

## Check List for Firm

- 1) Only online application is to submitted on departmental website, [regd.jharkhand.gov.in/jars/website](http://regd.jharkhand.gov.in/jars/website) or [e-nibandhan.gov.in](http://e-nibandhan.gov.in)
- 2) Fee of Rs 3 is to be paid online.
- 3) The name of firm must be same on every PDF and online entry page otherwise certificate will be wrongly generated.
- 4) Application for firm must be submitted by authorized person.
- 5) Verification Form must have name of partner, witness with full address and signature. It should also have photo of partner.
- 6) The partnership deed must be either registered or notarized.
- 7) ID proof of all partners/witness must be uploaded.
- 8) Principal place of business must be mentioned on form 1 and online entry page.
- 9) Principal place address proof must be uploaded.
- 10) Uploaded documents must not have any cutting overwriting without attestation.
- 11) For reconstituted firm, previous partnership deeds must be uploaded.
- 12) All uploaded document must be legible.
- 13) All documents must be properly scanned with color ink and properly uploaded.
- 14) Affidavit must mention that all the information given and documents uploaded are genuine. Inspector General of Registration may cancel the registration in case of wrong information.