

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.



Certificate No. MOS2020L16



Stamp Duty Paid : ₹ 1000

GRN No. 70372730



(Rs. Thousand Only)

Penalty : ₹ 0

(Rs. Zero Only)

Deponent

Name : Shree Jee Associates

H.No/Floor : 63/64

Sector/Ward : 06

Landmark : 00

City/Village : Karnal

District : Karnal

State : Haryana

Phone : 98*****84



Purpose : PARTNERSHIP DEED to be submitted at Office

The authenticity of this document can be verified by scanning this QrCode Through smart phone or on the website <https://egrashry.nic.in>**Partnership Deed****M/S SHREE JEE ASSOCIATES**

That this deed of partnership is made on today 19 December 2020 as between:-

1. Rajesh Kumar S/o Sh. Nafe singh R/o 1743, Sector-7, Karnal, Haryana (Hereinafter called the first party)
2. Kavita W/o Sh Rajesh Kumar R/o 1743/7, U.E, Karnal ,Haryana, (Hereinafter called the Second party)

Whereas certain terms and conditions have been settled between the partners and all parties desire that the term and condition so agreed upon between them be reduced into writing in order to avoid to any doubts, dispute or ambiguities there about in future



Now this deed of Partnership witnessth as under:

1. **NAME:** -That the business of the firm shall run under the name and style of "**M/S SHREE JEE ASSOCIATES**" But there shall be no bar to any other Name if the partners so agree.
2. **PRINCIPAL PLACE OF BUSINESS:** -That the Principal places of the firm shall be "**M/S SHREE JEE ASSOCIATES**" 63-64, Main Market, Sector-6, **KARNAL**. But there shall be no bar to any other place if the partners so agree.
3. **NATURE OF THE BUSINESS:** -That the firm shall carryon the all type of the Visa Consultancy, Abroad Study Consultancy, Property Consultancy, Financial Consultancy Etc. But there shall be no bar to any other work if the partners so agree.
4. **SHARES:** - That the profit & loss Share as under: -

First Party	50%
Second Party	50%
5. **CAPITAL:** - That the capital shall be invested as per book and as partners think proper from time to time.
6. **DURATION:** - The duration of the firm shall be at will.
7. **ACCOUNT BOOKS:** - That usual and customary books of account shall be kept for the business of the firm in the language and script acceptable to all the partners. The account books shall not be removed from the business premises without the consent of the parties or except for the business requirement.
8. **INTEREST:** -That all the parties shall invest capital for the smooth running of the business and shall be entitled to change interest at the rate of 12% per annum of at such a lesser rate as the party agreed upon among them from time to time.
9. **SALARY:-** That partners shall be entitled to remuneration/Salary as under : -

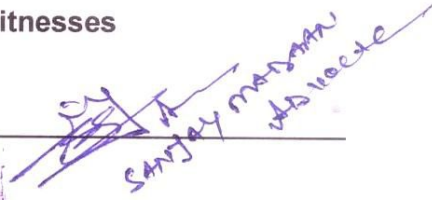
First Party	7500/- (P.M.)
Second Party	7500/- (P.M.)
10. **POWER OF BORROWING:** - That all the parties may borrow money for the business of the firm in firm's name of firm's credit or against firm's movable or immovable properties etc.
11. **BANK ACCOUNT:** - The bank account can be opened and operated in any Schedule bank and all the parties shall be competent to draw or deposit any amount individually or jointly on behalf of the firm.



12. **ACCOUNTING PERIOD:** - That the account of the firm shall be closed on 31st day of March every year.
13. **ARBITRATION:** - That the case of any dispute between the parties with regard to the interpretation of this deed or any other matter relating to the affair of the firm the same shall be referred to an arbitrator or manually agreed upon between the parties in according with the provisions of the India arbitration Act.
14. **GENERAL:-** That for all purpose the relations of the parties shall be Governed by the provisions of the Indian partnership Act.


In witnesses thereof the said partners have set their hands on this deed of partners is in the presence of the witnesses signed below: -


Witnesses

1. 
 SANJAY MAHJAN
 10/10/2020

2. _____

Partners

1. Rajesh Kumar 

2. Kavita 

If the deponent personally
 writes/ they has, have marked
 some thumb impression in my
 presence



ATTESTED
 Notary Public
 Karnal-132001

29 DEC 2020