Procedure

For new Firm Registration

The application for registration of partnership firm began with successful submission of an application. After creating and login id an applicant complete the application and submit it to the department's end. Once the application is completed, unique application ID is generated.

After submission, dealing assistant from the department checks the application and forwards it to additional registrar with his view within the stipulated time.

Additional registrar reviews the application and the dealing assistants' comments. Either he forwards the application to Registrar for approval/rejection or he returns the application to the applicant, if some more documentation is required.

Once the application is returned, the applicant compliances the queries and resubmit the application. If an application is found correct from all respect, the same is forwarded by the dealing assistant to the Registrar through Additional Registrar.

After a complete review registrar make payment order. Once payment order is made, on successful payment, the application is approved by the registrar. Once approved , certificate to be downloaded by the applicant.