

Application Procedure for Partnership Firms and Societies

S.No	Process Step	Process Step Description	Responsibility Centre
Step 1	Submission of Application and Payment	Applicant fills in the online application form along with the required documents & pays fees online via Treasury Portal	Applicant
Step 2	Verification of Documents	Assistant Registrar scrutinizes the application. In case certain documents are missing or some additional information is required then the office raises a query and applicant is informed about the same through SMS/email	Assistant Registrar
Step 3	Applicant's Response to the Query	Applicant provides the additional information/documents online that has been asked for	Applicant
Step 4	Acceptance of Application	If the application is found correct/complete then it is accepted	Assistant Registrar
Step 5	Approval / Objection	Assistant Registrar either approves or objects the application	Assistant Registrar
Step 6	In case of Objection	In case of objection, reason will be given to applicant for objection. Applicant will be notified via sms/email.	Assistant Registrar
Step 7	Approval Certificate	In case of approval, digitally signed certificate is generated	Assistant Registrar
Step 8	Download certificate	Applicant can download the copy of the registration certificate online	Applicant