

Checklist and Procedure for services pertaining to Registration of Firm

Checklist and Procedure for services pertaining to Registration of Firm		
1	Name of the service	Registration of the Firm
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Proof for principal place of work (Sale deed/Rent deed/Lease deed/ Allotment letter) View Download Verified 2. Partnership Deed (Duly signed and Attested) View Download Verified 3. Application form along with Undertaking of all partners
	Fee/ Charges to be paid to get the service	Rs. 10 /- (Head of Account- 1475- 51-200-99-51)
	Timeline	03 Days after completion of application
	Procedure	1. The applicant shall create a login ID for submitting online application along with required scanned copy of documents for Registration of Firm. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put on hold with intimation to the applicant. 4. The applicant will revert to on hold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

2	Name of the service	Change in name of the Firm
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Amended Partnership Deed (Duly signed and Attested) 2. Application form (Duly signed/ Attested)
	Fee/ Charges to be paid to get the service	Rs. 10 /- (Head of Account- 1475- 51-200-99-51)
	Timeline	07 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for change in name of Firm. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the final Certificate will be issued online to the applicant.
3	Name of the service	Change in Partner of the Firm
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Amended Partnership Deed (Duly signed and Attested) 2. Application form (Duly signed/ Attested)
	Fee/ Charges to be paid to get the service	Rs. 10 /- (Head of Account- 1475- 51-200-99-51)
	Timeline	03 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for Change in Partner of firm. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the final Certificate will be issued online to the applicant.

4	Name of the service	Change in address of the Firm
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Proof for New Principal place of work (Sale deed/Rent deed/Lease deed/ Allotment letter) 2. Amended Partnership Deed (Duly signed and Attested) 3. Application form (Duly signed/ Attested)
	Fee/ Charges to be paid to get the service	Rs. 10 /- (Head of Account- 1475- 51-200-99-51)
	Timeline	03 Days after completion of application
	Procedure	1. The applicant submit online application along with required scanned copy of documents for change in address of Firm. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the final Certificate will be issued online to the applicant.
5	Name of the service	Deregistration of the Firm
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Registration of Firm in Original 2. Special resolution to seek de-registration of the firm alongwith the reasons/grounds for de-registration 3. Application form (Duly signed/ Attested)
	Fee/ Charges to be paid to get the service	Nil
	Timeline	07 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for De-Registration of Firm. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the De- Registration Certificate will be issued online to the applicant.