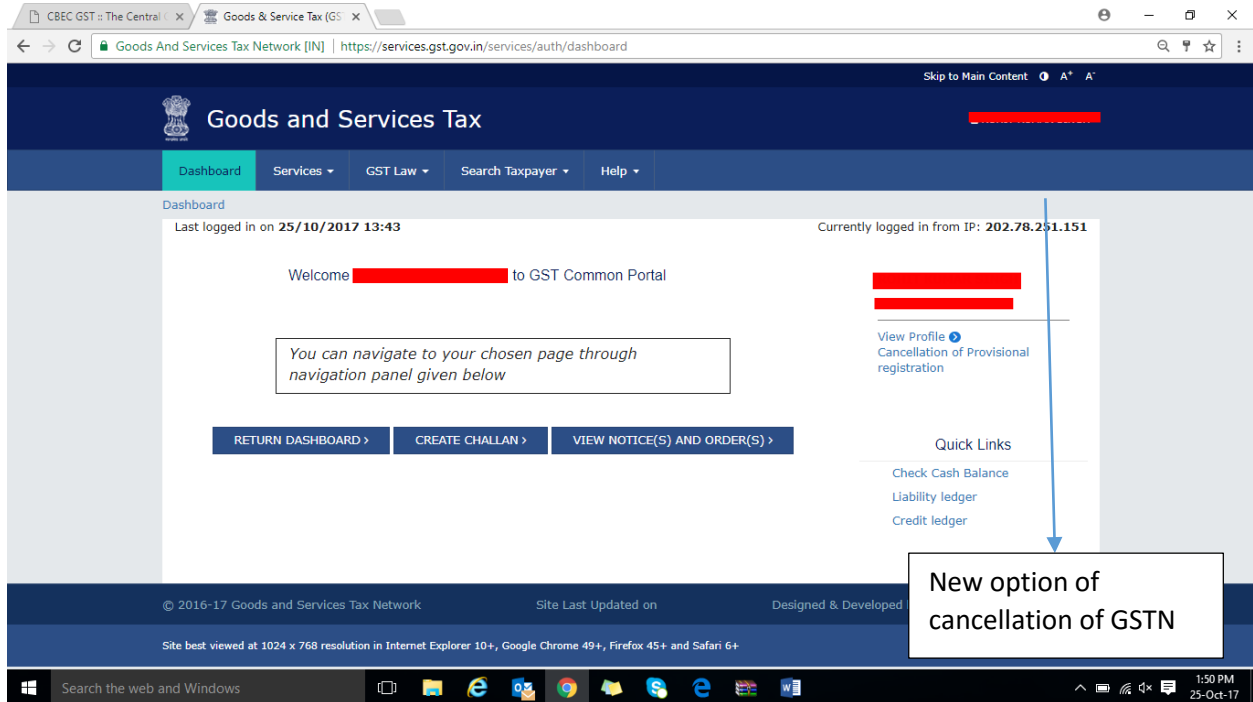


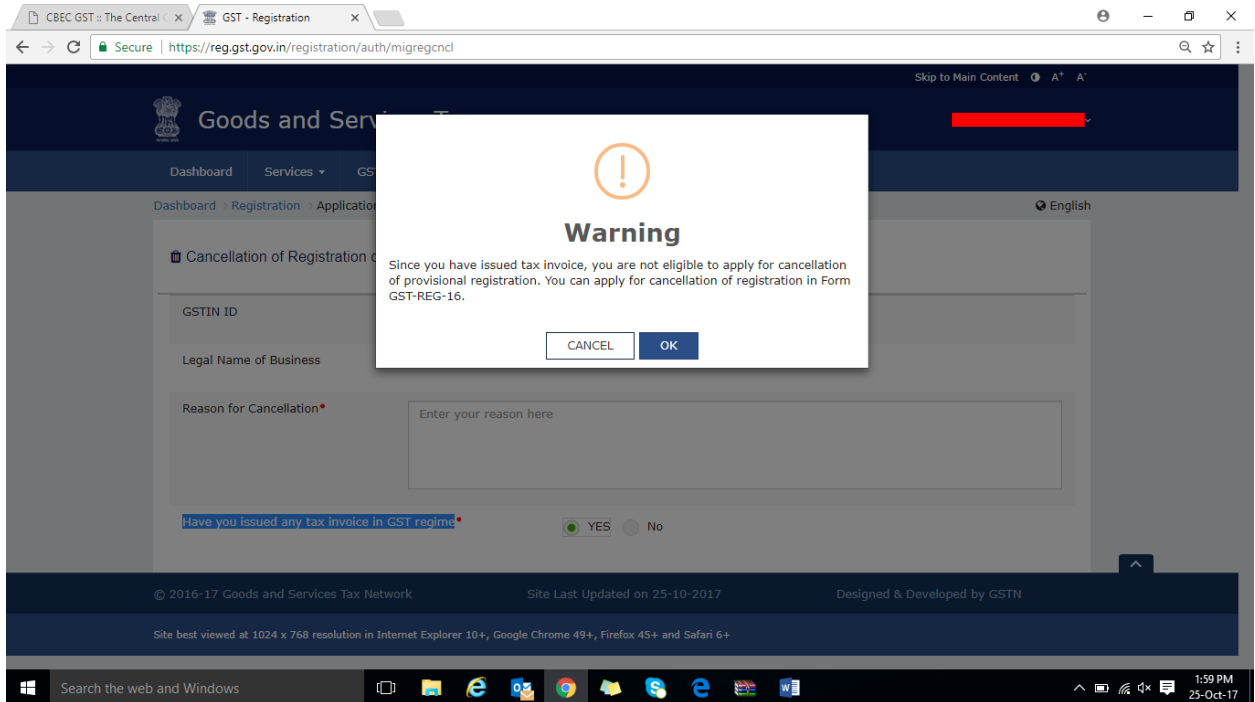
## Cancellation of GSTN Registration

1. Select Cancellation of provisional registration. This option is applicable only if GST invoices are not issued.



The screenshot shows the GST Common Portal dashboard. The user is logged in from IP: 202.78.251.151. The dashboard includes a navigation panel with options like 'RETURN DASHBOARD', 'CREATE CHALLAN', and 'VIEW NOTICE(S) AND ORDER(S)'. A blue arrow points to the 'Cancellation of Provisional registration' link in the 'Quick Links' section. A callout box highlights this link with the text 'New option of cancellation of GSTN'.

2. In case GST invoice is issued for the registration then it can be cancelled through Form GST-REG-16



The screenshot shows the GST-REG-16 form for cancellation of registration. A warning message is displayed in a modal box: 'Warning: Since you have issued tax invoice, you are not eligible to apply for cancellation of provisional registration. You can apply for cancellation of registration in Form GST-REG-16.' The form fields include 'GSTIN ID', 'Legal Name of Business', and 'Reason for Cancellation'. There are 'CANCEL' and 'OK' buttons at the bottom of the warning box. The form also has a section for 'Have you Issued any tax invoice in GST regime?' with 'YES' and 'No' radio buttons.

3. Mention the reason for cancellation . Select “No” for “Have you issued any tax invoice in GST regime” Question. Submit by attaching DSC or EVC as applicable

The screenshot displays the GST Registration portal interface. The main heading is "Goods and Services Tax". The navigation menu includes "Dashboard", "Services", "GST Law", "Search Taxpayer", and "Help". The current page is titled "Application for Cancellation of Registration of Migrated Taxpayer".

The form contains the following sections:

- Cancellation of Registration of Migrated Taxpayer**
  - GSTIN ID: [Redacted]
  - Legal Name of Business: [Redacted]
  - Reason for Cancellation: [Text area with placeholder "Enter your reason here"]
  - Have you issued any tax invoice in GST regime:  YES  No
- 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 .
  - Name of Authorized Signatory: [Dropdown menu with "Select" option]
  - Place: [Text field with placeholder "Enter Place"]
  - Designation / Status: [Text field]
  - Date: 25/10/2017

Additional information and instructions:

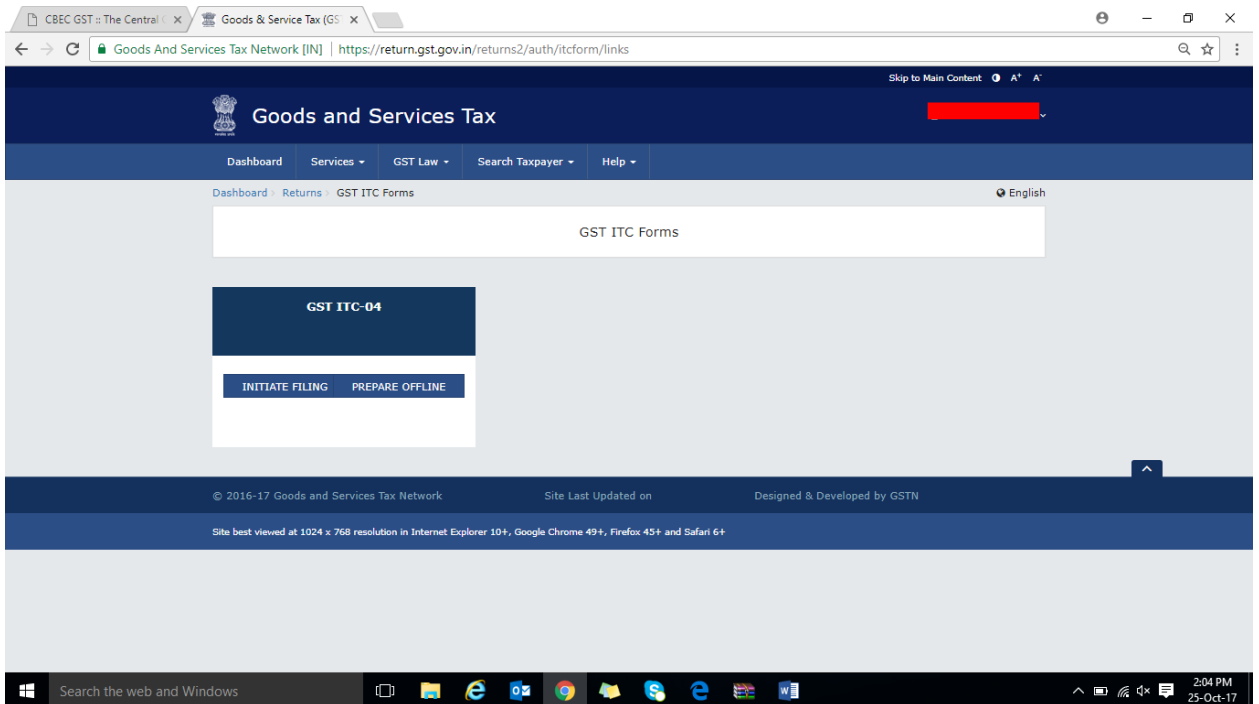
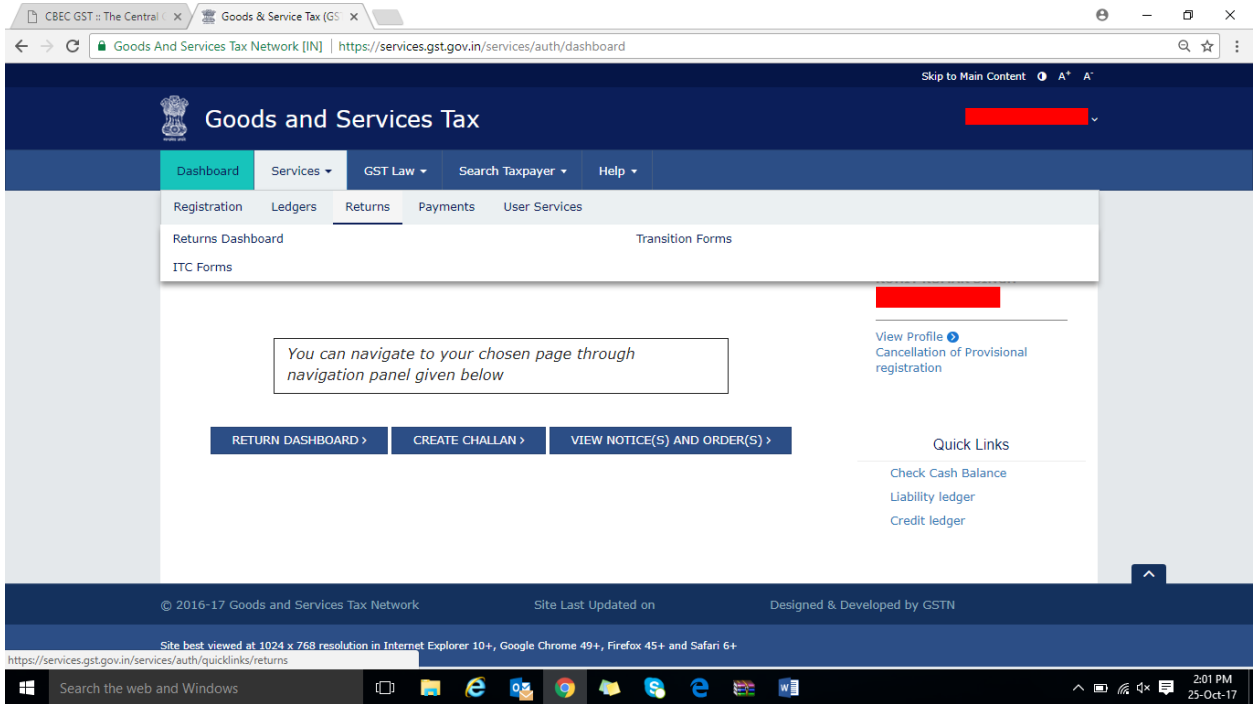
- DSC is compulsory for Companies & LLP
- Facing problem using DSC? [Click here for help](#)
- Submit buttons will get enabled only after all mandatory fields are filled. Please check that you have filled all mandatory fields in the Form.

Submission buttons: BACK, SUBMIT WITH DSC, SUBMIT WITH EVC.

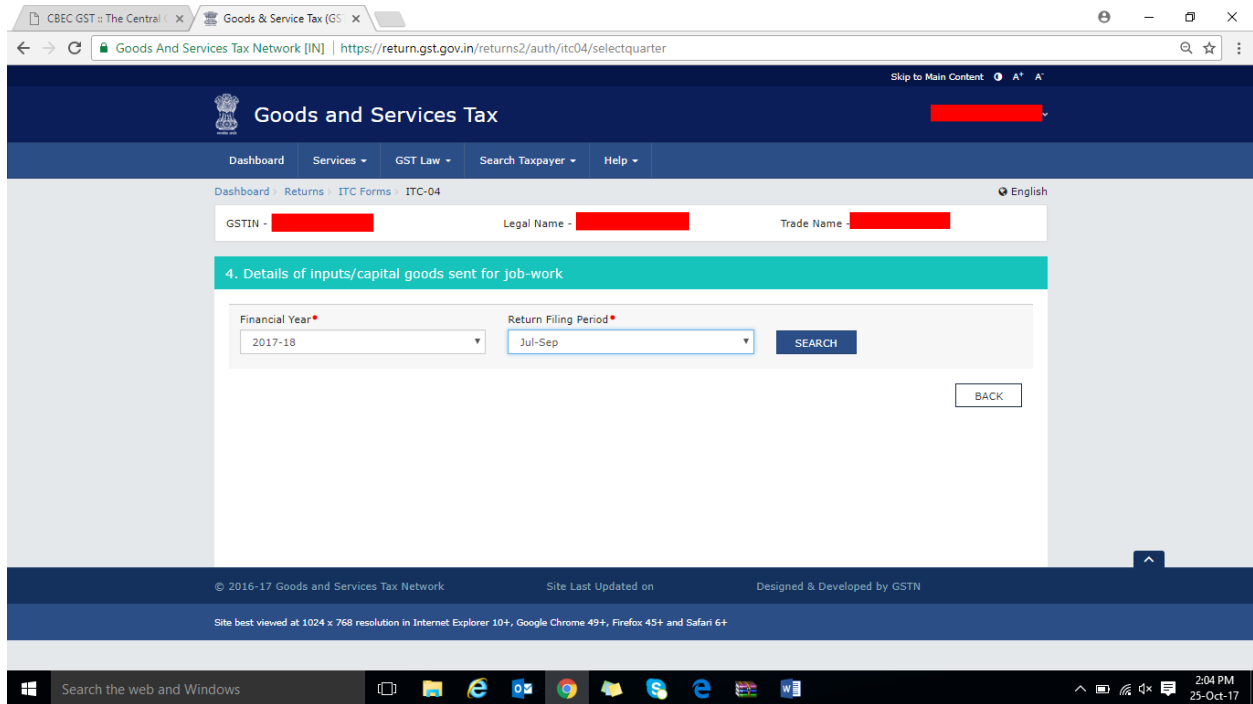
Footer: © 2016-17 Goods and Services Tax Network. Site Last Updated on 25-10-2017. Designed & Developed by GSTN. Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+.

# Filing ITC-04 for Job Work

## 1. Select Services → ITC Forms



- Select "Prepare Offline". Please note ITC-04 filing is not available in online mode. Download ITC-04 offline tool from <https://www.gst.gov.in/---> Downloads---> Offline Tools ---> ITC04 Offline Tool>, generate JSON file and upload. Select 2018-18 financial year and Jul-Sep as Return period.



- In case of errors, report will be generated. If data is processed go to "Initiate Filing" and Select 2018-18 financial year and Jul-Sep as Return period. Data as per excel template will be populated here. Verify and submit by attaching DSC/EVC and Submit

