

## Standard Operating Procedures for Registration/Amendment of Partnership firms

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1. The Applicant has to visit the following URL and click on 'Apply for Registration':  
<http://industries.rajasthan.gov.in/content/industries/doi/ROF.html>
2. The applicant will be re-directed to *www.sso.rajasthan.gov.in* where he/she shall register / log into the portal by entering user name and password
3. He / She shall select 'Partnership Firms' from the list of Departments / Services and select the desired form (Form A/B/C/D/E/F) from the Menu available on the left side of the webpage

- Form A** : Application for Registration of Firm
- Form B** : Alteration in the firm's name or in the location in the principal place of business of the firm
- Form C** : Change in address of business
- Form D** : Change in the name of the partner and his permanent address
- Form E** : Change of constitution
- Form F** : Election by a person admitted as a minor to the benefits of partnership in a firm to become or not to become a partner

4. Upon clicking on the required service, an application form opens wherein the applicant is required to enter relevant details. In case of application for Registration of Firm, following specific steps shall be followed:
  - a) The applicant shall enter Firm's details and Partner's Aadhar number
  - b) The System shall authenticate the Aadhar Number and auto-populate most of the details of the Partner in the application form. The applicant shall fill up other required data fields and click on 'Add Partner'. This process shall be repeated for adding each Partner in the firm
  - c) Once the details of all Partners are entered, the Applicant shall fill details of a witness.
  - d) **The applicant shall be required to submit the following documents:**
    - Signature of the Partners / Specially Authorized Agents

- Signature of the Applicant
- Signature of the witness
- Authorization certificate (If the person is not a partner in the firm and specially authorized by the partners for executing the Registration/ Amendment process)

5. After entering all details and uploading required documents, the applicant shall proceed to make payment by choosing a suitable online payment method from the list of options available to him at the payment gateway
6. After successful payment, a reference number will be generated and a notification shall be sent to the applicant via e-mail or SMS. The status of application will also be updated on the applicant's dashboard
7. The application shall be received online by the competent authority (Dealing Assistant) in the Department who shall review the application and the documents submitted by the applicant
8. If the application is not complete or any document is not legible or not fulfilling the criterion of required documents as per law, the competent authority may seek a clarification from the applicant. In that case, the applicant shall be intimated about the same through e-mail/SMS and the clarification sought shall become visible in web interface under the application details of the applicant
9. If the application is found to be in order / clarifications have been responded appropriately by the applicant, the application shall be forwarded to the Registrar of Firms
10. If the Registrar of Firms is satisfied that the provisions prescribed in respect thereof have been duly complied with, he / she shall approve the application and entry of the registration/amendments shall be recorded in firm's report
11. After getting approval from the Registrar of Firms, the applicant will be able to download digitally signed certificate of Firm Registration/Acknowledgement of Amendments from the system using his/her log in credentials

**Points to be remembered while submitting form for Firm Registration/ Amendments:**

1. The application form must be signed by scanned signature of all the partners or their agents specially authorized in this behalf in the presence of a witness who must be a Gazetted Officer, A Magistrate, Notary Public or an Advocate of the High Court
2. Name, designation, address and membership/registration no. (Mandatory in case of notary public or an advocate of the High Court) of witness must be filled
3. In case of new firm registration, a firm name shall not contain any of the following words namely crown, emperor, empress, empire, imperial, king, queen, royal or words expressing or implying the sanction, approval or patronage of the Government except when the State Government - signifies its consent to use of such words as part of the firm name by order in writing
4. No firm shall be registered by a name which, in the opinion of the State Government, is undesirable
5. Except with the previous sanction, in writing, of the State Government, no firm shall be registered by a name which contains any of the following words, namely:
  - a. 'Union', 'State', 'President', 'Republic', or any word expressing or implying the sanction, approval or patronage of the Central or any State Government; and
  - b. 'Municipal', 'Chartered', or any word which suggests or is calculated to suggest connection with any municipality or local authority
6. Aadhar number is mandatory for partners/specially authorised person

**Note:**

- The status of the application shall be updated on the applicant's dashboard at each stage of the application process. The same may be tracked without logging into the portal using the URL: <http://swcs.rajasthan.gov.in/ApplicationTracker.aspx>

- The Department shall seek clarifications, if any, only once and within 7 days of submission of application by the applicant
- The Department has mandated that all applications shall be accepted online only. The applicant is not required to visit Department for submitting application, documents, making payment, tracking status of application or collecting final signed certificate.
- The timelines for providing approval are 7 working days. The same has been mandated through the Rajasthan Guaranteed Delivery of Public Services Act, 2011