



Government of Gujarat



Registration of Partnership Firm

Process Flow, Checklist and Timelines

Commercial Tax Department

Ease of Doing Business

Application Name:

Registration of Partnership Firm

Process Flow

To register under ROF, dealers are required to visit department's website www.commercialtax.gujarat.gov.in. After that, in the e-service menu select the Registrar of Firms link and open the same by clicking.

In the opened link you will be shown below screen, in which mentioning of PAN number is mandatory.

- Firm Name
- District
- Area/Locality/Ward
- Mobile Number
- E-mail ID

You are required to fill above details, after that you need to fill the details in the Form –A which was downloaded to apply for the ROF.

After successful uploading the application, you will get below message.

“Your Application uploaded successfully. Acknowledgement Number is

Please save for further reference. Please click back. Upload the mandatory documents to generate the acknowledgement receipt.

The above acknowledgement number will be sent to dealers email IDs and mobile numbers. Which require to be kept safe.

To upload the document, dealers are required to visit ROF screen again. By entering the acknowledgement number dealers will be able to see list of documents to be uploaded from the dropdown list. In this list, documents mentioned with red characters are mandatory to upload. If the file memory is more than 5 MB, dealers will be able to upload the same through 7 ZIP Software. After that dealers are required to make e-payment as per the guideline. (to view payment guideline click [here](#)) Dealers will be shown message as below.

“Please Pay Registration fee of Rs. 30 before generating acknowledgement. Go to

Home Page > e-Services> e-Payments for ROF Payment.”

Now to make e-payment, visit the www.commercialtax.gujarat.gov.in website. In the website select the e-Service menu and click on the e-payment. In this menu dealers are required to give below details.

- TIN No./Ack No. :-
- Tax Type :- Select the ROF.

After submitting e-Payment screen will be opened.

In this screen enter the necessary details. Enter the amount of Rs. 30/- in the registration fees/Other fees. After that click on the confirm button and submit the same. Dealers will be directed to cyber treasury website. Dealers are required to enter details regarding e-Payment and generate the challan.

Dealers will have to visit www.commercialtax.gujarat.gov.in website, and click on the e-service < ROF link. In this screen by entering the PAN number, dealer's data will be auto populated. In which dealers will have to generate acknowledgement by entering the acknowledgement number. This can be downloaded or viewed. For this below documents are required to be uploaded.

Checklist

S. No.	Name of Document
1.	Address Proof of Firm
2.	Address Proof of Partners
3.	Authority Letter to approve any person to apply for Registration
4.	Notarized Partnership Deed
5.	Notarized Photos of Partners
6.	PAN Card of Firms
7.	PAN of Partners
8.	Professional Tax Payment Receipt

Timeline

1 day

Thank You