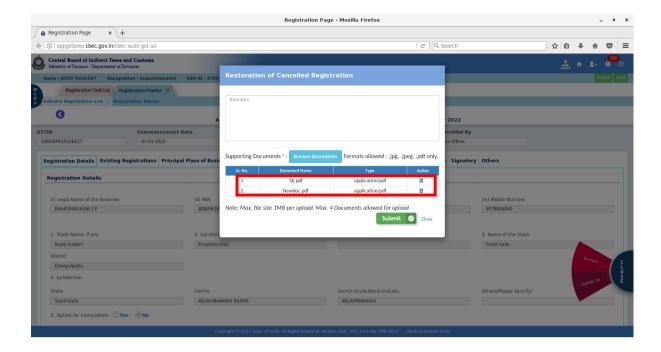


6. Click of 'Restore'. Screen to enter the remarks and to upload the documents pops up as below. 4 documents totally upto 1 MB can be uploaded in .jpg or .jpeg or .pdf format. Enter the remarks and click on browse documents to upload the documents.

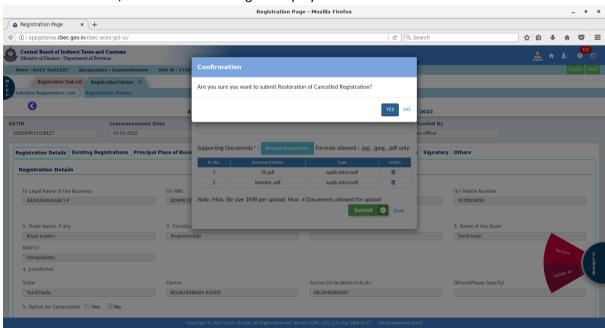




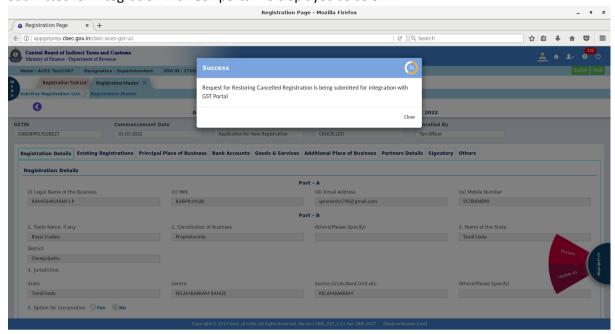
7. On successful upload of documents, the screen appears as under:



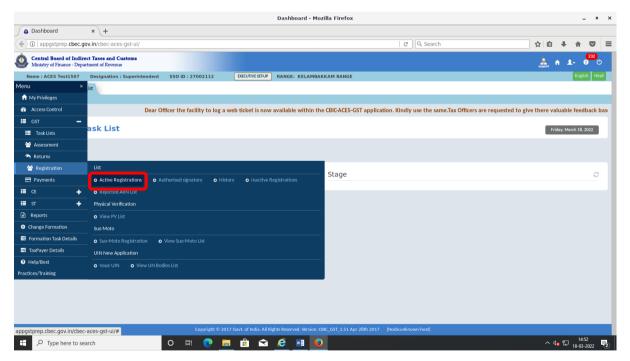
8. On click of 'Submit', confirmation message is displayed as below.



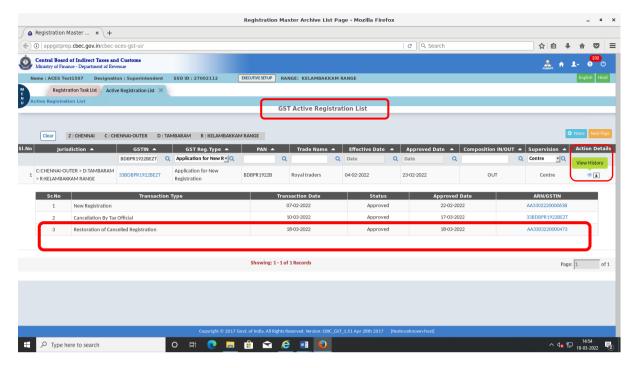
9. On click of 'Yes', a success message "Requestfor Restoring Cancelled Registration is being submitted for integration with GST portal" is displayed as below.



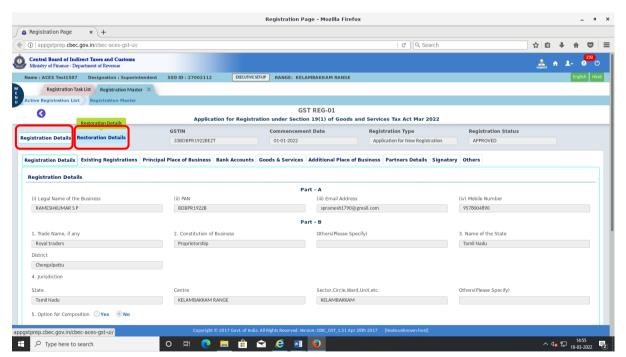
10. After the registration is restored successfully, the registration will appear in 'Active Registration' list page.



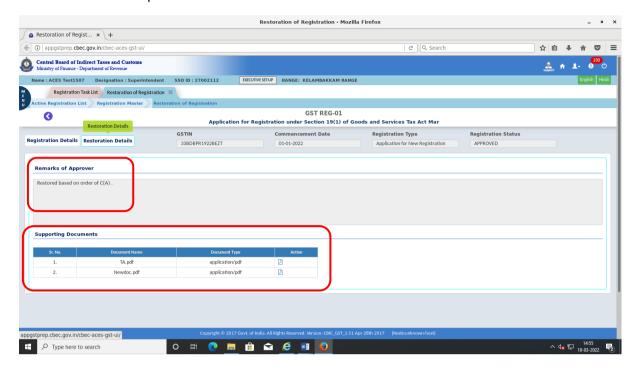
11. **Active Registration** list page is displayed as below. On click of action details, row reflecting the transaction for the Restoration will be displayed, with hyperlink on ARN.



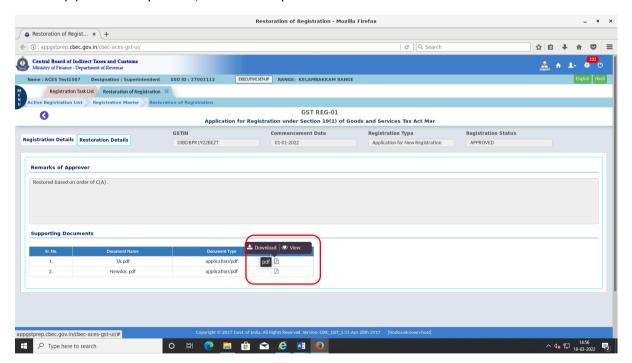
12. On clickof hyperlink of ARN, REG-01 details and Restoration details tab is displayed. Reg-01 tab will display the registration details.



13. On click of Restoration details tab, remarks of officer along with supporting documents which were uploaded can be seen.



14. (a) On click of pdf icon, documents uploaded can be viewed.



15. In exceptional cases, it is possible that a revocation application is filed online and pending for order by the jurisdictional AC/DC. In such cases, below error message (Revocation ARN is pending for approval, kindly take action on revocation ARN) is displayed.

