

### CHECK LIST FOR FIRM REGISTRATION

1. Form I.
2. Partnership deed duly registered before Sub-Registrar.
3. An affidavit in which it should be recorded that:
  - a) *If there will be any change in the firm, Registrar of Firms will be informed well in time.*
  - b) *The name & Style viz M/s \_\_\_\_\_ is not registered as firm with any State Govt. Agency”.*
  - c) *In case, at any time, it emerges that the documents furnished by me or by partners of firm are proved fake/ forged, the firm & its partners as a whole shall be liable to any disciplinary action as warranted under rules and the decision (s) taken by the Government/ Registrar of firms, Kashmir in this regard shall be binding on us.”*
4. Rent deed duly registered before Sub-Registrar.
5. Attested Copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card.
6. Attested copy of State Subject Certificate of each Partner.
7. Photograph of each partner.
8. Resolution duly signed by all partner on simple paper wherein following may be recorded:

*“Resolved unanimously that Mr./ Mrs. \_\_\_\_\_ (partner) shall represent the firm before Govt. /other agencies on behalf of firm.”*
9. Registration fee of Rs.10/ may be remitted in the treasury under Account Head 1475 - Other General Economic Services.