

Partnership Firm Registration Form

SIMPLE version | Indian Partnership Act, 1932 | Partnership Deed + ROF (optional)

Quick-fill version. We extract most details from the documents you submit. Click any grey 'Click here to enter text' to type. Tick checkboxes by clicking. All other cells are protected.

PART 1 Partner Details

Up to 3 promoters supported. For more, contact us for an extended template.

Partner 1

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	Click here to enter text	Nationality	Indian
Aadhaar Number	Skip if Aadhaar copy submitted	Mobile Number	Linked to Aadhaar preferable
Email ID	Click here to enter text		
DIN (NOT required)	Leave blank if not yet allotted	DSC (NOT required)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed Firm	<input type="checkbox"/> Working Partner <input type="checkbox"/> Sleeping Partner <input type="checkbox"/> Both	Indian Resident? (typical)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Profit-sharing Ratio %	Click here to enter text	Capital Contribution (Rs)	Click here to enter text

Partner 2

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	Click here to enter text	Nationality	Indian
Aadhaar Number	Skip if Aadhaar copy submitted	Mobile Number	Linked to Aadhaar preferable
Email ID	Click here to enter text		
DIN (NOT required)	Leave blank if not yet allotted	DSC (NOT required)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed Firm	<input type="checkbox"/> Working Partner <input type="checkbox"/>	Indian Resident? (typical)	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Sleeping Partner <input type="checkbox"/> Both		
Profit-sharing Ratio %	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

Partner 3

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	<i>Click here to enter text</i>	Nationality	Indian
Aadhaar Number	<i>Skip if Aadhaar copy submitted</i>	Mobile Number	<i>Linked to Aadhaar preferable</i>
Email ID	<i>Click here to enter text</i>		
DIN (NOT required)	<i>Leave blank if not yet allotted</i>	DSC (NOT required)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed Firm	<input type="checkbox"/> Working Partner <input type="checkbox"/> Sleeping Partner <input type="checkbox"/> Both	Indian Resident? (typical)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Profit-sharing Ratio %	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

PART 2 Proposed Company Details

Registered office address will be picked from the address proofs you submit. No need to type it here.

Proposed Name 1 (most preferred)	<i>No specific suffix - avoid prohibited words</i>		
Proposed Name 2 (alternate)	<i>Click here to enter text</i>		
Brief Business Activity (2-4 lines)	<i>Describe in your own words what the firm will do - we will draft the formal business clauses in the Partnership Deed for your review.</i>		
NIC 2008 Code (if known)	<i>Leave blank - we will suggest</i>	Industry Sector	<i>Click here to enter text</i>
Total Firm Capital (Rs)	<i>Click here to enter text</i>	Date of Commencement	<i>Click here to enter text</i>
Any other remarks / details to share	<i>Anything else relevant - special preferences, urgency, etc. Optional.</i>		

PART 3 Documents Submitted (Tick All That Apply)

PARTNERSHIP FIRM HAS NO DIN / DSC REQUIREMENT

Unlike Pvt Ltd / LLP, a Partnership Firm needs NO Digital Signature or DIN. The Partnership Deed is signed PHYSICALLY on stamp paper and notarised. Partner KYC is needed only for: firm PAN application, bank account opening, GST registration, optional ROF registration. Self-attested copies sufficient.

A. Documents per Promoter (tick what you are submitting)

Submit ONE address proof per promoter (any one of Aadhaar / Driving Licence / Passport / Voter ID).

Document	Promoter 1	Promoter 2	Promoter 3
PAN Card (Identity proof - mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address proof - submit ANY ONE of the below (per promoter)			
Aadhaar Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport-size Photograph (scanned, JPEG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Documents for Registered Office Address

We will use the address from the proof you submit. No need to type the address separately.

Latest Utility Bill - Electricity / Telephone / Gas / Water (less than 2 months old)	<input type="checkbox"/> Submitted
Property Tax Receipt OR Sale Deed (if owned)	<input type="checkbox"/> Submitted
Notarised Rent Agreement (if rented)	<input type="checkbox"/> Submitted
No Objection Certificate (NOC) from owner of premises	<input type="checkbox"/> Submitted

We will share the NOC format if needed.	
---	--

PART 4 Documents We Will Prepare and Share

The following will be drafted/arranged by us. You do NOT need to prepare these.

Partnership Deed (CORE document): Drafted by us with capital contribution, profit/loss-sharing ratio, partner roles, decision-making, exit/dissolution clauses. Executed on stamp paper (state-specific) + notarised + signed by ALL partners with TWO witnesses.

Stamp Paper Procurement + Notarisation: We guide on appropriate stamp paper value and arrange notary public.

Firm PAN Application (Form 49A): Filed in firm's name. Mandatory for bank account, GST, ITR. Allotted within 7-15 days.

Bank Account Opening Documentation: KYC packet for opening current account in firm's name.

ROF Form 1 (OPTIONAL but RECOMMENDED): If you opt for Registrar of Firms registration: Form 1 + affidavit + certified deed copy + fees. KEY BENEFIT: Sec 69 - unregistered firm cannot sue partners or third parties.

GST Registration: If turnover > Rs 40 lakh goods / Rs 20 lakh services.

Annual Compliance Templates: ITR-5 filing template, partner meeting minutes, capital change resolutions. Tax audit only if turnover > Rs 1 cr (business) / Rs 50 lakh (profession).

PART 5 Process, Timeline & Government Fees

Step-by-Step Process

1. Discuss key terms with all partners - capital contribution, profit/loss-sharing ratio, roles, exit / dissolution clauses.
2. We draft the Partnership Deed.
3. Procure non-judicial stamp paper of appropriate value (state-specific Rs 500 - 5,000+).
4. All partners sign the Deed in presence of TWO WITNESSES.
5. Notarise the Deed by a notary public.
6. Apply for firm PAN (Form 49A). Allotted within 7-15 days.
7. Open current bank account in firm's name (Deed + PAN + partner KYC).
8. OPTIONAL: Register with ROF - Form 1 + affidavit + certified deed + fees. Recommended (Sec 69 - unregistered firm cannot sue).
9. Apply for GST registration if turnover crosses threshold.
10. Annual compliance: ITR-5 by 31 July. Tax audit u/s 44AB if turnover > Rs 1 cr (business) / 50 lakh (profession). NO ROC annual filings.

Typical Timeline

Deed: 3-5 days. PAN: 7-15 days. Bank account: 3-7 days post-PAN. ROF (optional): +7-15 days. Total typical: 2-3 weeks end-to-end.

Government Fees (Excluding Professional Fees)

- Stamp duty on Partnership Deed: state-specific Rs 500 - 5,000
- Notary fees: Rs 200 - 500
- PAN application: Rs 110
- ROF Registration (if opted): Rs 100 - 1,500
- GST Registration: NIL government fee

- Total typical out-of-pocket: Rs 1,000 - 7,000 for a small Partnership Firm

PART 6 Declaration

I/We declare that the information provided above is true and accurate to the best of my/our knowledge. I/We authorise *Click to enter consultant / CA firm name* to act on our behalf for the registration of the proposed Partnership Firm (drafting + execution of Partnership Deed, PAN application, bank account opening, GST and ROF registration if opted).

Name	<i>Click here to enter text</i>	Designation / Role	<i>Click here to enter text</i>
Signature	<i>Click here to enter text</i>	Date	<i>Click here to enter text</i>

PART 7 For Office Use Only

Internal use - filled by our office team. Promoters can leave blank.

Received By	<i>Click here to enter text</i>	Date of Receipt	<i>Click here to enter text</i>
Assigned To	<i>Click here to enter text</i>	Estimated Filing Date	<i>Click here to enter text</i>
DSC Vendor Engaged	<i>Click here to enter text</i>	SPICe+ SRN	<i>Click here to enter text</i>
Quotation Ref No	<i>Click here to enter text</i>	Quote Issued On	<i>Click here to enter text</i>
Status	<input type="checkbox"/> Pending <input type="checkbox"/> DSC done <input type="checkbox"/> Name reserved <input type="checkbox"/> Filed <input type="checkbox"/> Approved <input type="checkbox"/> COI received		
Remarks	<i>Click here to enter text</i>		

DISCLAIMER

This form is a working aid prepared by CA Tirumalesh and made available free via calcguru.in. Statutory provisions, MCA fees, stamp duty and procedures are subject to change. Verify current MCA circulars before filing. Acceptance of this form does not constitute a binding professional engagement until a separate engagement letter is executed.