

## **E-CST Form Cancellation- Guideline for Users**

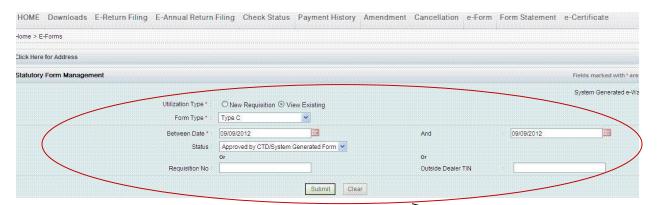
Dealers can now apply for cancellation of e-CST forms issued through the portal. The detail instructions have been issued vide CTD Notification No. <u>15413</u> dated <u>10.09.2012</u> which is available on the Department's website.

After a request is received online for cancellation for a particular e-CST form, it has to be cancelled by the respective circle authority. Once the e-CST form is cancelled, the dealer may apply for a corrected e-CST form in the same manner as it is for a new e-CST form.

Dealer can apply for cancellation through e-Forms section of e-Service Portal (https://odishatax.gov.in)

Follow the process for applying online cancellation

- 1. First log in to Portal using your credential TIN and password.
- 2. Go to e-Form section by clicking the e-Forms link and search for approved e-CST Forms.



Select View Existing. Then select Form type i.e. C/EI/EII/F/H.

Then select the e-CST Form (C/EI/EII/F/H) creation date.

Then select Status as "Approved by CTD/ System Generated Form"

Search Criteria to be selected to view approved forms

Then click on Submit button to view the all approved e-CST Forms under same Form type.

You can search using Requisition no. or Outside Dealer TIN also.

The following screen will be displayed.



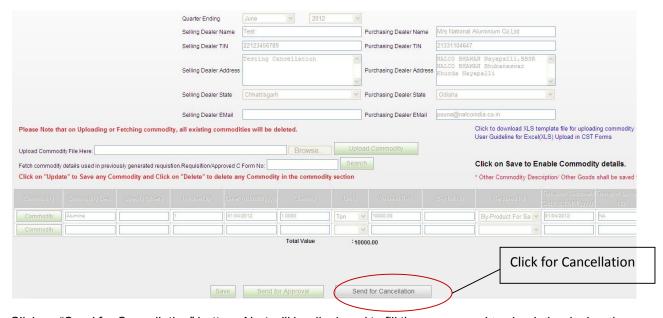
### 3. View Approved e-CST Form



Click on View link to view the Form details.

The following screen will be displayed with "Send for Cancellation" button Active.

# 4. Click the "Send for Cancellation" button

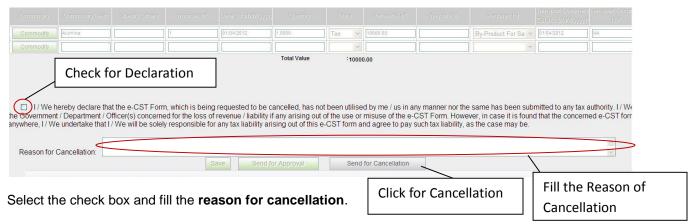


Click on "Send for Cancellation" button. Alert will be displayed to fill the reason and to check the declaration.

The following screen will be displayed

#### 5. Check the declaration and fill the reason

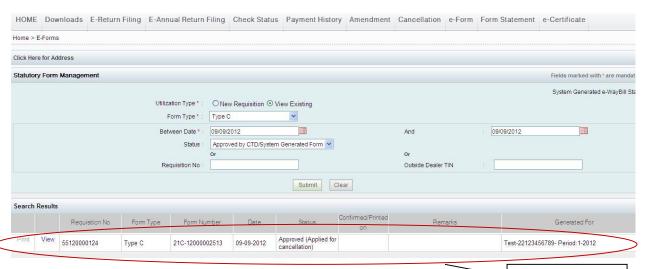




Then click on "Send for Approval", few confirmation alerts will be displayed and on confirming all the alerts the cancellation application will be submitted to circle authority online.

The user will be redirected to e-Forms screen.

### 6. Search for "Applied For Cancellation" forms.



Select View Existing. Then select Form type i.e. C/EI/EII/F/H.

Latest Status

Then select the e-CST Form (C/EI/EII/F/H) creation date.

Then select Status as (Approved by CTD/ System Generated Form)

Then click on Submit button to view the all approved e-CST Forms under same Form type.

You can search using Requisition no. or Outside Dealer TIN also.

The above screen will be displayed.



## Note:

- 1. The cancellation of CST form is applicable for e-CST (C/EI/EII/F/H) Forms only.
- 2. The dealers are required to apply online for cancellation within 7 days of issue / approval of the said e-CST form.
- 3. Once any form is cancelled then it cannot be printed again. It can be viewed only in read only mode.
- 4. The cancellation of any e-CST(C/EI/EII/F/H) form is discretion of Circle Authority only.
- 5. As per the notification, maximum three e-CST forms per quarter per dealer can only be cancelled.
- 6. Steps are being taken to issue mobile alert, once an e-CST form is cancelled by the respective circle authority (subject to the condition that the correct mobile number is provided by the dealer in the portal).

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