



U.T. Administration of Daman & Diu, Office of the Civil Registrar – cum – Sub Registrar, Daman 395020.

→ *Registration of Partnership Firm* ←

→ *Process Flow, Checklist and Timeline* ←

→ *Civil Registrar cum Sub Registrar Department* ←

Checklist

Sr. No.	Name of Document
01	Application on company 's letter head with rubber stamp
02	Prescribed form to filled (FORM NO. II).
03	Copy of Self Attested Partnership Deed which shall be registered by Sub Registrar Office / Public Notary Subject to verification of original Documents / Partnership Deed
04	Aadhar Card of Parties
05	Pan Card of Firms/ Pan of Partners
06	Admission / Retirement Form

Time Line:- 15 Days

Forms & Documents

Form Nos.

The Indian Partnership Act (1932,) Description

II	<i>Statement required for Registration of a Firm</i>
III	<i>Notice of alternation in the name of the firm or in the principal place of business there of.</i>
IV	<i>Notice of closing and opening of places of business other than the principal place of business</i>
V	<i>Notice of changes in the names and address of the partners of firm.</i>
VI	<i>Intimation for recording of changes of the constitution a firm</i>
VII	<i>Intimation for recording dissolution of a firm</i>
VIII	<i>Notice of Withdrawal From, or remaining in, a partnership to be given under section 63(2) of the Act By a minor on attaining of majority</i>

Statement required for Registration of a Firm
The Indian Partnership Act, 1932.
(See Section 58 and Rule 7 (2))

We the undersigned Partners of the firm M/s _____ do hereby submit the following statement, Prescribed under section 58 of the Indian Partnership Act, 1932 for the purpose of registration of the said firm under section 59 of the Act.

- A.-The name of the firm : M/s
- B.-The duration of the firm
(with date of establishment):
- C.-The principal place of business,
with full address :
- D.-The names of any other places
where the firm carries on
business with full address :
- E.-The names full and permanent addresses of all the partners, and the date when each partner
joined the firm:-

Name in full of partners	Permanent addresses	Dates of joining	Remarks

We, the partners of the firm M/s _____ do hereby declare that foregoing statements are true to our knowledge and belief.

Signature of all the
partners of the firm.

F O R M No. III

NOTICE OF ALTERATION IN THE NAME OF THE FIRM OR IN THE PRINCIPAL
PLACE OF BUSINESS THERE OF.

The Indian Partnership Act, 1932.
(See Section 60 and Rule 7(3))

Date : _____

Filing Fee Rs. _____

To
The Registrar of Firms,

Notice is hereby given, pursuant to section 60 of the
Partnership Act, 1932 of the following alteration in the location
of the principal place of business of the firm.

DATE OF ALTERA- TION	NAME OF FIRM		PRINCIPAL PLACE OF BUSINESS	
	Former Name	Present Name	Former Address	Present Address
1	2	3	4	5

* Strike out the portion which does not apply.

Witness or Witnesses
attesting the Signature.

Signature of all the
Partners of the Firm.

V E R I F I C A T I O N

We the Partners of the firm M/s. _____
do hereby declare that the foregoing statements are true to the
best of our knowledge and belief.

Witness or Witnesses
attesting the Signature.

Signature of all the
Partners of the Firm.

Notice of closing and opening of places of business
(other than the principal place of business)The Indian Partnership Act, 1932
[See Section 61 and rule 7(4)]

Filing Fee Rs.1=00

To
The Registrar of Firms.

Notice is hereby given, pursuant to section 61 of the Indian Partnership Act, 1932, of the closing/opening of the following places of business of the firm.

(other than principal place of business)

PLACE OF BUSINESS CLOSED	DATE OF CLOSING	PLACE OF BUSINESS OPENED	DATE OF OPENING	REMARKS
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Date :

Signature of any partner
or agent of the firm.

Intimation for recording of changes of the
constitution of a firmThe Indian Partnership Act, 1932
[See Section 63(1) and rule 7(6)]

Filing Fee Rs.1=00

To
The Registrar of Firms.

Notice is hereby given, pursuant to sub-section (1) of
section 63 of the Indian Partnership Act, 1932 of the following
changes in the constitution of the firms.

PREVIOUS CONSTITUTION OF FIRM		PRESENT CONSTITUTION OF FIRM		REMARKS
Names of Partners	Permanent address	Names of Partners	Permanent address	

Date :

Signature of any partner
or his agent

Intimation for recording dissolution of a firm

The Indian Partnership Act, 1932
[See Section 63(1) and rule 7(6)]

Filing Fee Rs.1=00

To
The Registrar of Firms.

Notice is hereby given, pursuant to sub-section (1) of
section 63 of the Indian Partnership Act, 1932 that the firm was
dissolved on

Date :

Signature of any partner
or his agent

F O R M No. VIII

Notice of withdrawal from, or remaining in, a partnership
to be given under section 63(2) of the Act by a
minor on attaining of majority

The Indian Partnership Act, 1932
[See Section 63(2) and rule 7(7)]

Filing Fee Rs.1=00

To
The Registrar of Firms.

Notice is hereby given, pursuant to sub-section (2) of
section 63 of the Indian Partnership Act, 1932 that the
undersigned a minor who was admitted to the benefits of
partnership in the firm has now attained majority and elects to
become/not to become a partner of the said firm.

Date :

Signature of the partner
concerned or his Specially
authorised agent.



Thank You

SCHEDULE OF FEES AS PER INDIAN PARTNERSHIP ACT ,1932

Sl. No.	Document or act in respect of which the fee is payable	Maximum Fee
1.	Statement under Section 58	For each Partner Rs. 100
2.	Statement under Section 60	Rs. 100
3.	Statement under Section 61	Rs. 100
4.	Statement under Section 62	Rs. 100
5.	Statement under Section 63	Rs. 100
6.	Statement under Section 64	Rs. 100
7.	Inspection of the Register of Firms under sub-section (1) Of the section 66	For inspecting the entry of each firm in the Register Rs. 20
8.	Inspection of the Register of Firms under sub –section (2) Section 66	For each inspection of all documents relating to one single firm Rs. 20
9.	Copies from the Register of Firms	For each hundred words Or part thereof Rs. 4