

No. F.FI/RF/2(148)/2008/ 15,525
Government of Tripura
Department of Industries & Commerce
Silpa-Udyog Bhavan, Khujurbagan
Agartala-799005

31.8f
Dated, 30th October, 2017

OFFICE MEMORANDUM

Chapter- VII of the Indian Partnership Act, 1932, provides for registration of partnership firms and details procedure is laid down vide Section 56-71 of the Act for issue of firm registration and other related matters including appointment of Registrar of firms by State Governments.

2. Accordingly, in exercise of power confirmed under Section 57 of the Indian Partnership Act, 1932, the Government of Tripura has empowered the Department of Industries & Commerce; vide the Rules of Executive Business of the Government of the State of Tripura, 1972 for dealing with all issues under Section 59 of the Indian Partnership Act, 1932 related to Firm Registration.

3. The detail procedure for issue of firm registration will be as follows:

- i. Partnership firms will be required to apply to Director of Industries & Commerce. Government of Tripura for firm registration as per prescribed format at Annexure-I.
- ii. Fee of Rs. 3 (three) for registration and fee of Rs. 2 (two) for inspection, total Rs. 5 (five) only in form of a demand draft drawn in favour of "Director, Directorate of Industries & Commerce, Government of Tripura" from any nationalized bank shall be deposited along with the application form.
- iii. The applicant firm will be required to submit a self certified copy of the registered partnership deed and photocopies of other necessary documents as per Annexure-II to establish identity of the partners, address of the principal place of business and licenses (if applicable).
- iv. On submission of the application, a letter will be issued by competent authority with 7 (seven) working days intimating about any modification/correction required in the application form or document to be submitted in conformity with the Annexure-II.
- v. The necessary modification/correction shall be complied with by the applicant firm within next 7 (seven) days failing which the application may be summarily rejected.
- vi. All the original documents shall be produced on a scheduled date for inspection. The date will be intimated by an Officer authorized by Director, Industries & Commerce on his behalf on submission of complete correct application form with all the pre-requisite documents.
- vii. On submission of complete correct application form with all the pre-requisite documents, firm registration will be issued within 15 (fifteen) working days reckoned from the date of inspection of the documents.
- viii. Any application for alteration of firm name, principal place of business, opening of branches, recording of change in and dissolution of a firm will be recorded in the Register of Firms by an entry by the Registrar following the provisions of the Act.

This memorandum shall be effective from date of its publication.


(V.G Jenner)
37x117
Special Secretary & Director (I&C)

Encl: As Stated.

Statement required for Registration of Firm
The Indian Partnership Act. 1932.
(See Section 58 and Rule 4(2))

To
The Registrar of Firms
Directorate of Industries & Commerce
Government of Tripura, Agartala-799006

Subject: Application for registration of firm M/s _____

Sir,

We the undersigned being the partners of the firm M/s _____ hereby apply for registration of the said firm and for this purpose provide the following particulars, in pursuance of Section 58 of Indian Partnership Act 1932.

1. Name of the Firm :-
(in capital letter)
2. Duration of the firm with date :-
of establishment
3. The principal place of business :-
(with contact number and e-mail)
4. Name of any other place (s) :-
where the firm carries on business
5. Full name and permanent address of all the partners and date of their joining in the firm are as follows.

Sl. No.	Name of Partners (with father's name)	Permanent address	Date of joining	Date of birth of the partners
1.				
2.				

Signature of all partners of the firm

- 1.
- 2.

I, _____ son of _____, years of age _____ do hereby declare that the above statement is true and correct to the best of my knowledge & belief.

Date:

Witness:

Signature:

I, _____ son of _____, years of age _____ do hereby declare that the above statement is true and correct to the best of my knowledge & belief.

Date:

Witness:

Signature:

(The form must be signed by all the partners witnessed by a Gazetted Officer/ Advocate/ Pleader/Chartered Account with signature and seal)

Photocopies of the following documents to be submitted with application in prescribed format for Registration of Firm

- 1) Registered Partnership Deed.
- 2) Up-to-date License/Approvals/Permits (as applicable)
- 3) Aadhar, PAN Card, Voter ID of all the partners.
- 4) Fee of Rs. 3 (three) for registration and fee of Rs. 2 (two) for inspection: total Rs. 5 (five) only in form of a demand draft drawn in favour of "Director, Directorate of Industries & Commerce, Government of Tripura" from any nationalized bank.
- 5) Blank non judicial stamp paper (2 Nos.) of requisite denomination purchased by the firm with blank semi papers.
- 6) Relevant document (khatian/parcha) /Registered land lease deed to establish address of the principal place of business or any other place(s) where firm carries on Business.

(Note: All the documents in original shall be produced on the date of inspection.)