



IT PAYS TO EXPLORE

Astute Consultants

Tax Filing & Registration Services

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PARTNERSHIP FIRM REGISTRATION

(Requirements)

1. Minimum 2 Persons –Name , Address , Occupation, Age, Father's Name
2. Address Proof- Ration Card / Voter I.D / Driving license
3. Aadhaar Cards of Partners
4. Partnership Deed on Rs. 200/- stamp paper
5. Registered/Power of Attorney of the premises where Firm is to be Registered.
6. If rented, Rent deed, Rent Receipt.
7. NOC from Landlord on Rs.10/- stamp paper
8. Electricity Bill / House tax Receipt / Water Bill photocopy
9. Signatures on Partnership Firm Registration FORM-1 (No inspection, No original documents, No cuttings in objects)

(Benefits)

1. Regd under "Govt. of N. C. T. of Delhi"/ "Govt. Regd"
2. Regd Firm has more value than unregistered firm, it can sue someone.
3. Benefits at the time taking Contracts from Govt. or other Agencies.
4. Identification of the PARTNERSHIP FIRM.
5. Benefit in taking legal Action.
6. Separate entity.
7. Jointly owned and managed by 2 or more persons.

PARTNER'S DETAILS

1. **Name of the firm:**
2. Registered Office Address:
.....PIN.....
3. Email.....Mob.....

4. Main objects of the Firm:.....

5. Partnership Date with effect from Current Date or Back Date.....

6. Partners Details

(1) Name.....

Father's name.....

Residence Address.....

.....PIN.....

Shareholding.....% PAN.....Date of Birth.....

Mobile No.....Tel. No.....Signature.....

(2) Name.....

Father's name.....

Residence Address.....

.....PIN.....

Shareholding.....% PAN.....Date of Birth.....

Mobile No.....Tel. No.....Signature.....

(3) Name.....

Father's name.....

Residence Address.....

.....PIN.....

Shareholding.....% PAN.....Date of Birth.....

Mobile No.....Tel. No.....Signature.....

FURTHER REQUIREMENTS OF A FIRM

- PAN Card and Income Tax Return**
- TDS Registration**, Monthly deposit, TDS Returns Quarterly, Assessment and other correspondence with the department, Issue of TDS certificates.
- Goods & Service Tax Registration** Tax deposit, Monthly\ Quarterly Returns, Assessment and other correspondence with the department, can be applied with the incorporation application, or at later stage.
- Import Export Code No**, Amendment and other correspondence with the department.

5. **Books of Account** - Supervision or Maintenance - Computerised with Voucher system, Ledger, Accounts, Trial Balance, Provisional B/S and Bank Reconciliation Statement monthly
6. **MoU, Affidavit, Deed**, Settlement, Franchising, Power of Attorney, and Other Documents, Bonds, Loan Documents, Notices, Bank Guarantee, Advertisements and any other agreement- on demand.
7. **Registration under PF, ESI.**, SSI., ISO.-9002, ISI., SEBI, Factories Act, Gratuity Act, Pollution, Water, Electricity, Society, Trust, Entertainment
8. **Insurance & Investment** of Funds in Mutual Funds, PPF, FD, Shares, Govt. Bonds, MIS, Post office Savings, NSC etc.

Please Contact If Any Query
Hemant Allawadhi
(Mentor, Strategic Advisor & Corporate Trainer)

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Note: We believe in very fast, accurate and timely services at your doorstep by Courier, Fax, E-mail, or Personal visit. Distance doesn't matter for us.