

PARTNERSHIP
REGISTRATION PROCEDURE



Applicable Forms

- ▶ Form A - Registration - Once in Life Time of Any Firm
- ▶ Form B - For Changes - Name/PPB/Object
- ▶ Form C - For Commencement or Discontinuation of APB
- ▶ Form D - For Change in Name or Address of Partner/s
- ▶ Form E - For Admission / Retirement of Partner/s OR Dissolution
- ▶ Form F - For Recording Continuation or Discontinuation of Minor after attaining age of Majority



PROCESS

- ▶ Discussion
- ▶ Inspection
- ▶ Basic Draft of Deed
- ▶ Supplementary Deed
- ▶ Contents – Order of Clauses - Concise & Brief – Direct Expression
- ▶ Names & Addresses of Partners
- ▶ Preamble
- ▶ Name / Address - PPB, APB / Object / Duration /Capital / PSR
- ▶ Stamp Paper
- ▶ Notary



PROCESS

- ▶ Matching Deed with Forms
- ▶ Fees to be Paid
- ▶ Submission with Covering Letter
- ▶ Scrutiny of Documents at ROF Office
- ▶ Follow Up
- ▶ Rectification
- ▶ Resolve Objections
- ▶ Personal Hearing
- ▶ Penalty
- ▶ Entry on Record



TIPS

- ▶ No Copy Paste
- ▶ Spell Check Problem when Original Deed is in Marathi
- ▶ DO not Certify Photocopy unless Verified with Originals
- ▶ Original Deed not required to be Notarised
- ▶ Strictly Avoid Unwanted Information
- ▶ Preserve Photocopies of Submissions
- ▶ Always commence with latest Entry on Record / Submissions
- ▶ Compare Translation with Deed in English
- ▶ Be careful about Stamp Paper & Notarisation



SPECIMEN OBJECTIONS

- ▶ Change in Address in Deed without Filing Form ""D""
- ▶ Changes in between are not Intimated
- ▶ Wrong Registration Number mentioned
- ▶ Deed not compared with Forms
- ▶ Date of Execution of Deed is Prior to the Date of Purchase or present if Stamp Paper
- ▶ Certain Objects require License / Permission – Affidavit no Submitted
- ▶ Mismatch in Deed in English & Marathi Translation
- ▶ Hand-written changes on Certified True Copy
- ▶ Initials at Changes not obtained



SPECIMEN OBJECTIONS

- ▶ Initials at Changes not obtained
- ▶ Multiple Registrations of same Firm (Prior Inspection is Advisable)
- ▶ Words like Foundation / Charitable are not Allowed
- ▶ In Deed, in case of HUF as Partner, Name of Karta / Representative is necessary, However in case of Company or LLP name of representative Director or partner is not allowed (Allowed only at Signature)
- ▶ No English words to be typed in column provided for Marathi
- ▶ In case of Registration of Old Unregistered Firm after reasonable time gap declaration may be asked for
- ▶ In case of online Form “B” require to be filed to modify any reason, changes are required to be done in column provided for Marathi



**Thank
You**

