

PROCEDURE AND TIMELINES FOR REGISTRATION OF PARTNERSHIP FIRM

PROCEDURE FOR APPLICATION SUBMISSION

- **Step-1:** Visit the official website of Department of Industries Himachal Pradesh by clicking on the below link
<http://emerginghimachal.hp.gov.in/>
- **Step-2:** Now, create your user account by registering yourself with Single Window Clearance System. Go-to “**Investor Sign-up**” and get your registered credentials after filling all the mandatory information.
- **Step-3:** After successful registration on SWCS, user will get an acknowledgment on both email and registered mobile.
- **Step-4:** Now, fill the mandatory application form and upload the scanned copy of documents enlisted in checklist for Registration of Partnership Firm.
- **Step-5:** After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.
- **Step-6:** After payment is done successfully, user can finally submit the application to the department.

Time-line:

From the submission of online application from portal to final dispense of an approval certificate, department has proposed a timeline of **7 working days** provided that all documents must be submitted. In case of any query/concern/objection timeline will stop unless a response is received back from applicant regarding the clarification asked by department.

<http://hp.swcspoc.com//themes/backend/uploads/NOTIFICATION%20FOR%20THE%20REGISTRATION%20OF%20PARTNERSHIP%20FIRM%20UNDER%20H.pdf>

APPLICATION APPROVAL PROCEDURE (DEPARTMENTAL)

Phase-1: Application filling, submission of documents and payment of application fee.

- Application needs to be submitted online with correct details. (Online Application filling)
- List of required documents mentioned in Checklist should be uploaded (Scanned copy) and submitted to the Registration Authority. (District Industrial Centre)



Phase-2: Scrutiny of documents uploaded at department level (DIC) and **Concern/Objection/Query** raised by department if any.

- Scrutiny of documents by Registration Authority (DIC Office)
- Reverted back to the applicant in case of any negative report. (Document missing, incorrect information, etc.)



Phase-3: Approve/Rejection of the application by the department. (District Industrial Centre) **Approver Authority (General Manager DIC)**

- **Grant/Rejection/Final Disposal of the license by the Registration Authority. (DIC Office)**

- **Step-1:** Online application will be received by the District Industrial Centre (Industries Department)
- **Step-2:** Now, the department assigns the application to the Scrutiny officer for verifying the documents uploaded by an applicant.
- **Step-3:** In-case of any **Query/Objection** department can revert back application to an applicant for clarification. (Online revert back)
- **Step-4:** Applicant can see the objection raised by the department on his dashboard, he can send the updated response accordingly.
- **Step-5:** Once the application is approved from the department, user can download the final signed copy from online portal.

Application Approval/Rejection Procedure Workflow

