

## **EASE OF DOING BUSINESS**

### **PROCEDURE FOR REGISTRATION OF PARTNERSHIP FIRMS**

#### **Procedure:**

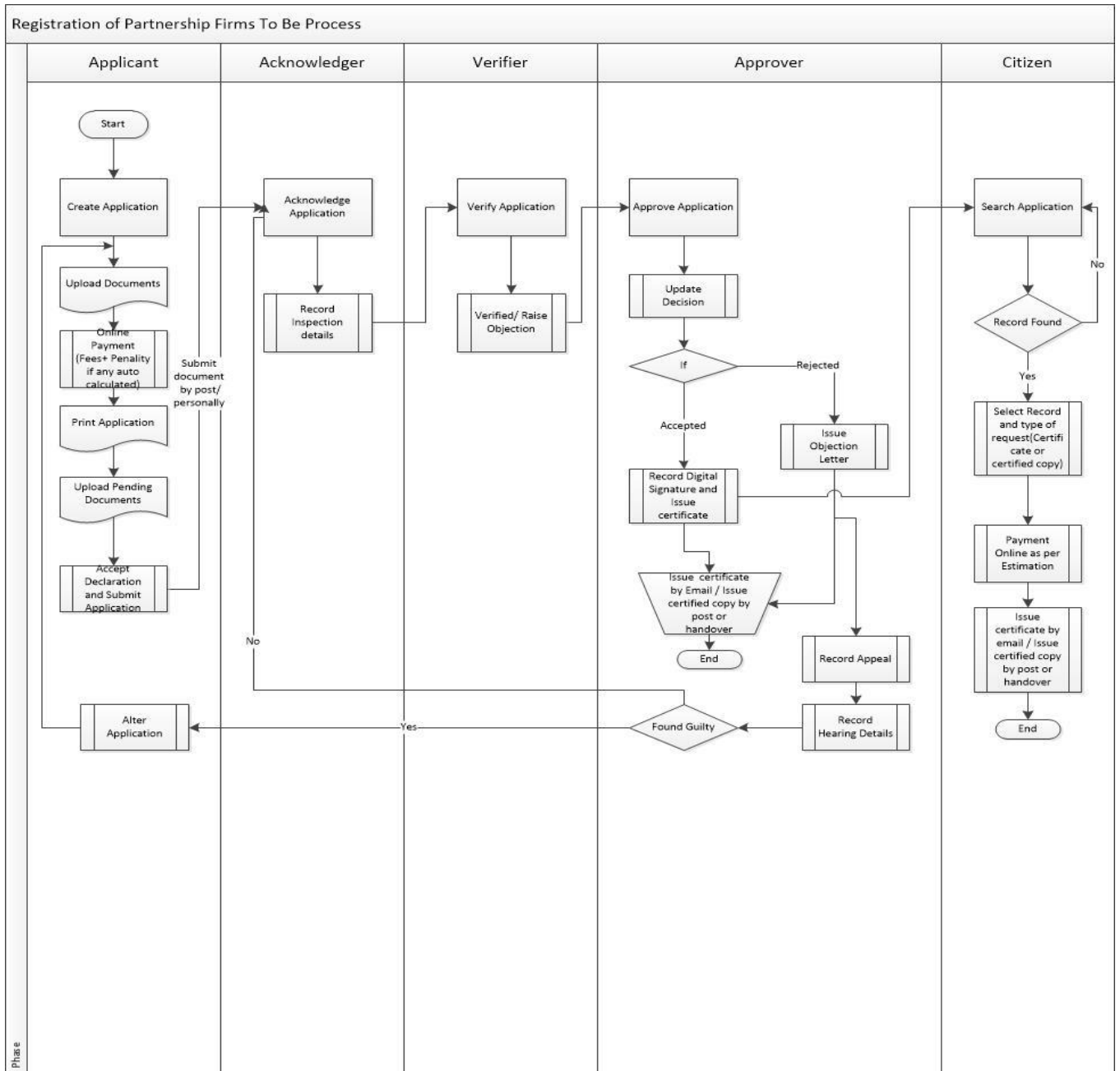
- Applicants logs in to the system and apply for REGISTRATION OF PARTNERSHIP FIRMS through Form – 'A' Application under section 58 (1) & (1A).
- In the application, applicant will specify the description of partnership firms to be registered along with relevant documents.
- Form – 'A' once filled will be printed on Green Ledger Paper for counter signature of partners.
- Form – 'B' Undertaking under section 60(1) will also be filled by applicant as an undertaking to change in Firm name, address, nature of business. Form B will also be printed for counter signature.
- Form – 'C' Undertaking under section 61 will also be filled by applicant as an undertaking to Change of branch/Close of business. Form C will also be printed for counter signature.
- Form – 'D' Undertaking under section 62 will also be filled by applicant as an undertaking to Change in name of partner and his permanent address. Form D will also be printed for counter signature.
- Form – 'E' undertaking under section 63 will also be filled by applicant as an undertaking to change in constitution or Dissolution of firm. Form E will also be printed for counter signature.
- Form – 'F' undertaking under section 63(2) will also be filled by applicant as an undertaking to change when Minor partner becomes major. Form F will also be printed for counter signature.
- Along with the application, the applicant will upload the documents Authority letter if submitted by C.A. or Advocate, If Company registered under The Indian Company Act is a partner then a copy of Memorandum of Articles & a copy of Resolution authorizing one of the Director to sign on Deed and Forms, Notarised copy of application.
- Following may bring /post the attested form along with following documents in the RoF office.
  - a) Covering letter along with ₹ 5/- Court Fee Stamp.
  - b) Certified copy of Partnership Deed. Deed need not be attested. But if attested date of execution and date of signature of Notary should be same.
  - c) Blank Stamp Paper of ₹ 10/- or more.
- After application submitted successfully department acknowledgers acknowledge application.
- After acknowledgement application goes to department verification officer to verify the application and at this stage applicant can download payment receipt from their account in application.
- If objection is raised by, the process will flow until hearing.
- Hearing request will raise to applicant (optional)

- An objection letter will be sent to applicant Email ID.
- For clarification of objections application form available to applicant for modification.
- Once objection cleared, form flow with acknowledger, verifier and then approver for further processing.
- After got approval from approver a digitally signed copy certificate issued to applicant and it available to their application login.
- Certified copy of the firm will be sent to applicant by hand delivery/post.
- The applicant is informed about the approval/rejection of the application.
- In case of discrepancies, objection letter will be sent to applicant by email.
- Applicant will pay the fees & penalty online or through Payment gateway only.

### Document Checklist

Document detail	Is Compulsory
Certified True Copy of Partnership Deed (Certified by C.A. or Advocate)	<input checked="" type="checkbox"/>
Certified True Copy of Marathi Translation of Partnership Deed (Certified by C.A. or Advocate)	<input checked="" type="checkbox"/>
Blank Stamp Paper of Rs. 10/- in the name of Partner or firm	<input checked="" type="checkbox"/>
Authority letter signed by all partners if documents are submitted by C.A. or Advocate	<input checked="" type="checkbox"/>
Covering letter with Rs.5/- Court Fee Stamp	<input checked="" type="checkbox"/>
If company is partner Certified True Copy of Memorandum of Articles and Resolution	<input type="checkbox"/>
If Trust is partner Certified True Copy of Trust Deed	<input type="checkbox"/>
If business required License from Government Department then Certified True Copy of License	<input type="checkbox"/>

➤ Workflow diagram:



Thank You