



## USER MANUAL

### Registration of Partnership Firms

### Department Of Industries

Homepage URL: <https://emerginghimachal.hp.gov.in/>

Direct link for accessing the document:

<https://emerginghimachal.hp.gov.in/themes/backend/uploads/notification/Notification/Comprehensive%20Checklist%20and%20procedure.pdf>



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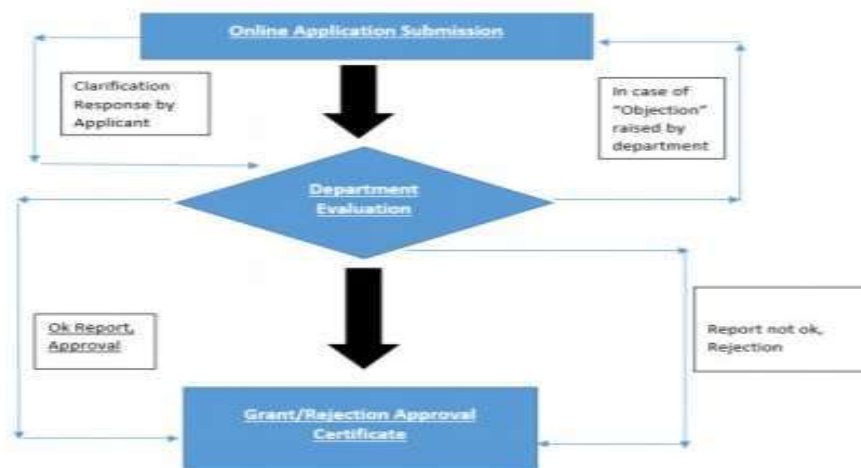


## 1. Checklist and Applicable Fee

### Application Registration of Partnership Firms Under Indian Partnership Act, 1932

#### a) Checklist

- A self-attested copy of partnership deed duly signed by partners/partner on behalf of all partners on the stamp papers of Rs. 22.50/- or more registered/taken on record by the Sub-Registrar/ Tehsildar concerned wherein Principal place of business of the firm, nature/type of business, validity of firm date of entering into partnership should be mentioned.
- An undertaking of partners or a partner of firm on behalf of all partners to the effect that the firm is not registered previously anywhere in the office of Registrar of Firms/Deputy Registrar of Firms in H.P.
- Required fee of Rs. 3/- should be paid online.
- Application on Form "1" duly filled in all respect in which signature of each partners should also be identified/verified by an Advocate/Notary/Gazetted Officer/Magistrate. The verification should contain legible stamp of verifying authority.
- Proof of Address of the Firm: Photograph of signboard of the Firm displayed at HQ/Premises of the Firm, Lease deed, Rent agreement or Ownership details of Establishment/Factory/Unit.
- Photo identity proof of each partner (Aadhaar Card of all partners) and telephone number.
- Address Proof of all partners.



#### c) Applicable Fees

- Required fee of Rs. 3/- should be paid online.

## 2. Online Submission Of Application

**Step-1:** Visit the Department's website following the link  
<https://emerginghimachal.hp.gov.in/>

The new users can register (one-time registration for new user) and registered users can login.



**Step-2:** User can register by filling the information below:

### Investor Registration

<p><b>Email ID*</b></p> <input type="text" value="Valid Email ID"/>	<p><b>Mobile Number*</b></p> <input type="text" value="Mobile Number"/>
<p><b>Choose Password*</b></p> <input type="password" value="Password"/>	<p><b>Re-Type Password*</b></p> <input type="password" value="Re-type Password"/>

#### Personal Information

<p><b>First Name*</b></p> <input type="text" value="First Name"/>	<p><b>Last Name*</b></p> <input type="text" value="Last Name"/>
<p><b>Address*</b></p> <input type="text" value="Address"/>	

**12345678** Get a new code

Please enter the letters as they are shown in the image above\*

  
(Letters are not case-sensitive)

**REGISTER**



# Department of Industries

Himachal Pradesh Government



**Step-3:** User can login by entering their Login ID and Password (after verification):

## Investor Login

IUID/Email ID \*

Password \*



Get a new code

Please enter the letters as they are shown in the image Above \*

(Letters are not case-sensitive)

[Forgot Password?](#)

[Resend Activation Mail](#)

**LOGIN**

**Step-4:** Following page is displayed after login. User may hover over to the “Partnership Firm” Tab on the left column. User may click here to proceed.

Apply for Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 110 Permission

Department of Industries

- Essentiality Certificate
- Extension of Permission Under Section 110

Food & Civil Supplies

Agriculture

Department of Higher Education

DHSR

Apply for Industrial Plot

**OTHER APPROVALS**

- Update Project Status
- Geological Wing
- Boilers & Act Regulation
- Partnership Firm**

Description For Pending Applications

ID	Application	Department	Status	Download	EC Letter	Print	Payment Receipt
21585	Fire NOC	Fire	Pending			Print	Receipt
21720	CAF	Department of Industries	Pending for Payment	NA		Print	

Showing 1 to 2 of 2 entries

Previous Next

**Step-4:** Following page is displayed where the user is required to click on “Apply” tab listed below:

Partnership Firm : List of Applications

S.No	Application Name	Department Name	Action
1	Registration of Partnership firms	Registrar of companies	<a href="#">Apply</a>

**Step-5:** Following page is displayed where the user is required to fill the online form and submit on “Save and Next” tab listed below:

Single Window

HOME

GENERAL

Know Your Approvals

Grievance

Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 110 Permission

Department of Industries

Other Approvals

Update Project Status

Geological Map

Shakers & Act Registration

Partnership Firm

Labour

IPSEDL

Technical Inspection

Fire

PCR

Weights and Measures

IP Demand Water Authority

UD & TCP

Incentive

TCP

Municipal Corporation

The Indian Partnership Act, 1932 Application for Registration of Firm to Taxation

Step 1: Approve Firm

Step 2: Create

Step 3: Report

Step 4: Estimate

Applicant Detail

UID \* 11086075

Name \* Vikrant Chandel

Corresponding Address \* Udyog Enclave, Sonbhadra

Pin Code \* Pin Code

Mobile \* 9107510100

Email \* vikrantsonbhadra@gmail.com

Firm Detail

Firm Name \* Test enterprize

Place of Business

A. Permanent Place

Address \* Udyog Enclave

Pin Code \* 171001

District \* Please Select District

Taluk \* Taluk Name

Telephone/Mobile \* Telephone/Mobile

B. Other Place (If Any)

Address \* Correspondence Address

Pin Code \* Pin Code

District \* Please Select District

Taluk \* Taluk Name

Telephone/Mobile \* Telephone/Mobile

Falls under BBND (Baddi Barotiwala Nalagarh Doon)

BBND Area \* Please Select

Partner Details

+ Add New Partner Detail

Full Name of Partner

Mobile Number

Date of Joining the Firm

Ministry of Agriculture

Address

Delete

Witness Details

+ Add New Witness Detail

Full Name of Witness

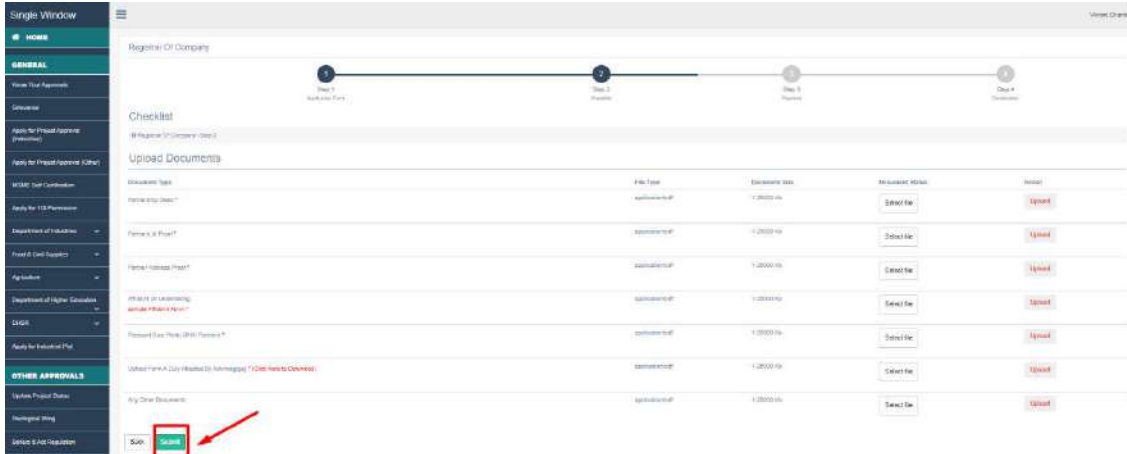
Mobile Number

Address

Delete

[Save & Next](#)

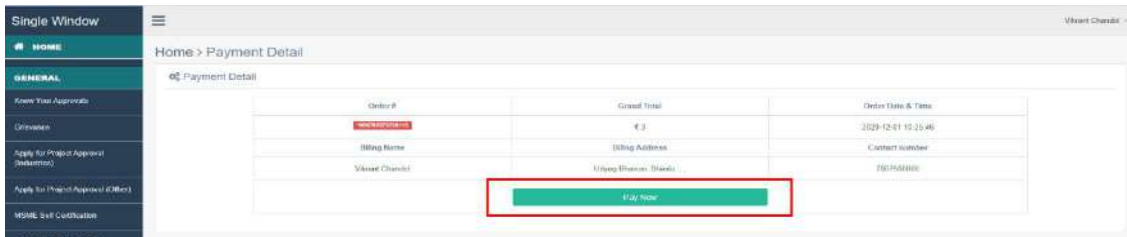
**Step-6:** Following page is displayed where the user is required to submit the documents online:



Document Type	File Type	Document Size	Maximum Value	Action
Declaration Form**	application/pdf	1,000,000 kb		Upload
Particulars of Project**	application/pdf	1,000,000 kb		Upload
Particulars of Investment**	application/pdf	1,000,000 kb		Upload
Particulars of Machinery**	application/pdf	1,000,000 kb		Upload
Particulars of Land**	application/pdf	1,000,000 kb		Upload
Upload Form A (as required by Advertisers) * (Click here to Download)	application/pdf	1,000,000 kb		Upload
Any Other Documents	application/pdf	1,000,000 kb		Upload


### 3. Payment of Application Fee

**Step-7:** User is required to submit the applicable fees online:



Order #	Grand Total	Order Date & Time
2023010101	₹ 3	2023-12-01 10:29:46
Billing Name	Billing Address	Contact Number
Vijay Chand	Vijay Bhawan, Sharda	7807008800

On clicking the user is redirected to online payment gateway:



**Director of Industries** Reference No : 043991  
Amount : 3.00

**Please Note:**  
 Applicable Bank Charges :  
 Debit Cards - Upto Rs. 1000 : 0.25%  
 Debit Cards Rs. 1000 to Rs. 2000 : 0.50%  
 Debit Cards Above Rs. 2000 : 1.00%  
 Credit Cards - 1.90%  
 Credit Card - Maestro-Card : 1.00%  
 Convenience Fee of Rs. 100 + GST applicable for EMI transactions on HDFC Bank Cards.

Pay using  Credit card  Debit card

Select Credit Card Option : --Select--

**PAY NOW**

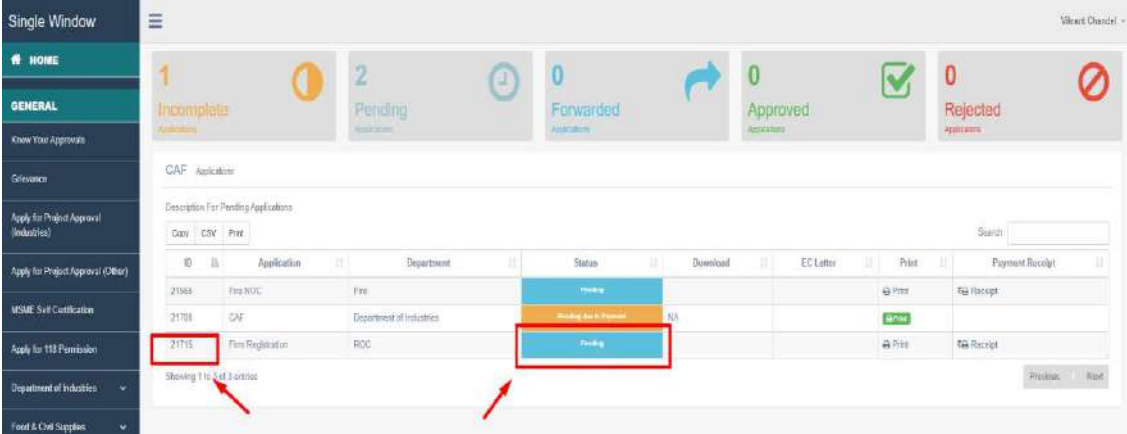
No convenience fee or service charge is payable by the customer on debit card / UPI transactions.

**HDFC BANK**

Your transaction is processed through a secure 2048 bit RSA internet connection based on secure socket layer technology. For security purposes, your following details have been logged:  
 IP address: 92.247.218.87 and access time: Tue Dec 05 02:26:43 05 2020.

## 4. Track Status of Application

On payment submission the application is reflected in the Dashboard with the current status. **User can check/ track the status as well as the events** by clicking on the application ID highlighted below:



Single Window Vikrant Chandel

**HOME**

**GENERAL**

Know Your Approvals

Grievance

Apply for Project Approval (Industries)

Apply for Project Approval (Other)

MSME Self Certification

Apply for 113 Permission

Department of Industries

Food & Civil Supplies

1

Incomplete

Applications

2

Pending

Applications

0

Forwarded

Applications

0

Approved

Applications

0

Rejected

Applications

CAF Applications

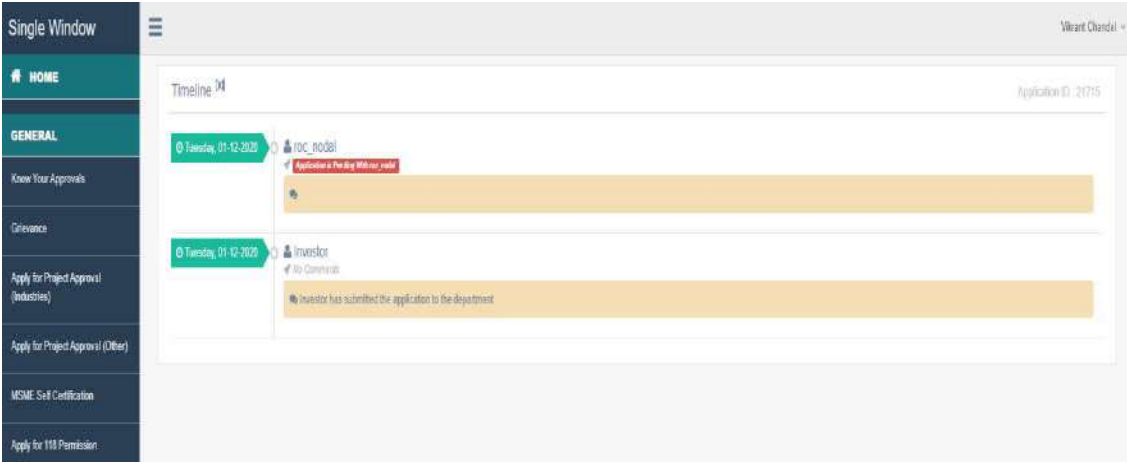
Description For Pending Applications

ID	Applicant	Department	Status	Download	EC Letter	Print	Payment Receipt
21584	Firm NOC	Firm	Pending			Print	Payment Receipt
21708	CAF	Department of Industries	Showing Backlog	NA		Print	Payment Receipt
21715	Firm Registration	ROC	Pending			Print	Payment Receipt

Showing 1 to 4 of 4 entries

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On clicking the ID following page is displayed with the **event-wise information**.



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**HOME**

**GENERAL**

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Apply for 113 Permission

Timeline Application ID : 21715

- 01-12-2025** roc\_nodal
  - Application is Pending With no update
- 01-12-2025** Investor
  - No Comments
  - Investor has submitted the application to the department





## 5. Final Signed Certificate

On application approval the status will change to “Approved”. User may **Download the final signed certificate** from the portal by clicking on the tab below.

CAF Applications

Description For Pending Applications

Copy CSY Print Search: 421

ID	Application	Department	Status	Download	Print	Action
421	Partnership Firm	ROC	Approved	Download	Print	

Showing 1 to 1 of 1 entries (filtered from 61 total entries)

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### Sample certificate generated online.



Single Window Clearance System  
Directorate of Industries(DOI)  
Govt of Himachal Pradesh

FORM 'C'

DEPUTY REGISTRAR OF FIRMS  
DISTRICT INDUSTRIES CENTRE  
(Solon)  
Udyog Bhawan, Bemble, Shimla-171001

#### Acknowledgement of Registration of Firm

The Dy. Registrar of Firms, Solon, Himachal Pradesh hereby acknowledges the receipt of the statement prescribed by section 58(1) of Indian Partnership Act, 1932. The statement has been filed and the name of the Firm **M/s Test** has been entered at Serial No. **ROC/9/10/19889** dated **2019-02-05** in the Register of Firm.

हिमाचल प्रदेश सरकार

[Digitally Signed 2019-02-05 12:24:28]  
Dy. Registrar of Firms  
cum General Manager  
District Industries Centre,  
Solon

Place: Solon  
Dated: 2019-02-05



Single Window Clearance System  
Directorate of Industries(DOI)  
Govt of Himachal Pradesh

(FORM 'A')

(Rules-5)

Register of Firms

Maintained under Section 59 of the Indian Partnership Act, 1932

Application No. 9

Name of Firm: M/S Test

Date of Registration: 2019-02-05

Duration of Firm: At Will

Principal place of business: test address

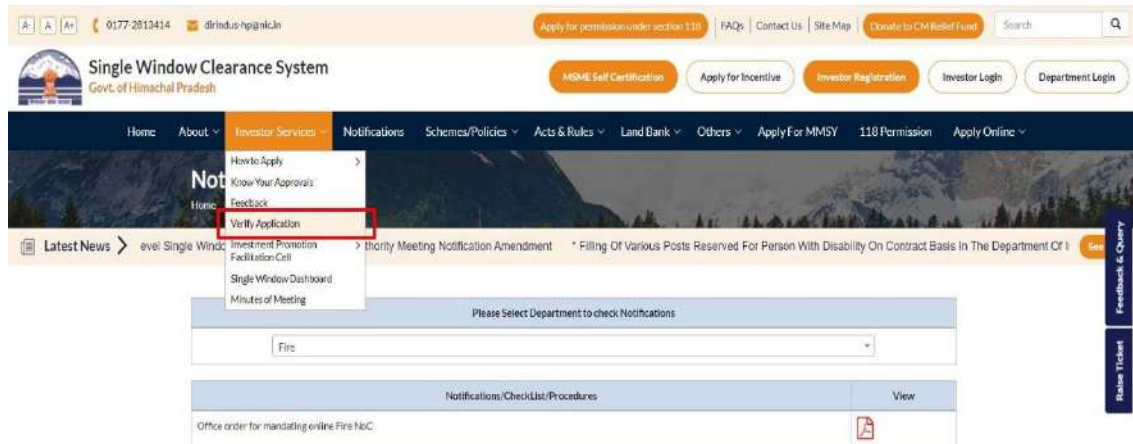
S.N.	Name of Partner	Address	Date of Joining
1	Test Partner Test edit	Test	2018-05-8

Registrar of Firms, Himachal Pradesh

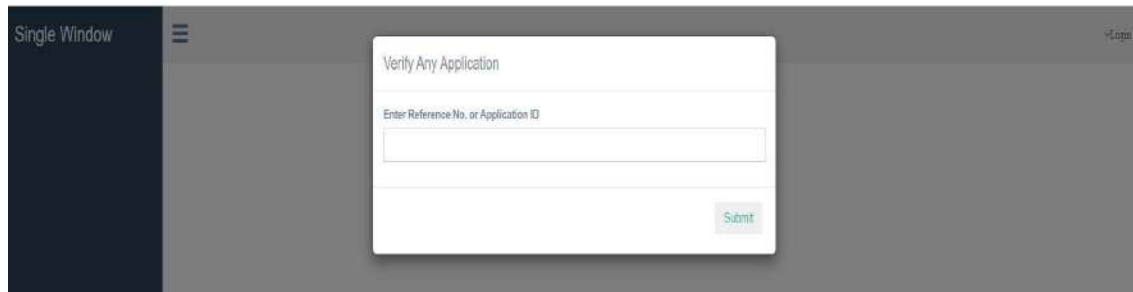
## 6. Third party verification

**Step-1: User/ Third party can also verify/ check the status of application without login.**  
 Visit the website <https://emerginghimachal.hp.gov.in/>

Hover over to “Investor services” and click on verify application.



User/ Third party needs to submit the “Reference No./ Application ID”



Status of application is displayed. User/ third party can verify the application in public domain.

