

Procedure for on-line application and approval of Partnership Firms

1. The applicant should get registered himself/herself for online application.
2. Complete the application and upload the scanned copy of the documents to be submitted as per instructions.
3. Then the applicant will deposit requisite fees of Rs. 300/- through GRIPS under H.O.A.-1475-00-200-001-12 and upload the application.
4. Applications and documents to be checked by the dealing assistant in his /her log in and forward it to the Additional Registrar with his /her comments-recommended/objection.
5. Additional Registrar will check it and forward the same to the Registrar if recommended, and return to applicant if rejected.
6. The Registrar will check the application and either approves the application or rejects it with his comments and returns it to the applicant.
7. The applicant will make necessary corrections in the application and / or upload specific document required as per observation of the Registrar/ Additional Registrar.
8. Dealing assistant will check the resubmitted application / documents whether corrections have been made properly and forward the same to the Additional Registrar with his comments.
9. Additional Registrar will check the re-submitted application and forward the same to the Registrar.
10. The Registrar will check the application and finally approve it if finds ok.
11. After approval by the Registrar, Registration Certificate will be issued.

