

Registration of Partnership Firm
(Under Indian Partnership Act, 1932)
(Only in Tiswadi, Salcete, Bardez Talukas)

1] New Registration:

Documents required:

1. Form No.II
2. Certified copy of Partnership Deed.
3. ID proof of all parties.

Procedures:

1. Fill in Form No.II.
2. Party produces a Notarized copy of document on Non-Judicial Stamp paper (depends on Capital Amount).
 - a) In case where Capital Amount is not mentioned; the Stamp Duty applicable is Rs. 500/-.
 - b) In case where Capital Amount is mentioned; the Stamp Duty applicable is Rs. 500 for every 50,000 subject of max to Rs. 5000/-.
 - c) In case of immovable property, Stamp Duty is as per Conveyance slab.
3. Search is made in the records whether in the same name the Partnership Firm is registered in the office of Civil Registrar-cum-Sub-Registrar.
4. Payment of fees is done by the party.
5. After payment, the Partnership Firm is registered.
6. A copy of the Abstract with endorsement stating that it is true xerox copy of the original registered Partnership Firm is given to the party.

Fees:

1. In case of Computerized Data:
New Registration of Partnership Firm.
Registration Fees: Rs. 70/-
Processing Fees: Rs.10/- (per page)
2. In case of non-Computerized Data:
New Registration of Partnership Firm.
Registration Fees: Rs. 50/-
Xerox Fees: Rs.20/- (per page)

2] Reconstitution of Firms under section 63(1) and Rules 7(6):

Documents required:

1. Form No.VI
2. Attach Re-Constitution Deed.

Procedures:

1. Fill in the application form No.VI along-with Re-Constitution Deed.
2. Endorsement is done on the office register (in case of non-Computerized data).
3. Endorsement is done in the database (in case of Computerized data).
4. Payment of fees is done by the party.

5. After payment, Reconstitution of Partnership Firm is registered on the same day on the office register.
6. A copy of the Abstract with endorsement stating that it is true xerox copy of the original registered Reconstitution of Partnership Firm is given to the party.

Fees:

1. In case of Computerized Data:
Reconstitution of Partnership Firm.
Registration Fees: Rs. 70/-
Processing Fees: Rs.10/- (per page)
2. In case of non-Computerized Data:
Reconstitution of Partnership Firm.
Registration Fees: Rs. 50/-
Xerox Fees: Rs.20/- (per page)

3] Dissolution of Partnership Firm:

Documents required:

1. Form No.VII
2. Attach Dissolution Deed

Procedures:

1. Fill in the application form No.VII along-with Dissolution Deed.
2. Endorsement is done on the office register (In case of non-computerised data).
3. Endorsement is reflected in the database (In case of computerised data).
4. Payment of fees is done by the party.
5. After payment, Reconstitution of Partnership Firm is registered on the same day on the office register.
6. A copy of the Abstract with endorsement stating that it is true xerox copy of the original registered Dissolution of Partnership Firm is given to the party.

Fees:

1. In case of Computerized Data:
Dissolution of Partnership Firm.
Registration Fees: Rs. 70/-
Processing Fees: Rs.10/- (per page)
2. In case of non-Computerized Data:
Dissolution of Partnership Firm.
Registration Fees: Rs. 50/-
Xerox Fees: Rs.20/- (per page)

4] Certified Copy:

Documents required:

1. Application on plain paper requesting certified copy for the document.

Procedures:

1. Application is processed to the dealing clerk.

2. Xerox copies are attested by the Civil Registrar-cum-Sub Registrar.
3. Dispatch clerk issues the certified copy to the party.

Fees:

Prescribed Fees: Rs.20/-