

SERVICE NAME:

Changes in Partnership Firm

Process Flow:

STEP – 1: For firm registration, visit website <http://uprfsc.gov.in/ferrate/chat/createaccount.aspx>

STEP – 2: If Already Registered on Portal: User to login with username and password.

If not registered on the portal: Click on “Login” displayed on the website menu. Then click on “Register here” button displayed on the login page. Kindly complete the entrepreneur registration process and save the login ID and password.

STEP – 3: After “Login”, Click to “[फर्म संशोधन](#)” under menu firm task.

STEP – 4: Now Enter Firm Registration NO and click to Search button. If Firm detail found on department end then related information will be fill automatically.

If Firm detail found not found on portal then user will enter the details like Registration No of firm, Registration Date, firm Name, Address district, pin code, nature of business, and Select “[फॉर्म न० 2- फर्म कजा नाम परिवर्तन](#)” from Drop Down list, enter required detail and submit detail.

STEP – 5: After submit detail application no will generate. Now click to proceed button at bottom of page to fill changes detail of firm. Now Fill the Name Of firm, change date and upload required document in pdf format (Size up to 1 MB) and click to submit button. After that submit detail of all partners in given section on page one by one and save it. After saving partners detail select main partner detail from drop down list and checked checkbox of verification statement. Now proceed for online payment.

STEP-6: Before Payment user want to modify/ changes in application click to “[फर्म संशोधन](#)” under menu firm task and click to select button. Now Click to Add/Update link button at bottom of page to modify detail. Now user will able to edit details on application.

STEP-7: After Modification click to payment link button to pay fee online & complete payment process. Application status will change after payment at user end.

STEP-8: After payment, Application will forward to department end. Office assistant of the department will login through portal, the details of the firm changes application will show in list. After select the firm from list, detail page will open. After reading the details of the firm changes, the application will forward by the office Assistant to the Deputy Registrar for further action or if any objection is found then the objection will raise through the portal.

STEP-9: DR/AR will login through portal and Click to “[फर्म संशोधन](#)” under menu firm task. Forwarded application at DR/AR application will show after login by DR/AR and click on select button to view detail of application. After reading the details of the firm changes, if any objection is found then the objection will raise through the portal. Other wise DR/R Will Issue Presentation Date to submit signed document in hard copy in office.

STEP-10: When department raise the objection on application submitted by user, user will login to portal using Login-ID and password and **Click** to “[फर्म संशोधन](#)” under menu firm task. Now select application from list and Click to Add/Update link button at bottom of page to modify detail. Now user will able to edit details on application. After Modification user will reply to objection raised by office. After Reply application will be pending at department level.

STEP-11: The Deputy Registrar will select the application and check the details updated by the applicant. If the objection has been removed by the applicant, then further action will be taken on the application. Deputy registrar will approved the application for changes and issue related certificate using DSC online on portal.

STEP-12: After certificate issued by department User will login to portal and can download the issued certificate online only once from portal.

FEE DETAIL:

INR 500 (Rupees Five Thousands) as Changes Fees.

CHECK LIST AND NOTES:

- Notarized New Amended Partnership Deed with partner's photo. (Minimum Rs. 750/-).
- Notarised old Partnership Deed with partner's photo. (Minimum Rs. 750/-).
- Newspaper Cutting of Notice for name change in local newspaper in PDF
- Copy of Government Gazette in PDF.
- Details and Address proof of partners, PAN card of Partners.
- The name of the firm should not contain following words like "Pvt", "Pvt.", "Ltd", "Ltd.", "Comp", "Comp.", "Co.", "Company", "finance", "Corporation", "The use of the words Corp", "Corp.", "Inc.", "Inc", "LLP", "JV", "corporation", "Cooperative", "joint venture" and the name of the firm which suggests patronage of the State Government or the Central Government is prohibited. | (as per government order)
- After completing the registration process for online registration of partnership firm under the Indian Partnership Act 1932, a presentation date will be given by the office, the information of which will be given to the first partner of the firm through the mobile number and e-mail presented by him. But it will be given. It is mandatory to sign Form No. 1 in original and submit it

to this office. Also, it is mandatory to present the original copy of all the uploaded forms for verification on the date of submission.

- Use Unicode font for firm registration in Hindi.
- Payment for registration of the firm should be made through the payment gateway through the website of Nivesh Mitra portal only.
- Notarized affidavit with photo should be given on stamp paper of Rs. 10/- only with photo.
- If the address of the firm is different from the address of the partner, then it is mandatory to provide proof of the address of the firm and rent deed.
- There is no provision for refund of deposit fee for online partnership firm registration as per the Indian Partnership Act 1932.
- The date of commencement of the firm should not be earlier than the date of partnership deed.
- It is mandatory to mention the signatures of the partners and witnesses in the partnership deed.
- Notary affidavit should be on prescribed format.
- If the firm has been operating for more than one year, then it is mandatory to upload the self-attested photocopy of the firm's GST registration and PAN card.