

Procedure for Registration of Partnership Firms

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Procedure to be followed by applicant:

1. The applicant shall register through <https://registrarfsntc.wb.gov.in/firms/> (the official website of the Office of the Registrar of Firms, Societies and Non-Trading Corporations, West Bengal).
2. On registration, applicant will be given a user ID and Password for future reference.
3. After creating a login id an applicant is required to complete the application along with online uploading of required documents and submit it to the department's end online.
4. If the application is found incomplete and returned by the Department mentioning the deficiencies, the applicant needs to complete the application accordingly in all respect and submit it again online. Once found correct, application will be forwarded for payment order.
5. After getting payment order in the applicant's dashboard, payment is required to be made online by the applicant. After successful payment the application approved.
6. After approval applicant can download the final signed certificate from the portal.

Note - The applicant can track his application through the online system. At each stage of the process of application, system generated email / SMS alert will be sent to the applicant, as and when application status is changed.

Step by step movement of application for Registration of Partnership Firms within department along with timeline

Step No	Procedure	Official involved	Timeline
1	Receiving of application online	Dealing Assistant	Same Day
2	Checking of application & verification of documents online and forward it to Additional Registrar online with view	Dealing Assistant	20 days
3	Additional Registrar reviews the application and the dealing assistants' comments and either forwards the application to the Registrar for approval/rejection online or returns the application to the applicant indicating the deficiencies if the application is found incomplete	Additional Registrar	7 days
4	After online review of application undertaken by the Registrar, payment order is issued.	Registrar	2 days

5	After successful payment of fees by the applicant , the application is approved online by the Registrar and certificate is generated online	Registrar	1 day
	Total timeline in WBRTPS Act		30 days

Comprehensive list of documents for Registration of Partnership Firms

Comprehensive list of documents required for application are same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

1. Colour scan of Partnership Deed (Notarized or registered deed with DSR/ADSR/RA with proper stamp value).
2. Initial & Current Trade License of Principal Place of business having names of partners, correct nature of trade and address.
3. Current Trade License of branch office, if any, with names of partners and correct nature of trade and address.
4. Aadhaar Card of Applicant (with Mobile No. mentioned used for Login).
5. Colour passport size clear Photo of Partners.
6. Colour scan of Pan Card of the Firm.
7. Legible specimen Signature of Partners.
8. Colour passport size clear Photo and specimen Signature of witness.
9. Affidavit, supplementary deed or special permission for any rectification or deficiencies.

*All pages of deed must be signed by all Partners.

Fees required for Registration of Partnership Firms

Fees required is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Amount of fees payable: Rs. 300.00 (Rupees Three hundred only)