

Government of India /<<State>>

Department of -----

Form GST REG-14

[See Rule ----]

Application for Cancellation of Registration under Goods and Services Tax Act, <20-->

1	Registration ID (GSTIN/ Unique ID)		
2	Full Name of Registrant		
3	Trade Name, if any		
4	Address of Principal Place of Business		
5	Address for future correspondence (Email, mobile, landline etc.)	Building No./ Flat No.	Floor No.
		Name of Premises/ Building	Road/ Street
		Locality/ Village	District/City
		State	PIN Code
		Mobile (with country code)	Telephone with STD code
		Email Address	Fax Number with STD code
6.	Reason for Cancellation (Select one)	<ul style="list-style-type: none"> <input type="radio"/> Discontinuance of business/ Closure of Business <input type="radio"/> Ceased to be liable to pay tax <input type="radio"/> Transfer of business on account of amalgamation, merger, sale, leased or otherwise disposed off <input type="radio"/> Change in constitution of business leading to change in PAN <input type="radio"/> Death of Sole Proprietor* <input type="radio"/> Others (Reasons not more than 20 words) 	
<i>(In case of death of Sole Proprietor, application will have to be made by the legal heir / successor manually before the concerned tax authorities) *</i>			
7.	In case of Transfer of Business, particulars of registration in which merged, amalgamated, transferred, etc.		
(i)	GSTIN		
(ii)	Name		
(iii)	Principal Place of Business		
<i>(The new entity in which the applicant proposes to amalgamate itself must be registered with the tax authority before filing of the surrender application. This application can only be made after that.)</i>			
8.	Date from which registration under Goods and Service Tax Act, 20-- is to be surrendered.	<DD/MM/YYYY>	
9	Last Return Filed	<DD/MM/YYYY>	

10. Amount of GST payable in respect of goods/capital goods held in stock on the effective date of Cancellation registration.	Description		Value of Stock		Input Tax Credit/ Tax Payable (whichever is higher) (Values in Rs.)		
					IGST	CGST	SGST
	Trading Stock						
	Raw Material						
	Packaging Material						
	Finished Goods						
	Capital Goods						
Total							
11. Details of tax paid equivalent to Input Tax Credit / Tax Liabe (which is higher) on Stock as above	Payment from Cash Ledger						
	S. No.	Debit Entry No.		IGST	CGST	SGST	
	1.						
	2.						
		Total					
	Payment from ITC Ledger						
	S. No.	Debit Entry No.		IGST	CGST	SGST	
	1.						
	2.						
		Total					
		Amount of Tax Paid					
	12. Documents uploaded (Refer instruction)						
	13. Verification						
I/We <> hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed.							
Digital Signature /E Sign of Authorized Signatory							
Place			Name of the Authorised Signatory				
Date			Designation / Status				

Note: Before applying for Cancellation, please file **your tax return due** for the tax period in which the effective date of surrender of registration falls.

Instruction for filing Application for Cancellation: -

- A registered taxable person seeking cancellation of his registration shall electronically submit an application including details of closing stock and liability thereon.
- The registered taxable person may submit, along with the application, relevant document in support thereof at the Common Portal either directly or through a Facilitation Centre, notified by the Board or Commissioner.
- No application for cancellation of registration shall be considered in case of a taxable person, who has registered voluntarily, before the expiry of a period of one year from the effective date of the registration.
- The registered taxable person, other than a person paying tax under section 8, seeking cancellation of registration shall submit a final return within the time as specified.
- Following person can digitally sign application for cancellation:

Constitution of Business	Person who can digitally sign the application
Proprietorship	Proprietor
Partnership	Managing / Authorized Partners
Hindu Undivided Family	Karta
Private Limited Company	Managing / Whole-time Directors and Key Managerial Persons
Public Limited Company	Managing / Whole-time Directors and Key Managerial Person
Society/ Club/ Trust/ AOP	Members of Managing Committee
Government Department	Person In charge
Public Sector Undertaking	Managing / Whole-time Director and Key Managerial Person
Unlimited Company	Managing/ Whole-time Director and Key Managerial Person
Limited Liability Partnership	Designated Partners
Local Authority	Chief Executive Officer (CEO) or Equivalent
Statutory Body	Chief Executive Officer (CEO) or Equivalent
Foreign Company	Authorized Person in India
Foreign Limited Liability Partnership	Authorized Person in India
Others	Person In charge

- Status of the online filed Application can be tracked on the Common Portal.
 - No fee is payable for filing application for cancellation.
 - After filing application for cancellation the taxpayer can make payment and can file returns due of the past periods through his user id and password.
 - Taxpayer can also update his contact address and update his mobile number and e mail address.
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