

# HOW IT WORKS ?

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## Process for GST Cancellation

- 1. Determine Eligibility:**
  - Confirm that your business is eligible for GST cancellation. Common reasons include closure of the business, failure to file returns for six consecutive months, or any violation of GST regulations.
- 2. Gather Required Documents:**
  - Prepare the necessary documents for the cancellation process, including:
    - GST registration certificate
    - Declaration of closure of the business
    - Sales and purchase invoices
    - Bank statements reflecting transactions
    - Previous GST returns
- 3. Login to GST Portal:**
  - Access the GST portal by logging in with your credentials. If you are not registered, you will need to create an account.
- 4. Navigate to Cancellation Application:**
  - Once logged in, go to the 'Services' tab and select 'Cancellation of Registration' from the dropdown menu.
- 5. Fill Out the Cancellation Application:**
  - Complete the application form for GST cancellation, providing accurate details about your business and the reason for cancellation.
- 6. Submit the Application:**
  - After filling out the form, submit the application along with the required documents. Ensure that all information is correct to avoid delays.
- 7. Receive Acknowledgment:**
  - Once your application is submitted, you will receive an acknowledgment receipt. Keep this for your records.
- 8. Processing by GST Authorities:**
  - The GST authorities will review your application and documents. This may involve verifying your compliance with tax obligations.
- 9. Cancellation Order:**
  - If everything is in order, you will receive a cancellation order. This order will be communicated to you through the GST portal.
- 10. Download the Cancellation Order:**

- After the order is issued, you can download the GST cancellation order from the portal for your records.

### Important Notes:

- Ensure that all returns are filed up to the date of cancellation to avoid penalties.
- If you plan to restart your business in the future, consider keeping your GST registration active.