



सत्यमेव जयते

Government of Gujarat



Registration of Partnership Firm

Process Flow, Fee Details and Timelines

Government of Gujarat

Application Name:

Registration of Partnership Firm

Process Flow:

Step (1): For registration of a Partnership Firm, applicants/investors/users are required to visit the Single Window System i.e. Investor Facilitation Portal (IFP) at <https://ifp.gujarat.gov.in/DIGIGOV/index.jsp>

Step (2):

If already registered with the portal: User to login with username and password

If not registered on the portal: User to register on the portal by clicking on 'New Investor Registration' and following the given steps. After registration, user to login with username and password.

Step (3): From the right-menu, user to select 'Partnership firm Registration' from the Partnership firm/ Society Registration drop-down

Step (4): User to select 'Partnership/Society Request List' from the drop-down and click on 'APPLY'

Step (5): In the opened link, PAN number needs to be by the user given along with the following details:

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

Step (6): User is required to fill the above details and complete 'Form-A' which is downloadable from the portal

Step (7): After uploading the completed 'Form-A', the user may submit the application

Step (8): After successfully submitting the application, user will get the message: “Your Application uploaded successfully. Acknowledgement Number is _____”

Step (9): User to save the Acknowledgement Number for future reference and go back to the application page. User to then upload the mandatory documents to generate the acknowledgement receipt

Step (10): After uploading and submitting the documents, the above acknowledgement number will be sent to user’s email ID(s) and mobile number(s)

Step (11): After this, user is required to make e-payment as per the guideline. A message will pop-up as follows: “Please Pay Registration fee of Rs. 30 before generating acknowledgement”. Go to Home Page > e-Services> e-Payments for ROF Payment

Step (12): User can then provide the necessary details and make e-payment

Step (13): On this screen, user to enter the necessary details and the amount of Rs. 30/- in the registration fees/Other fees. After that, user to click on the confirm button and submit the same. Users will then be directed to Cyber Treasury website

Step (14): After the payment is complete, users to enter details regarding e-payment and generate the challan.

Users to visit www.commercialtax.gujarat.gov.in website, and click on the e-service > ROF link.

Step (15): On this screen, by entering the PAN number, user’s data will be auto populated and acknowledgement receipt can be viewed/downloaded accordingly

Checklist:

- Address proof of firm
- Address proof of partners
- Authority Letter to approve any person to apply for registration
- Notarised Partnership Deed
- Notarised photos of Partners
- PAN card of the Firm
- PAN card of Partners
- Profession Tax Payment Receipts

Fee Details:

INR 30 (Rupees thirty only) as Registration Fees to be paid online

Timeline:

The timeline required for the complete process is **one (1) working day** (excluding the time taken by the applicant for providing necessary inputs, whenever asked for).

Thank You
