

Standard Operating Procedure for Registration of Partnership Firms

S.No	Descriptions	Procedure
1	Required user logins	<ol style="list-style-type: none"> 1. Login for filing Partner 2. Login for Attesting Officer
2	Mandatory Supporting documents to be uploaded	<ol style="list-style-type: none"> 1. Photograph of each partner (dimensions of 150/200 pixels and max size 40 kb) 2. ID Proof of each partner (Pdf format having max file size 1Mb) 3. Scanned image of signature of each partner (max size 30kb) 4. Power of Attorney if applicable
3	Procedure to be followed by the filing partners	<ol style="list-style-type: none"> 1. Register as a user in the portal www.egroups.kerala.gov.in 2. Login to portal and enter firm details with names and address of each partner; 3. Upload the supporting documents ; 4. e-pay registration fee of Rs.2000 5. If any defects found application will be rejected for resubmission 6. Resubmit the application after rectifying the defects; 7. A confirmation message and reference number will be received in the registered mobile number and e-mail ID
4	Role of the Attesting Officer (Gazetted Officer/Advocate/Chartered Accountant/Income-Tax Practitioner/Registered State Auditor)	<ol style="list-style-type: none"> 1. Login to the portal; 2. Follow the steps given in the attesting officer's login for installing the Digital Signature certificates; 3. Attest the application by selecting the reference number; 4. Apply Digital Signature ; 5. Submit the application to Firm Registrar;
5	Role of Firm Registrar	<ol style="list-style-type: none"> 1. Verification process 2. Return the application if any defects found; 3. Registration takes place if the details are complete in all respects;
6	After Registration	Registration details will be send to the registered mobile number and email id. Applicant can also download the acknowledgement of registration through user login;

7	General conditions	<ol style="list-style-type: none">1. Minimum 2 partners are required for the formation of a partnership firm2. Prohibited names for Partnerships firms - (King, Crown, Emperor, Empress, Empire, Imperial, King, Queen, Royal, Kerala, India, Bharath, National, Bank, Bankers, State, Central)3. Partnership deed is not compulsory for registration
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