


List of Documents, Fees and Procedure with Standard Template for Firm Registration

1. Application on letter head of Firm with Rubber Stamp
2. Prescribed form to be filled (Annexure-A). Standard Template is attached
3. Copy of Partnership Deed duly registered by Sub-Registrar/Public Notary
4. Aadhar Card
5. Admission/Retirement Deed in any
6. 100 Rs Stamp paper

Procedure:-

1. For Registration, users have to take online appointment through department website i.e. ngdrs.dnh.gov.in
2. Upload all the supporting documents as mentioned above.
3. User will receive Online Token after successful submission of documents
4. Users have to visit the Sub-Registrar office as per the appointment given by the office.
5. After Verification of documents submitted by the users, Sub-Registrar registers the deed and upload on the website.
6. Users can download their registered deed through their registered accounts through department's website i.e. ngdrs.dnh.gov.in



**Sub-Registrar
Dadra Nagar Haveli
Silvassa**

:-Standard Template:-

**REGISTER OF FIRMS
FORM - G**

FIRM NO. : _____
SR. NO. OF APPLICATION : _____
NAME : _____
BUSINESS : _____
PRINCIPAL PLACE OF BUSS. : _____
OTHER PLACES (BRANCH) : _____

Contd...2/-



NO. OF ENTRY	DATE OF ENTRY	NATURE OF THE ENTRY	DATE OF PARTNERSHIP	REMARKS
		1. R/o. 2. R/o.		

PARTNERSHIP AT WILL

PLACE : SILVASSA.

DATE : ___/___/___

REGISTRAR OF FIRMS



REGISTRATION NO.: _____

DATE OF REGISTRATION : _____

FORM A

APPLICATION FOR REGISTRATION OF FIRM (See Section 58)

We, the undersigned, being partners, hereby apply for registration as a firm and for that purpose supply the following particulars pursuant to section 58 of the Indian Partnership Act, 1932 :-

(a) Firm Name :

(b) Place or principal place of
business of the firm :

Branch :

(c) Name of any other place
where the firm carries on
business in the above name. :

(d) Nature of Business :

(e) Name in full and Permanent Address (residential)
of all the partners

(a) Date on which each
partner joined the
firm

1. R/o.

2.
R/o.

(f) Duration of the firm in case is any provision made by contract for the duration of the partnership, or for the determination of the partnership, please state the provisions briefly. If no such provisions is made words "AT WILL" may be stated.

AT WILL



(g) In case there are any minors admitted to the benefits of partnership :-

Name & Address of each minor	Name & Address of guardian	Date of admission to benefits	Date when he will attain majority
----- NOT APPLICABLE -----			

We are sending the prescribed registration fee by Cash/Money Order.

We declare that all the above particulars are true to the best of our knowledge and belief as on this date.

We also declare that upto the date of a submission of this application there has not been any change whatever in any of the particulars aforesaid.

Dated this ____ day of

Name of Partners

Signature

1.

2.

Certified that the persons who have signed the application have signed it in my presence and have affirmed that the particulars furnished therein are true.

Dated : ___/___/___

Signature of Witness and Designation.

