

Registration Department: Procedure for Registration of Partnership Firm

Name of Registration: Registration of Partnership Firm

The procedure, documents checklist, and processing timeline for registration are given in the table below.

1	Competent Authority	Registration Department
2	Approving Authority	District Registrar
3	Procedure & Documents Required	<p>a) The applicant will have to submit all documents mentioned below to the corresponding approving authority.</p> <ol style="list-style-type: none">1. Application form for Registration of Partnership Firm. Application form is available in the website of Registration Department under 'Public Utility forms'. Link: http://www.tnreginet.net/pdf/Public_Utility_Forms_full/appln14.pdf2. ID proofs of all proposed partners of the firm.3. Supporting documents to be enclosed with the application:<ol style="list-style-type: none">i. Partnership Deedii. Government Approval Order for the exemption of using reserved words, if any.Please refer to Section 58 in the Partnership Act, 1932 for details related to reserved words (http://www.mca.gov.in/Ministry/actsbills/pdf/Partnership_Act_1932.pdf) <p>b) The registration fees of Rs.200 needs to be paid at the Firm section of the District Registrar office.</p> <p>c) The Firm Section at the District Registrar Office shall acknowledge the receipt of the application and documents, to the applicant.</p> <p>d) The Firms Section shall attach a note with the application and forward it to the District Registrar (DR) for approval.</p> <p>e) The DR verifies the documents and returns it to the Firms section along with the decision (approval/clarification for the application along with comments)</p> <p>f) In case of any clarification, the Firms Section communicates the clarifications to the applicant and the applicant shall provide a response to the clarification within one month and re-submit documents if required.</p> <p>g) The applicant shall be notified the decision (approval/rejection of the application along with comments) of Certificate for Registration of Partnership Firms by a letter and the applicant shall receive the certificate at the District Registrar office in case of approval.</p>
4	Processing Time	7 working days