

ONLINE APPLICATION SUBMISSION PROCEDURE

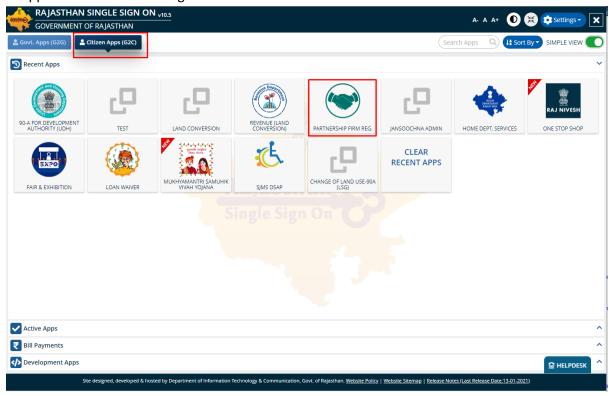
APPLICATION FOR SUBMISSION FOR CHANGE OF ADDRESS- PRINCIPAL PLACE OF BUSINESS (FORM-B)

(Section 60 of Indian Partnership Act, 1932)

1. Applicant sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

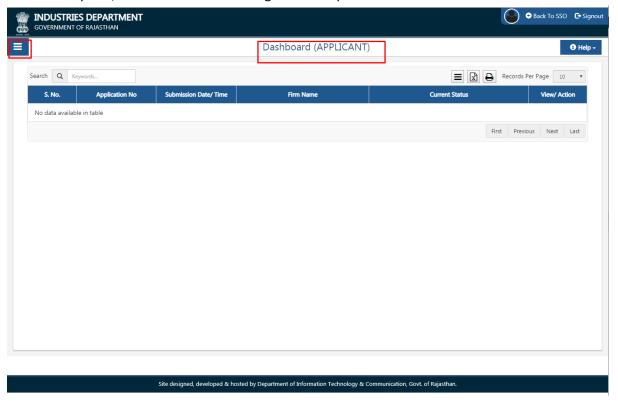


2. After successful sign-in (login), applicant selects "PARTNERSHIP FIRM REG." from the available list of applications as shown in figure below.

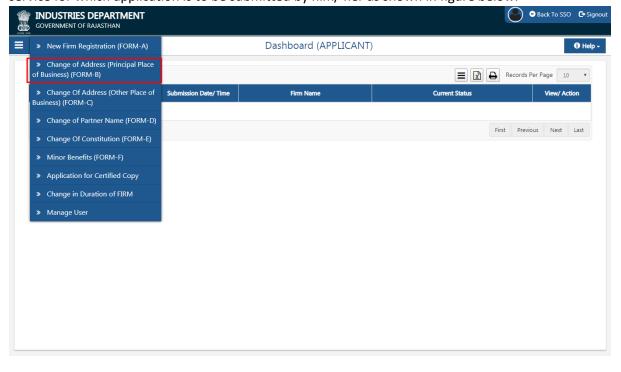




3. Applicant will see the following interface i.e. APPLICANT DASHBOARD where all the applications submitted by him/ her would be listed along with their present status.



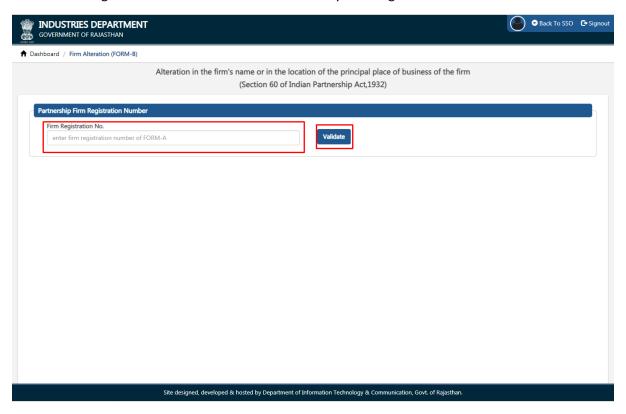
4. Applicant clicks on "SERVICES" on the left side on the menu-bar and then selects the appropriate service for which application is to be submitted by him/ her as shown in figure below.



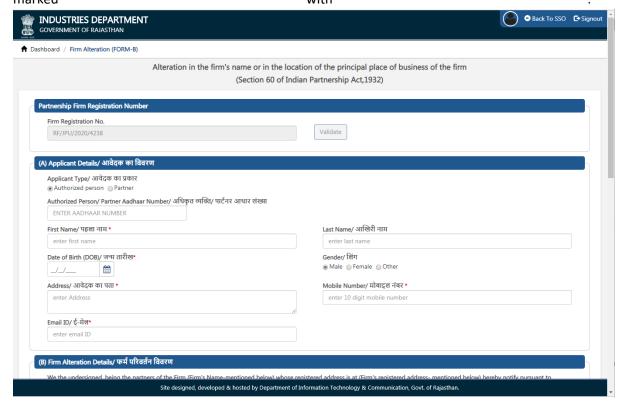
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For this user manual, applicant will select "Change of Address (Principal Place of Business)" as shown in figure below & click on validate button by entering the "FORM-A REGISTRAION NO"

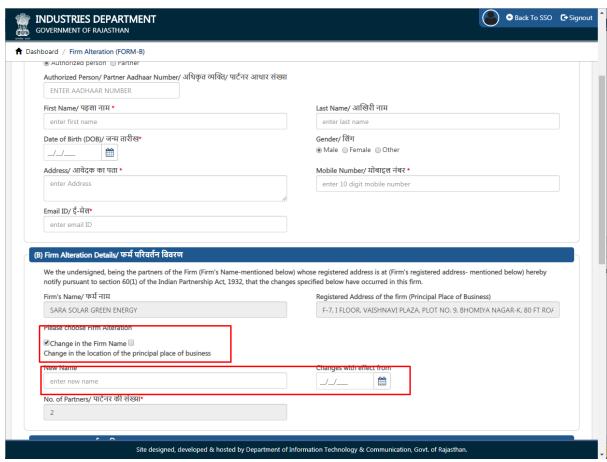


5. Once FORM-A REGISTRATION validated. Applicant is presented with the self-explanatory and user-friendly Application Form as shown in the figure below wherein all the mandatory fields are marked with *.



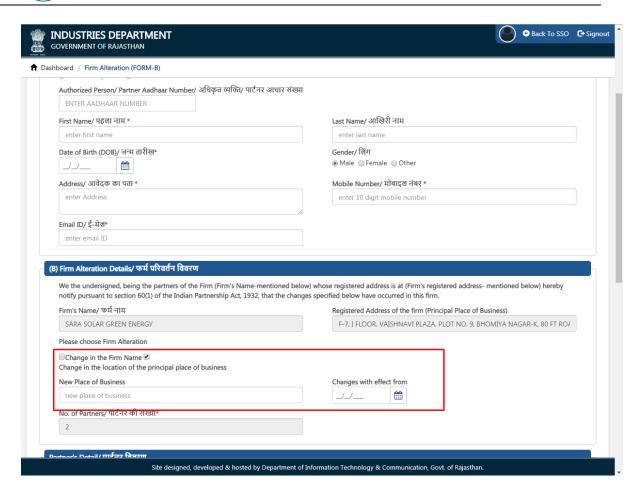


6. Click on Change of FIRM NAME checkbox to change the FIRM NAME as below.

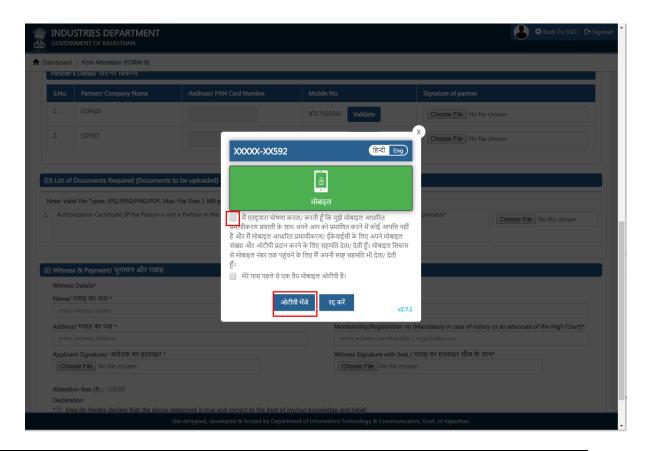


7. Click on Chenage of Principal Place of Business Checkbox to change the same as below



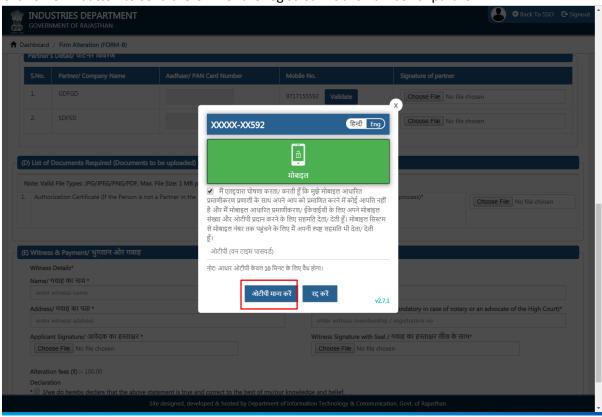


8. Click on validate button to validate the Partner Mobile Number as below

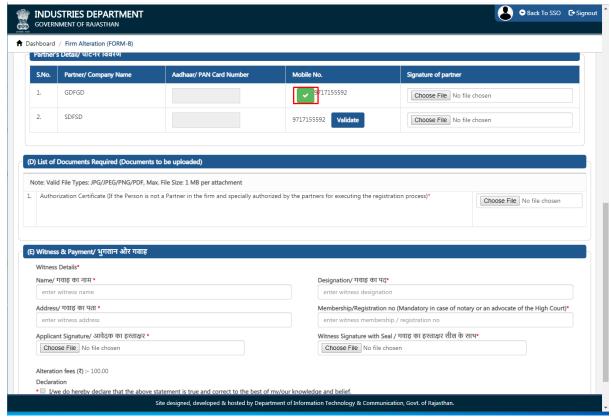




9. Click on OTP button to send the OTP of the registred mobile number of partner.

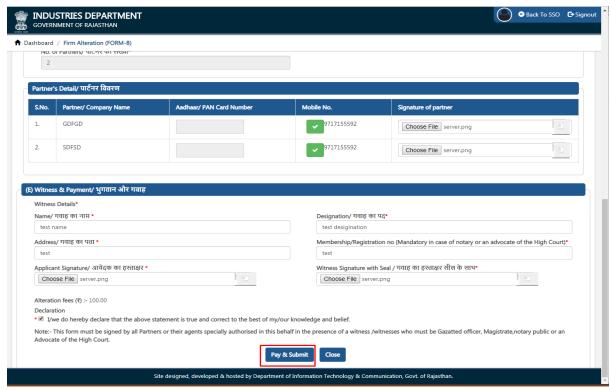


10. Enter the OTP received on the mobile number then click on "" to validate the same.

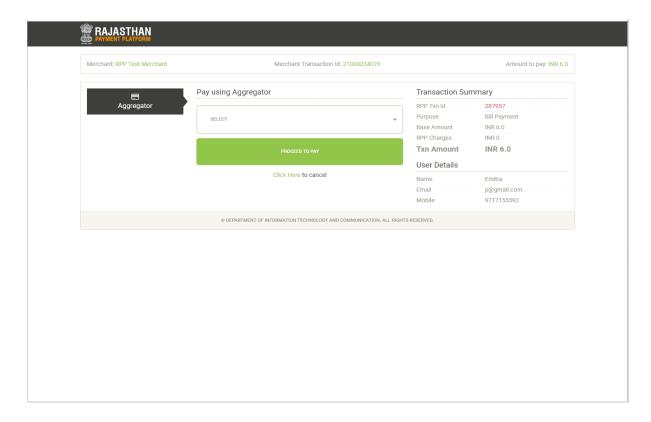


11. In the same way validate the mobile number of all the Partners.



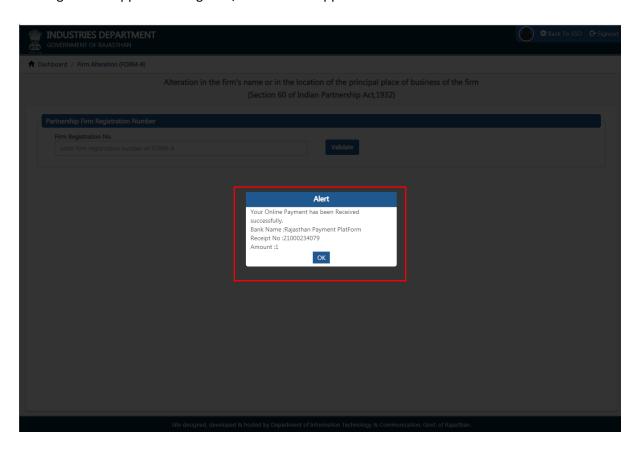


12. After filling all the mandatory inputs, uploading the required supporting documents (attachments) as shown above, validate the partner's mobile number, applicant clicks the "Pay & SUBMIT" button to submit the application and is redirect to payment gateway for payment as shown in figure below.



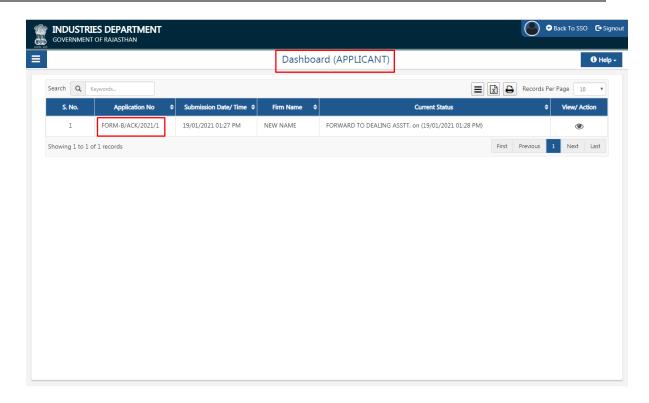


13. After Payment success, application is submitted and a confirmation message is displayed to the applicant as shown in the figure below. In addition to this, system also sends a confirmation message to the applicant using SMS/ Email which applicant can use for future reference.



14. Upon clicking the "OK" button as shown above, system redirects the applicant back to APPLICANT DASHBOARD wherein he/ she can now see the application submitted by him/ her along with its current status as "PENDING WITH DA".





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<u>Note</u>: - Applicant can click on the VIEW button (eye symbol on the right side) to see the application and other proceeding details till its disposal by HQ. The system also notifies the applicant in real-time using SMS and EMAIL about every action performed by any government officer on his/her application.

Thank You



ONLINE APPLICATION DISPOSAL PROCEDURE

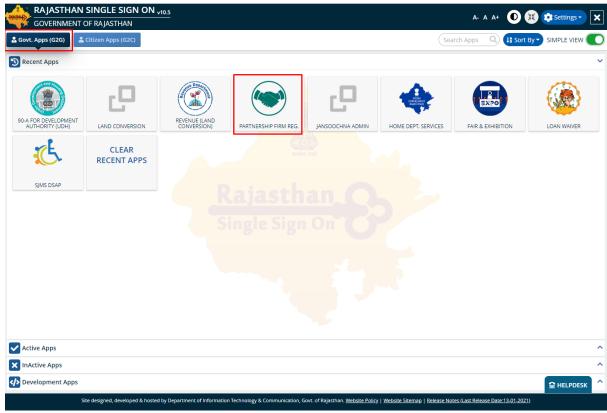
APPLICATION FOR SUBMISSION FOR CHANGE OF ADDRESS- PRINCIPAL PLACE OF BUSINESS (FORM-B)

(Section 60 of Indian Partnership Act, 1932)

15. Designated Officer (DEALING ASSISTANT (DA)) sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

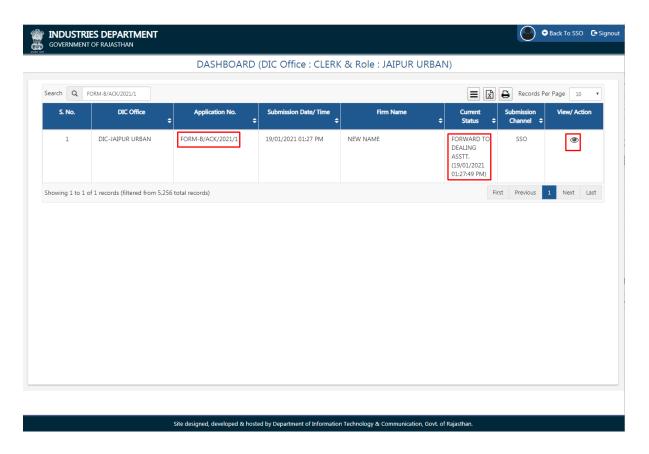


16. After successful sign-in (login), officer selects "PARTNERSHIP FIRM REG." from the available list of applications as shown in figure below.



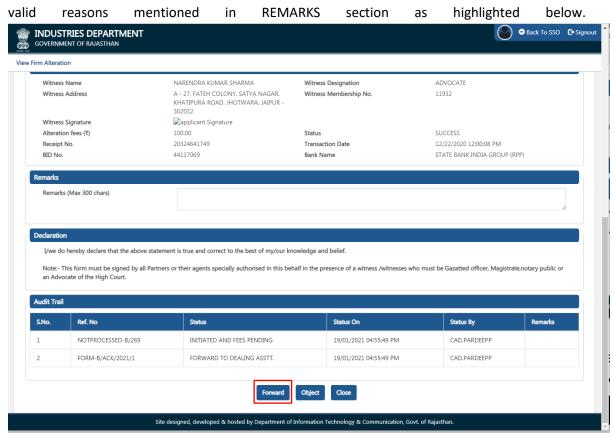


17. Officer will see the following interface i.e. "DASHBOARD DA" where all the applications pending for his/ her disposal would be listed. Officer clicks on the VIEW button (eye symbol) as highlighted in the figure below to access and review the application submitted by the applicant.

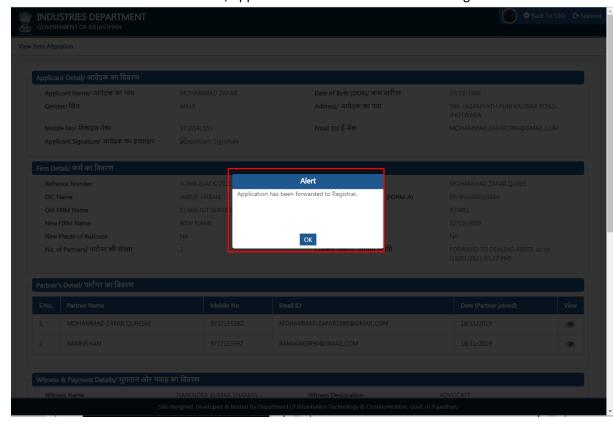


18. Officer thoroughly reviews the Application including supporting documents and if all OK then forwards the application to DIC by clicking the "Forward" button as highlighted in the figure below. Alternatively, he/ she may OBJECT the application and return it back to the applicant along with



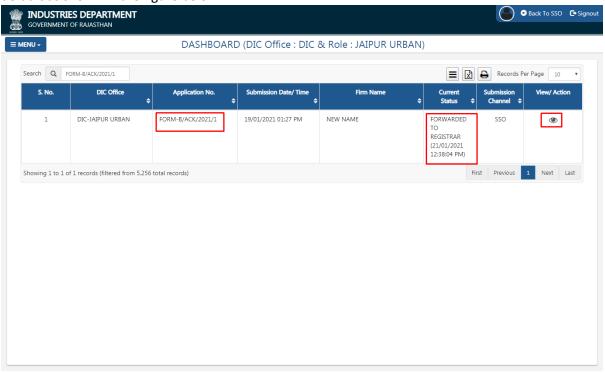


19. After confirmation, application is forwarded to (REGISTRAR) and a confirmation message is presented to the DA as highlighted in the figure below. Application status is now updated as "FORWARDED TO REGISTRAR". Also, applicant is notified of this event through SMS and Email.





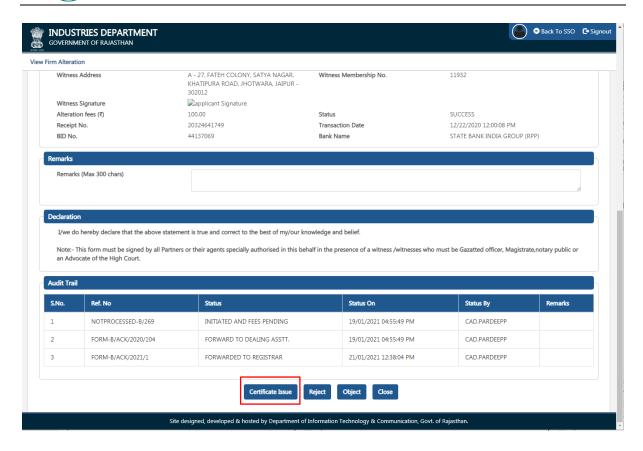
20. Similarly, REGISTRAR log-in to the application and is presented with his/ her dashboard "DASHBOARD DIC" wherein all the applications pending for his/ her disposal are displayed by default as shown in the figure below.



21. Like DA, REGISTRAR also reviews the application thoroughly along with the remarks made by DA and then if found appropriate, add final REMARKS and then clicks the "CERTIFICATE ISSUE" button as shown below to issue the digitally signed New Firm regisration. In either of the cases, applicant is notified of this event through SMS and Email.

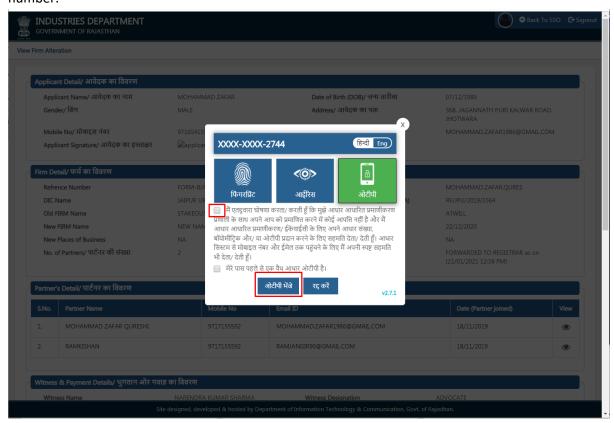
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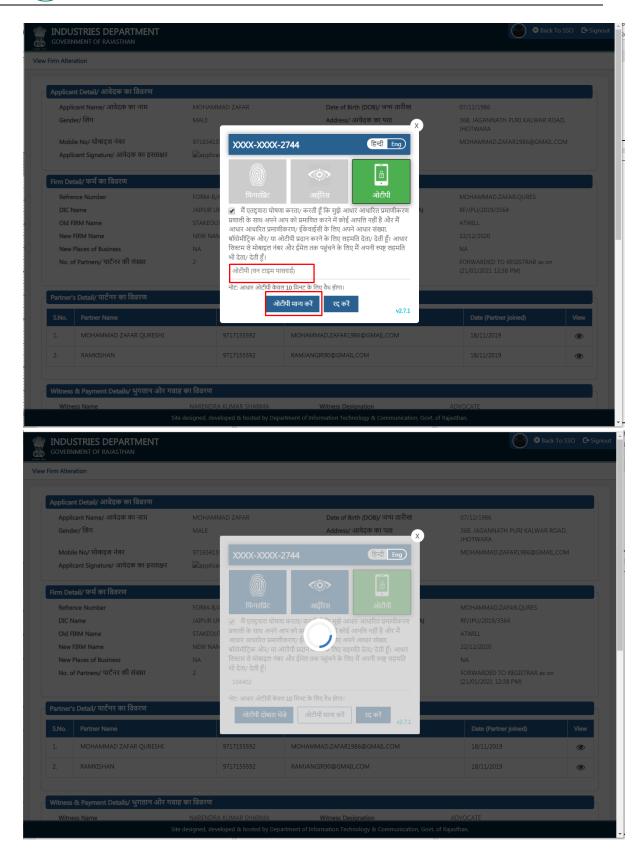


22. Registrar, FIRM REGISTRATION is re-directed to the AADHAAR AUTHENTICATION (OTP) window as shown below wherein system obtains the consent of REGISTRAR for AADHAAR AUTHENTICATION (OTP based) by clicking the first checkbox (ticking) and then REGISTRAR clicks the "SEND OTP" button as shown below to receive the OTP from UIDAI on his/ her AADHAAR registered mobile number.



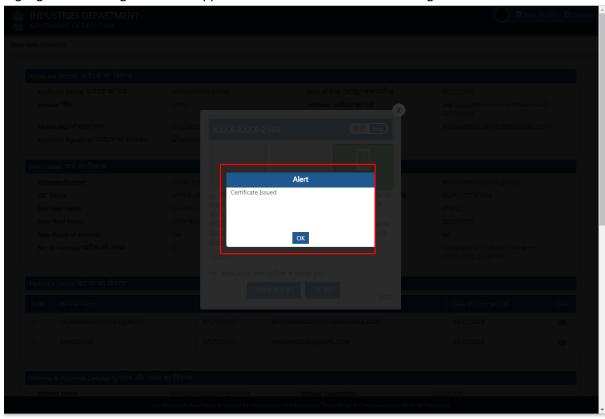
23. Registrar enters the OTP received from UIDAI on his/ her registered mobile number and then clicks on the "VERIFY OTP" button as shown in the figure below.



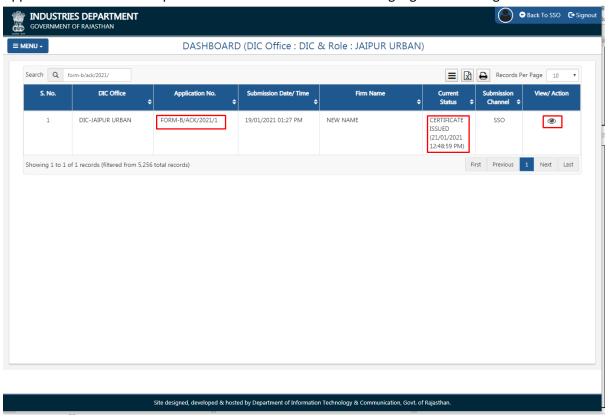




24. Once the OTP is successfully validated with UIDAI, digitally signed AMENDMNETS (CERTIFICATE) is generated and issued by the system and a confirmation message is shown to Registrar as highlighted in the figure below. Applicant is notified of this event through SMS and Email.

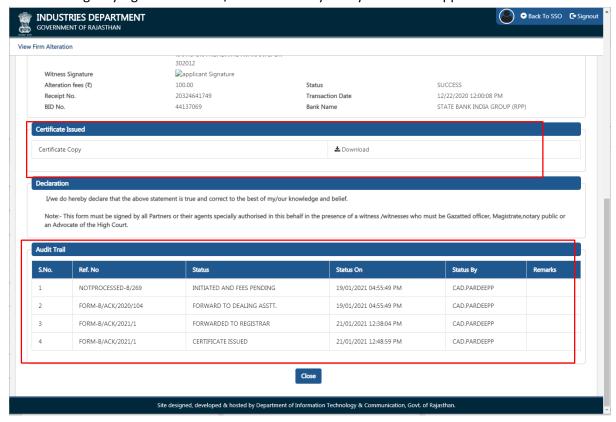


25. Application status is now updated as "CERTIFICATE ISSUED" as highlighted in the figure below.





26. Registrar and other stakeholders can now open (VIEW) the respective application and scroll down to see the digitally signed certificate/ letter issued by the system to the applicant.









Government of Rajasthan In the Office of the Registrar of Firms District Industries Centre-JAIPUR URBAN

ACKNOWLEDGEMENT OF AMENDMENTS

Ack.No.- RF/ACK/B/JPU/2021/1

Date 21-01-2021

Memorandum acknowledging receipt of document in the matter of M/s.NEW NAME, 381, JAGANNATH PURI, KALWAR ROAD, JHOTWARA, RF/JPU/2021/1

This is acknowledge receipt of under mentioned document and to intimate that it has been filed and registered pursuant to the provisions of the Indian Partnership Act, 1932:-

FORM 'B' UNDER SECTION 60 OF THE INDIAN PARTNERSHIP ACT, 1932.

Received fees 100/- INR only





Digitally Signed by PARDEEP PODDAR Designation SR DE OPS Date: 2021.01.31 09.25:19 IST Reason: Approved Location: BAHADURGARH

> Registrar of Firms, District Industries Centre-JAIPUR URBAN

Note:-

- For future correspondence the above acknowledgement number should be mentioned invariably otherwise no action will be possible.
- . This is acknowledgement of ammendement made under the said form
- Registrar of Firms will not be liable for any damages, losses or disputes arising between/ among the partners.
- · Registrar of Firms will not be liable for any damages, losses or disputes arising between/ among the partners.
- This is a digitally signed certificate and does not require any physical signature. This certificate can be validated using QR Code or online at https://swcs.rajasthan.gov.in/partnership/verifycertificate.aspx