

User Manual

For

Indian Partnership Act 1932

Department of Large Industries & Enterprises

Annexure I

Implement a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for new Indian Partnership Firm and mandate that all applications are submitted online.

URL: partnershipfirmregistration.silpasathi.in/

Online Single Window System: New Application Form for Indian Partnership Firm (IPF)

Supporting Documents Details:

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Login Details:

Online System for Indian Partnership Firm (IPF)

URL for Online System for New Application: partnershipfirmregistration.silpasathi.in

1. Log in on the login page (else create new user and then log in)

1 a) - Screenshot is as given below:



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Single Window Services and Submission of Form:

Page that appears after log-in (Screenshot is as given below):

1 b) - Screenshot is as given below:

Registration of Partnership Act - 1932 Welcome APPLICANT01

Dashboard

search here Print New Delete PDF Excel 1-8 of 8

8	"FRESH" Form Id: APP-000025 Organization Name: Harshit Associates Applied On: 07-Aug-2017 Applicant Name: applicant01 History Download Memorandum Payment Receipt Edit/View	Sent By: REGISTER Sent To: applicant01 Sent On: 07-Aug-2017 Action Status: Approve
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Then Click on “New” icon

On Clicking on New Application Form icon, application form opens, where details are required to be filled in by the applicant, including the Industry Type (Screenshot is as given below)

Registration of Partnership Act - 1932 Welcome APPLICANT01

Partnership Registration

New Save Search

The Name of the Firm*

Firm Type

Date of Establishment*

Principal Address of the Firm*

Country*

State*

District*

Police Station*

Post Office*

PIN*

Landline No (+91)

Fax

Mobile (+91)*

Email ID*

Website

PAN no of the Firm*

Firm Documents

Registration of Partnership Act - 1932 Welcome APPLICANT01

Partnership Registration

New Save Search

Documents to be Uploaded*

Documents*

Add

Sno	Documents To Be Uploaded	Documents
1	2.pdf	
2	1.jpg	
3	3.jpg	
4	4.jpg	
5	5.jpg	
6	6.jpg	

125.22.76.238/partnershipact/asp/mainnew.aspx#

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If the Partnership Firms have any other Branches, the details of the branch details should be given as shown below

The screenshot shows the 'Partnership Registration' form with the 'Branch Details' section expanded. The form includes the following fields:

- Branch Name
- Address*
- Country*
- State*
- District*
- Police Station
- Post Office
- PIN*
- Landline No (+91)
- Fax
- Mobile (+91)*
- Email
- Trade License of the Branch

An 'Add' button is located at the bottom of the form.

Partner's Details to be filled as shown in below screen.

The screenshot shows the 'Partnership Registration' form with the 'Partner Details' section expanded. The form includes the following fields:

- Name of the Partner in Full*
- Permanent Address*
- Country*
- State*
- District*
- Police Station*
- Post Office
- PIN*
- Mobile (+91)*
- Email
- Date of Joining*
- Remarks

The screenshot shows the 'Partnership Registration' form with the 'Witness Details' section expanded. The form includes the following fields:

- Voter ID/Aadhar ID and PAN Card*
- Name*
- Address*
- Mobile (+91)*

The form also displays a table of partners:

S.no	Name Of The Partner In Full	Permanent Address	Country	State	District
1	Arjun Kumar	No.18, New Town Road, New Town, Kolkata	India	West Bengal	Kolkata
2	Aravind Kumar	New Town Road, New Town, Kolkata	India	West Bengal	Kolkata

Below the table, there is a declaration statement: "We the partners of the above said firm do here by declare that the forgoing statement is true to our knowledge and belief. Witness or Witnesses attesting the signatures."

Witness Details for the Partnership Firm to be filled as shown in below screen.

The screenshot shows the 'Partnership Registration' form. At the top, it says 'Registration of Partnership Act - 1932' and 'Welcome APPLICANT01'. Below the title, there are 'New', 'Save', and 'Search' buttons. A text box contains the instruction: 'We the partners of the above said firm do here by declare that the forgoing statement is true to our knowledge and belief. Witness or Witnesses attesting the signatures.' Below this, there are input fields for 'Name*', 'Address*', and 'Mobile (+91)*'. There is also an 'Upload Scanned Signature*' section with an 'Add' button. A table below shows one entry for a witness named 'Arjun Kumar' with address 'New Town, Kolkata' and mobile number 'New Town, Kolkata'. Below the table, there are 'Status Fields' and another set of 'New', 'Save', and 'Search' buttons.

S.no	Name	Address	Mobile (+91)	Upload Scanned Sign
1	Arjun Kumar		New Town, Kolkata	

The application contains relevant Supporting Documents to be attached as shown in the screen shot below:

As shown in screen shot below:

The screenshot shows the 'Partnership Registration' form with a section for 'Documents to be Uploaded'. There is an 'Add' button above a table. The table has two columns: 'Documents To Be Uploaded' and 'Documents'. The table contains six rows of document uploads, each with a serial number, a file icon, and a filename.

S.no	Documents To Be Uploaded	Documents
1	2.pdf	
2	1.jpg	
3	3.jpg	
4	4.jpg	
5	5.jpg	
6	6.jpg	

3. Then click on 'Save to Submit All Details'

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4. Once click Save and submit all details, Application number is generated
(In this case APP-000025)
Screenshot is as given below:

The screenshot shows a web application interface for the Registration of Partnership Act - 1932. The user is logged in as APPLICANT01. The dashboard displays a table with application details. The 'Form Id: APP-000025' is highlighted with a red box. The application was applied on 07-Aug-2017 by applicant01. The action status is 'Approve'.

Form Id	Applied On	Applicant Name	Action Status
APP-000025	07-Aug-2017	applicant01	Approve

4. There are hyperlinks such as

- Edit/View:** This link is for editing the application when the Department returns the application for corrections in the application form.
- History:** This link is for knowing the status of the application.
- Attachments:** This link is for viewing the documents uploading and downloading.
- Payment :** This link is for making the payment through Bill Desk (The system will automatically calculate the amount to be paid)
- Payment Receipt:** This link is for view/Print/Download the Receipt of the payment made by the applicant
- Download Memorandum:** This link is for downloading Memorandum of Partnership Firm

(Screenshot is as given below):

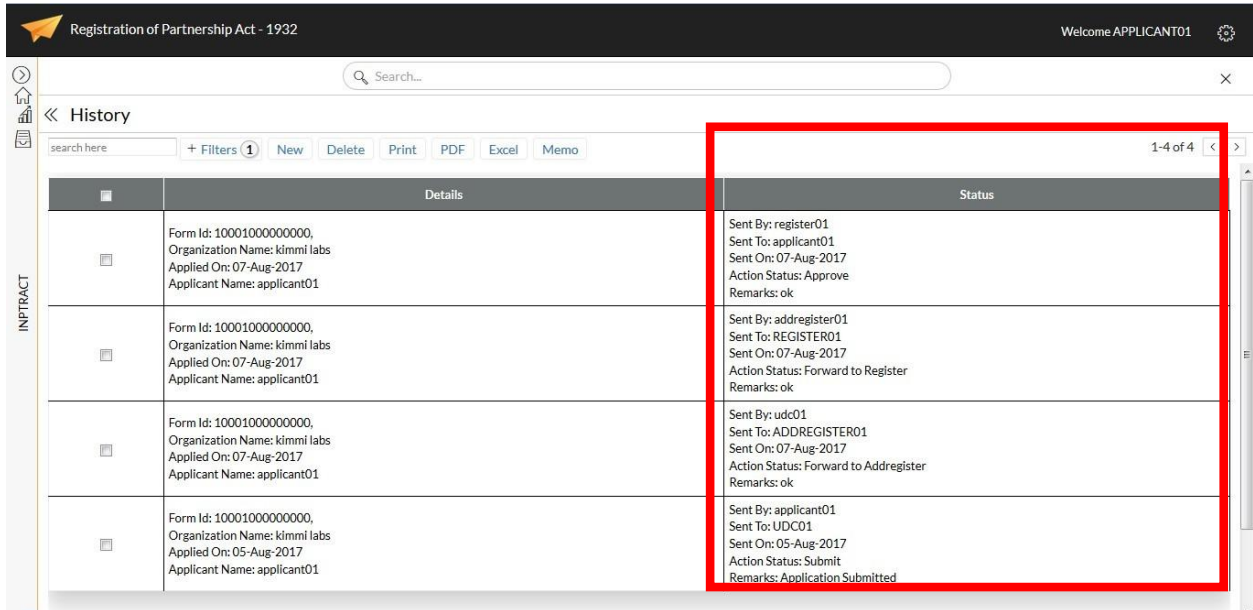
The screenshot shows the same web application interface as above. The 'Form Id: APP-000025' is highlighted with a red box. The application was applied on 07-Aug-2017 by applicant01. The action status is 'Approve'. The hyperlinks 'History', 'Download Memorandum', 'Payment Receipt', and 'Edit/View' are also highlighted with a red box.

Form Id	Applied On	Applicant Name	Action Status
APP-000025	07-Aug-2017	applicant01	Approve

Tracking:

5. If desired, the quotation generated status can also be checked on clicking the History hyperlink (for tracking & monitoring the status) and clicking 'Status can be viewed'.

Screenshot of the status that appears is as given below:



	Details	Status
<input type="checkbox"/>	Form Id: 10001000000000, Organization Name: kimmil labs Applied On: 07-Aug-2017 Applicant Name: applicant01	Sent By: register01 Sent To: applicant01 Sent On: 07-Aug-2017 Action Status: Approve Remarks: ok
<input type="checkbox"/>	Form Id: 10001000000000, Organization Name: kimmil labs Applied On: 07-Aug-2017 Applicant Name: applicant01	Sent By: addregister01 Sent To: REGISTER01 Sent On: 07-Aug-2017 Action Status: Forward to Register Remarks: ok
<input type="checkbox"/>	Form Id: 10001000000000, Organization Name: kimmil labs Applied On: 07-Aug-2017 Applicant Name: applicant01	Sent By: udc01 Sent To: ADDREGISTER01 Sent On: 07-Aug-2017 Action Status: Forward to Addregister Remarks: ok
<input type="checkbox"/>	Form Id: 10001000000000, Organization Name: kimmil labs Applied On: 05-Aug-2017 Applicant Name: applicant01	Sent By: applicant01 Sent To: UDC01 Sent On: 05-Aug-2017 Action Status: Submit Remarks: Application Submitted

Payment:

6. The amount can be paid online by clicking on the 'Payment hyperlink',
(Screenshot is as given below):

The screenshot shows a dashboard for the 'Registration of Partnership Act - 1932'. The user is logged in as 'APPLICANT01'. The dashboard displays a list of applications. The first application is highlighted, showing details: Form Id: APP-000025, Organization Name: Harshit Associates, Applied On: 07-Aug-2017, and Applicant Name: applicant01. The 'Payment' link is highlighted with a red box. Other links include 'History', 'Download Memorandum', and 'Edit/View'. The right side of the application card shows 'Sent By: REGISTER', 'Sent To: applicant01', 'Sent On: 07-Aug-2017', and 'Action Status: Approve'.

7. On clicking Payment hyperlink, the amount to be paid appears with 'Pay Now' option

(Screenshot is as given below):

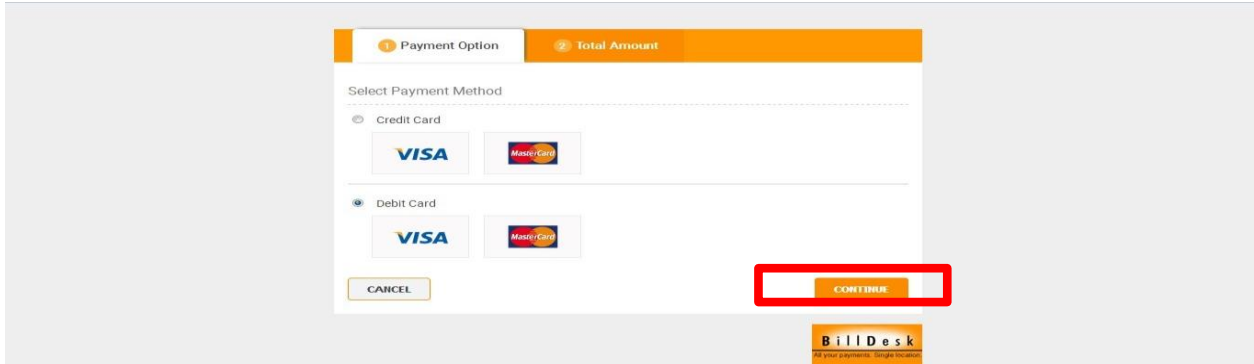
The screenshot shows a dashboard for 'Land Availability and Land Allotment'. The user is logged in as 'Somesh Kumar'. The 'Payment Details' section is highlighted with a red box. It contains a table with the following data:

Sr No	Application Form	Department	Amount(₹)	Delete
1	Indian Partnership Act	ICE	₹ 1.00	Delete

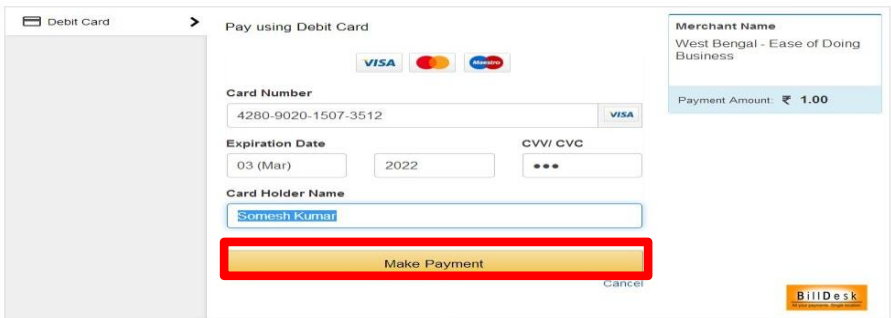
The 'Transaction Details' section shows: User: Somesh Kumar, Reference No: WB1709161240302958, Total Amount: ₹ 1.00, and No of Items: 1. The 'Pay now' button is highlighted with a red box, and the 'Pay later' button is also visible.

8. On clicking the 'Pay Now' button, select the method of payment (Credit Card or Debit Card)
the following screen appears with payment options
(Screenshot is as given below):

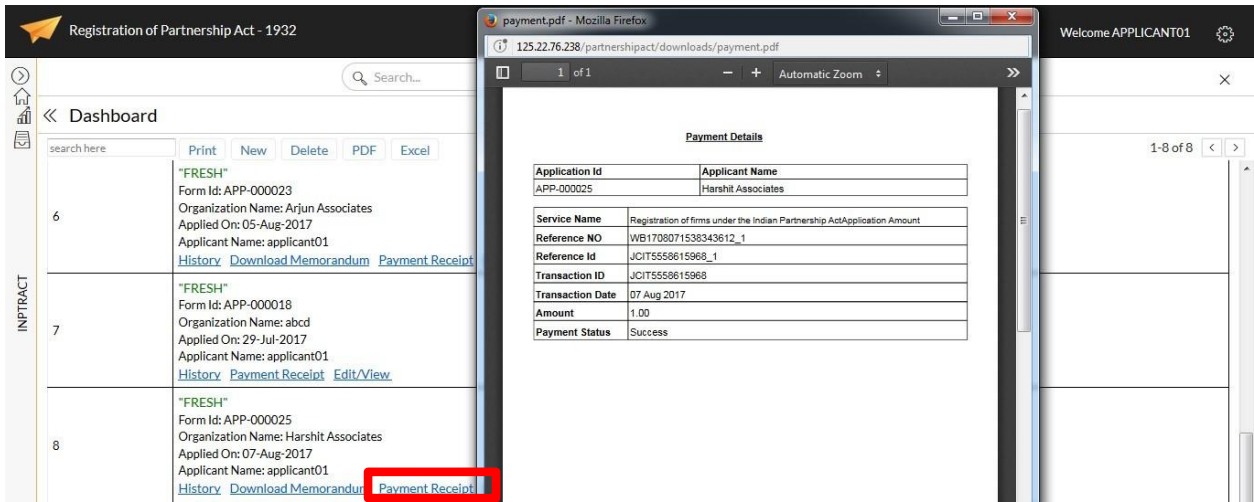
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10. Click on 'Make Payment' to proceed to pay through selected method (Screenshot is as given below, for payment through Bill desk Wallet)



11. Sample payment receipt for online application (generated through the online system after Payment is made) (Screenshot is as given below):



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Once the Payment is done and the application is submitted, the Department will process the application and final system generated approval letter will be issued as shown below.

The screenshot shows a web application interface for the 'Registration of Partnership Act - 1932'. The dashboard lists three applications, with the third one (Form Id: APP-000025) highlighted. A PDF viewer window is open, displaying a Memorandum of approval. The memorandum text reads: 'The Registrar of Firms, West Bengal, hereby acknowledges receipt of the undermentioned document and intimates that it has been filed / recorded / registered pursuant to the Indian Partnership Act, 1932 (Act IX of 1932)'. The firm details are: Harshit Associates, No. 18, New Town Road, Kolkata, established on 03/01/2001. The document is signed by the Registrar of Firms, West Bengal, dated 07/08/2017.

Form Id	Organization Name	Applied On	Applicant Name	Actions
APP-000023	Arjun Associates	05-Aug-2017	applicant01	History Download Memorandum
APP-000018	abcd	29-Jul-2017	applicant01	History Payment Receipt Edit/View
APP-000025	Harshit Associates	07-Aug-2017	applicant01	History Download Memorandum

Memorandum. Date: 07/08/2017
No: ONF/2017/REG000002

The Registrar of Firms, West Bengal, hereby acknowledges receipt of the undermentioned document and intimates that it has been filed / recorded / registered pursuant to the Indian Partnership Act, 1932 (Act IX of 1932).

Firm Details :-

Firm Name: Harshit Associates
Address: No. 18, New Town Road, Kolkata
Date of Establishment: 03/01/2001

Kolkata,
Dated: 07/08/2017
Registrar of Firms, West Bengal.

To:

Registrar of Firms, West Bengal, Form No. N.S. 1
AC/P-A 6-2005-06-250-25000