

ALL ABOUT REGISTRATION OF FIRM- By Bhushan Kochar

#	FEES FOR ROF W.E.F.01.03.2014	
1	NEW REGISTRATION OF FIRM	1500+100=1600
2	RECONSTRUCTION OF FIRM	1000+200=1200
3	SEARCH OF FIRM STATUS	100

#	Remarks
1	Take sign of all partners on all page of Partnership deed & Forms like Form A/B/C/D/E/F
2	Forms A/B/C/D/E/F must Notarised
3	Above fees will be charged for each reconstruction/Changes separately.
4	Time to visit ROF-10.30 AM to 01.00 PM & 1.30 Pm to 3.00 PM-PUNE ROF OFFICE
5	Form A-Must file Online with proper translation in Marathi Language

#	Forms Name	Used for
1	Form A	Application for Registration of Firms
2	Form B	Alteration in The Name, Location(i.e Principle Place) or Nature of Business of Firm
3	Form C	Notice for Change of Address/Additional Place of Business
4	Form D	Notice of Change in the Name of Partners and his Permanent Address
5	Form E	Notice of Change of Constitution or Dissolution of the Firm
6	Form F	Notice of Election by a person admitted as a minor to the benefits of partnership Firm to become or not to become a partner

#	Checklist
	For Registration/Reconstruction/Alteration of Firm
1	Partnership/Reconstruction Deed-True copy with attestation of CA
2	Marathi P.Deed-For New P.Firm Registration only-True copy
3	FORM A/B/C/D/E/F-Duly Notarised
4	Rs 100/- Stamp Paper
5	Authority Letter in favour of CA
6	Covering/ROF letter with Court Fee stamp of Rs 5
7	NOC with Proper Address proof (If required)

# Calculation of Penalty amount for Late registration/Reconstruction are as follows:							
Particulars	Time Limit to Inform ROF						
1 New registration of Partnership	1 Year						
2 Reconstruction/Alteration	90 days						
Calculation of Penalty No. of days delayed-Time Limit available*10 Rs. Per Day Note:- Two options are available for depositing Penalty amount a. Client can deposit the same amount while submitting the documents with ROF OR b. Wait till the letter received from ROF and then pay the amount Mode of Payments <table border="1"> <tr> <td>Penalty Amount</td> <td>Mode of Payt.</td> </tr> <tr> <td>1 Till Rs. 1500/-</td> <td>By cash</td> </tr> <tr> <td>2 Above Rs 1500/-</td> <td>DD in favour of "ASSISTANT REGISTRAR OF PARTNERSHIP FIRM, PUNE"</td> </tr> </table>		Penalty Amount	Mode of Payt.	1 Till Rs. 1500/-	By cash	2 Above Rs 1500/-	DD in favour of "ASSISTANT REGISTRAR OF PARTNERSHIP FIRM, PUNE"
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