# PROCESSING OF APPLICATION FOR CANCELLATION OF REGISTRATION FROM OIDAR TAXPAYERS

1. Log in ACES GST Application and navigate to the task list (*Menu-GST-Registration*). Cancellation applications filed by OIDAR taxpayer will be displayed under **'Pending for approval'** in the dashboard of the JRO as below.

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#### 2. On click of pending for approval, transaction work list of cancellation ARNs is displayed as below.

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3. On click of hyperlink of 'GSTIN', form Reg-16 (Application for cancellation filed by taxpayer) is displayed as below.

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4. On click of 'Action' button, "Approve" & "Query" option is displayed as below.

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5. 'Approve' and 'Query' options can be used as under:

**5.1. Approve:** To be used when cancellation application is found complete and can be approved without seeking any further details or clarifications from the taxpayers.

5.1.1 On Click of "Approve" pop up window to enter the remarks of approving authority is displayed as under.

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### 5.1.3 After entering remarks, click "Approve". Following confirmation message displays.

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5.1.4 Click Yes. Success message is displayed as below and the approval process is completed. Status of GSTIN changes to cancelled.

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- **5.2 Query:** To be used when cancellation application is found deficient and further details or clarifications are required from the taxpayers to pass the order.
- 5.2.1 Click "Query". Pop up window is displayed as below to enter query, PH date and time.

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5.2.2 Select PH date and time and then select standard queries from the drop down as below.

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## 5.2.3 Click 'Raise Query'. Below confirmation message is displayed.

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5.2.4 Further, on click of Yes, below success message is displayed.

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5.2.5 After raising query, the task moves from 'Pending for approval' to 'Response awaited' at the dashboard of the Range Officer as displayed below.

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**5.3 Response filed by taxpayer:** After submission of reply by taxpayer, the task moves from 'Response awaited' to 'Response to query/SCN' in the officer's dashboard as below.

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5.3.2 On click of hyperlink of GSTIN, tabs viz., 'Response to query' and 'View cancellation' are displayed. 'Response to query' tab displays the response filed by the taxpayer.

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## 5.3.3 'View Cancellation' tab displays Cancellation application form Reg-16

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5.3.4 Click of action button shows options for Record PH, Query, Approve & Reject.

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**5.3 Record PH:** After receipt of response to query, PH to be recorded before passing order.

5.4.1 Click Record PH. Following window pops up. Fill up relevant details and submit.

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5.4.2 On click of 'Submit', confirmation message displays as below.

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5.4.3 Further, on click of 'Yes', below success message is displayed. This completes completion of recording of PH.

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5.5 After recording PH, the application can either be approved or rejected.

5.5.1 For approving, steps at 5.1.1 to 5.1.4 to be followed.

5.5.2 **Reject:** This option to be exercised when the application is not found fit for approval. Click 'Reject'. Following window displays. Enter the rejection remarks and click 'Reject'.

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5.5.3 On click of 'Reject', below confirmation message is displayed.

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5.5.4 Further, on click of 'Yes', below success message is displayed. This completes the rejection after receipt of response to query.

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5.6 **Response Not filed by taxpayer:** If taxpayer fails to file reply within the stipulated period of seven working days, the task moves from 'Response awaited' to 'Response not received' at the dashboard of Range officer as shown below.

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In this scenario, only option to reject would be available in the action button. Steps at 5.5.2 to 5.5.4 to be followed to reject the application in absence of response to query.

- 6. **Delegate the application to Inspector for verification:** If the Range officer wants the application to be verified by Inspector, then the cancellation application can be delegated to Inspector for verification.
- 6.1For delegation to Inspector, click on checkbox and then select delegate as shown in the screen below. A window displaying the list of Inspectors mapped to the range is displayed.

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6.2 Select the Inspector, enter the remarks and click "Delegate".

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## 6.3 On click of "Delegate", confirmation message as below is displayed.

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6.4 Further, on click of 'Yes', below success message will be displayed. This completes the process of delegation.

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6.5 After delegation, task moves to 'Pending for approval/Delegated to Inspector' in the transaction worklist of Range Officer as under.

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7. **Verification by Inspector:** After delegation by the Range Officer, the ARN appears on the Inspector's dashboard as in the screen below.

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7.1 On click of 'pending for verification', transaction work list is displayed as below.

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7.2 On click of hyperlink of 'GSTIN', form Reg-16 (Application for cancellation filed by taxpayer) is displayed as below.

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7.3 On click of 'Action' button, "Verify" option is displayed as below.

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7.4 On click of 'Verify', below window is displayed to enter the verification remarks. Window also contains the remarks of the Range Supdt seeking the verification report.

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### 7.5 Enter the verification remarks and click on submit.

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

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7.7 On click of 'Yes', success message is displayed as below. This completes the verification by Inspector.

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8. **Receipt of verification report from Inspector:** Upon receipt of verification report, the ARN moves to Superintendents dashboard under 'Pending for approval'.

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8.1 On click of pending for approval, transaction worklist is displayed where the status of application is updated to 'Pending for approval/verified by Inspector'.

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8.2 Further, on click of hyperlink of GSTIN, Form Reg 16 is displayed.

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#### 8.3 Click of action button shows two options viz., 'Approve' and 'Query'.

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8.4 Click "Approve" to view the verification remarks from the Inspector. Further action as deemed fit, can be taken to either approve or raise query as explained in para 5.1 &5.2 above.

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- 9. **Status of GSTIN after disposal of the application:** Status of GSTIN and details of the action taken can be viewed as under:
- 9.1 **Application approved without raising query:**
- 9.1.1 After cancellation is approved, cancelled GSTIN can be viewed in "Inactive Registration list page" (*Menu-GST-Regn-Inactive Registrations*)

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9.1.2 From the action column, on click of view history (eye icon), the row expands to reflect the transaction on cancellation details.

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9.1.3 On click of hyperlink of GSTIN, Reg 16 form is displayed. Action button displays 'Query History' and 'Approval History'.

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9.1.4 Click of Query history shows the queries raised by the officer. Since this application was approved directly without raising query, no queries are found.

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#### 9.1.5 Click of 'Approval History' shows the approval remarks entered by officer

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**9.2 Approved after raising query:** Details can be viewed in the manner explained in steps 9.1.1 to 9.1.5 except that in step 9.4, details of queries can be viewed in the query history.

**9.3 Rejected after raising query:** After the application is rejected, the GSTIN status remains active and Active list page is updated with the transaction row displaying the rejection details.

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9.3.1 On click of hyperlink of GSTIN, Reg form 16 is displayed. Action button displays 'Query History and Approval History'

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9.3.2 'Query History" displays the list of query raised by officer as in the below screen.

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