

# Registration of a Partnership Firm

## Documents required:

- Partnership Deed
- Attested photocopies of Address Proof & Id proofs of all Partners
- Rental agreement if rented premises
- NOC for own premises
- Authorisation letter given by partners to authorise a professional
- Original Signed Copy of Form-1 (After online registration)
- Payment acknowledgement of Government fees

## Step 1: Drafting a Partnership Deed

Creation of Partnership Deed.

This has to be printed in a Rs.300/- stamp paper.

## Step 2: Other documents

The Additional Documents.

- Attested photocopies of Address Proof & Id proofs of all Partners
- Rental agreement if rented premises
- NOC for own premises
- Authorisation letter given by partners to authorise a professional

The authorization is for representing the case and the partners in the office of Registrar of Firms.

## Step 3: Online Registration in Registrar of Firms website

### Website Link for Tamil Nadu Partnership Firm Registration:

<https://tnreginet.gov.in/portal/index.jsp?JSESSIONID=AY3On6J1yffUcbncHHfVHB+Y.porta16>

- **Creating a user id in the Firms website**

The Firm has to register in the website and has to create the login credentials.

After Creating the Login credentials the user has to login in the website.

In the Apply request tab click the Firm registration and the application form will be displayed.

- **Filing up the Application form (Form-1) and submission**

The Application form is required to be filled up online. All the information which is required to be filled up in the application form will be on the partnership deed drafted. Additional details required will be the details of the person who witness the firm such as his Name, Profession, Date of birth and PAN number of the person who witnesses.

- **Uploading the supporting Documents and signing the Form-1**

A scanned copy of all the documents mentioned is uploaded as a supporting document. After successful registration of the details Form-1 will be generated. This needs to be manually signed by the partners and also by the witness person.

The person who witness may be an Auditor/Advocate/Notary public/IT practitioner.

#### **Step 4: Payment of Government Fees**

A fee of Rs. 200 is required to be paid online after submission of Form-1. Payment acknowledgement needs to be taken as a print out.

#### **Step 5: Submission of Documents manually with the Registrar Office**

After online submission and payment of fees in Registrar of firms portal the final step in registration process will be the manual submission of documents mentioned in [Documents Required](#) with the Concerned Registrar Office.

#### **Step 6: Intimation from Dept for successful registration of Firm**

After successful verification of the paperwork submitted with the online application, the Registrar of Firms will intimate through email the status of firm which is registered along with Firm registration number. Registration certificate of the firm will be generally issued by the department within 2-3 days. Time taken for Firm registration is generally 7-10 days.