# FIRM REGISTRATION –

# CHANGE IN CONSTITUTION OF THE FIRM:

# CITIZEN'S PORTAL USER MANUAL

Verified by RealEstate™

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Following is the legend of icons / signs / symbols in the Application and in the User Manual

| Buttons/Icons | Functionality | Usage/Remarks |
|---|---|---|
| Previous | Previous | To go back to the previous tab / section |
| Next | Next | To move to next tab |
| Proceed | Proceed | To save data on screen and proceed to the next Tab |
| Update | Update | While editing a record, to save the modified data |
| Cancel | Cancel | To cancel all data entered in the current step |
| Add | Add | To add another record in the table |
| Reset | Reset | To clear screen of all values entered and populate the default values on screen |
|  | Edit | To Modify/change data entered |
|  | Delete | To delete data entered |
|  | Mandatory | Values for these fields must be entered |
|  | Check box | To select a given option |
|  | Search | To search for File from database |
| Search | Search | To search to a file after providing file details |
| Tamil English | Radio Button | To select between two options given |
| Save as Draft | Save as Draft | To save the present data entered as a draft to continue later |
| Save and Continue | Save and Continue | To save the present data entered and continue further |

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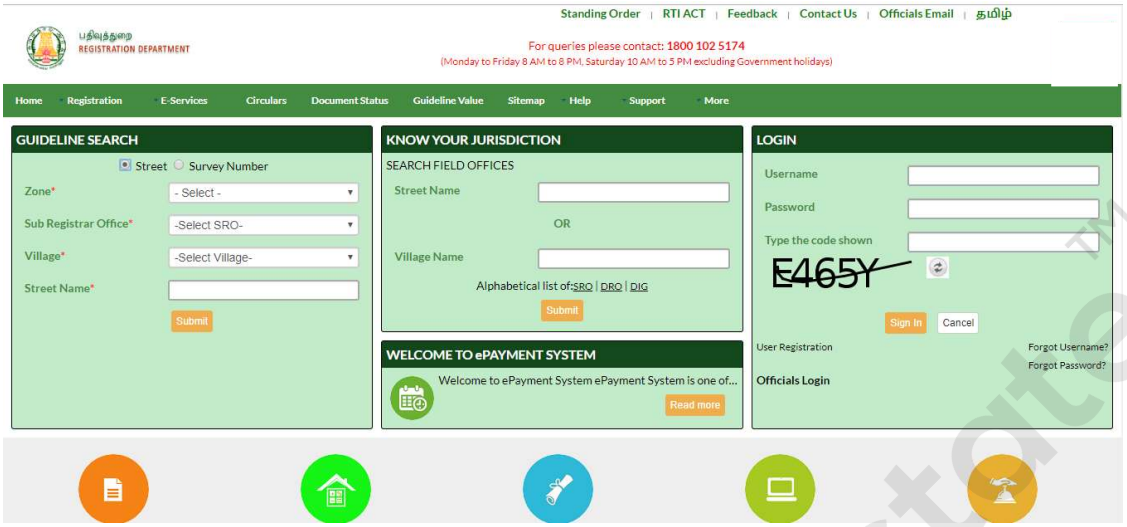



**FIGURE 1: LOGIN PAGE**

Step 1: Login to the website with your username and password

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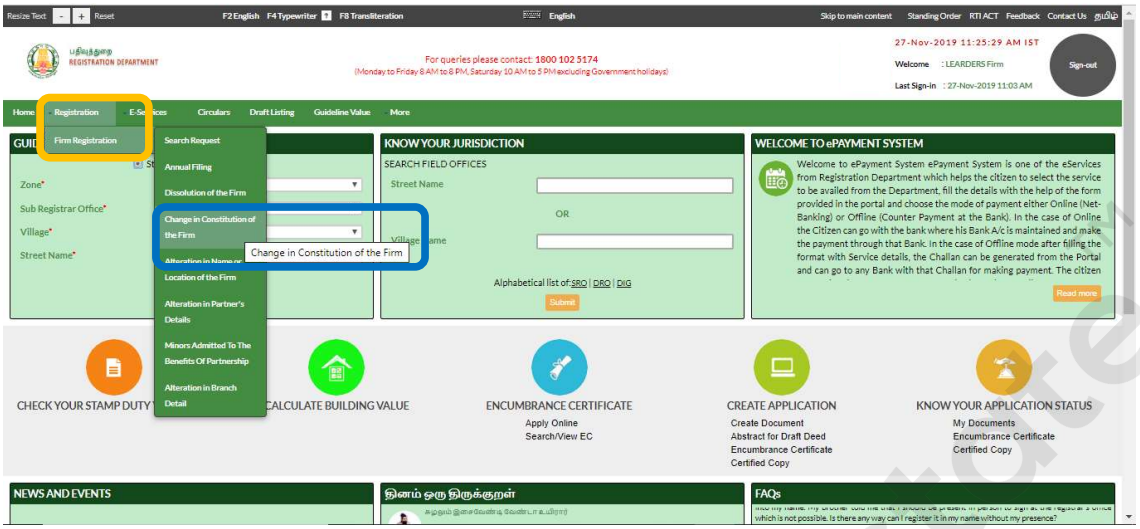



**FIGURE 2: CITIZEN'S PORTAL HOME PAGE**

Step 1: To apply for the Firm Registration Change in Constitution of the Firm, click on Registration

Step 2: Then select Firm Registration

Step 3: Then click on Change in Constitution of the Firm

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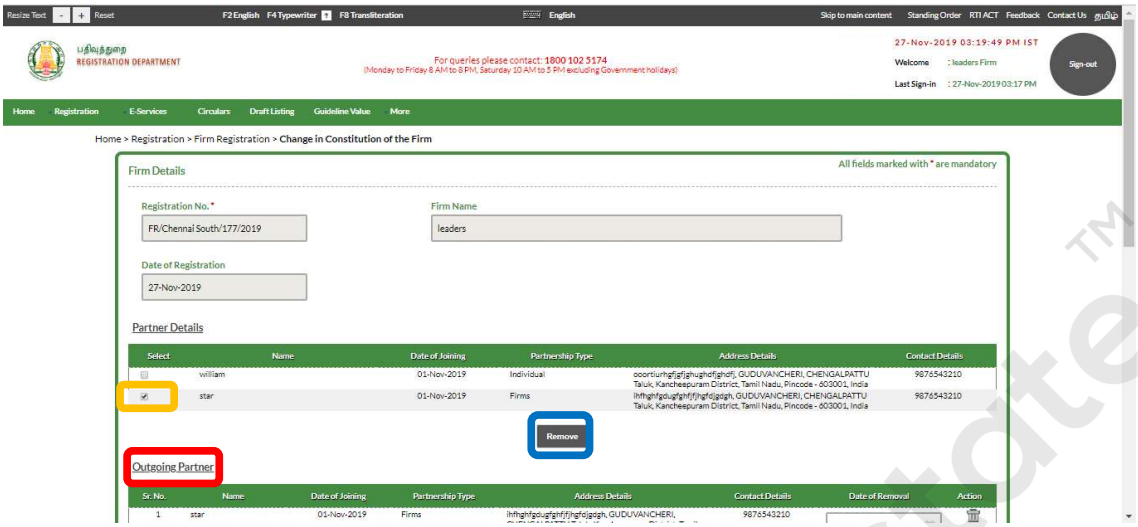



**FIGURE 3: FIRM DETAILS**

Step 1: The Registration No., Firm Name and Date of Registration will be populated automatically.

Step 2: Select the check box in partner details if we want to remove from the list

Step 3: View on Outgoing Partner Details

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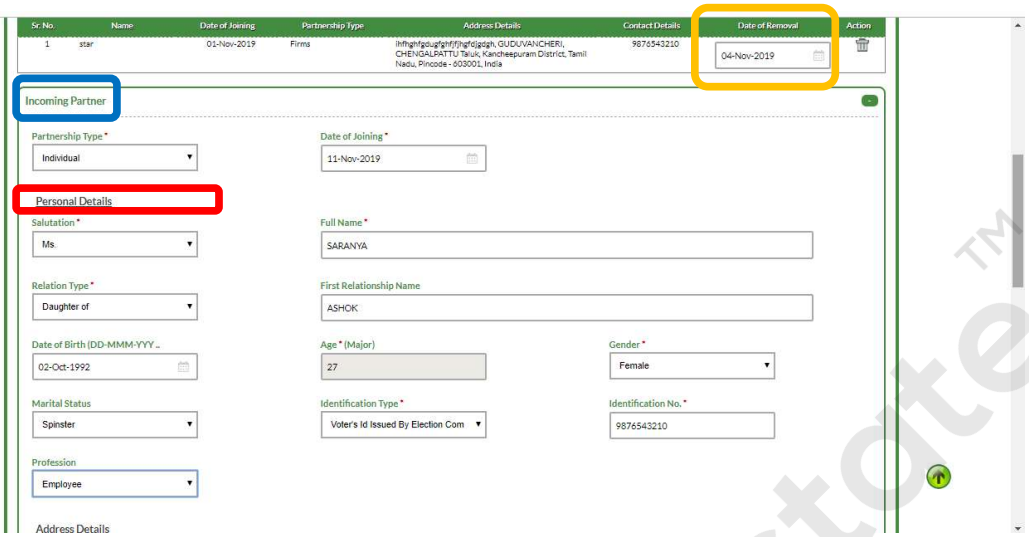



**FIGURE 4: INCOMING PARTNER 1**

Step 1: Enter the Date of Removal from calender menu in Outgoing Partner Details

Step 2: Enter the Incoming Partner Details using drop down menu to select the Partnership type

Step 3: Enter the Date of Joining from the calender menu

Step 4: Enter the Personal Details using drop down to select the Salutation, Relation Type, Gender, Marital Status, Identification Type and Profession

Step 5: Enter the Name, First Relationship Name, DOB and Age will be populated automatically and enter the Identification No.

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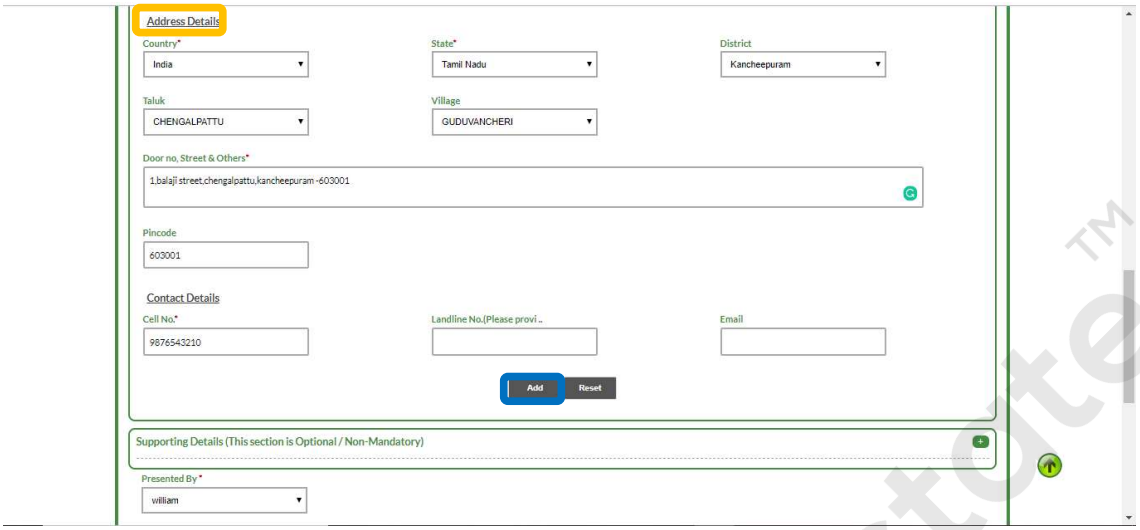



**FIGURE 5: INCOMING PARTNER 2**

Step 1: Enter the Address Details by selecting Country, State, District, Taluk and Village.

Step 2: Enter the Door no,Street & Others and Pincode.

Step 3: Enter the Contact Details like Cell No., Landline No. and Email.

Step 4: Click on Add button to add the details for the Incoming Partner.

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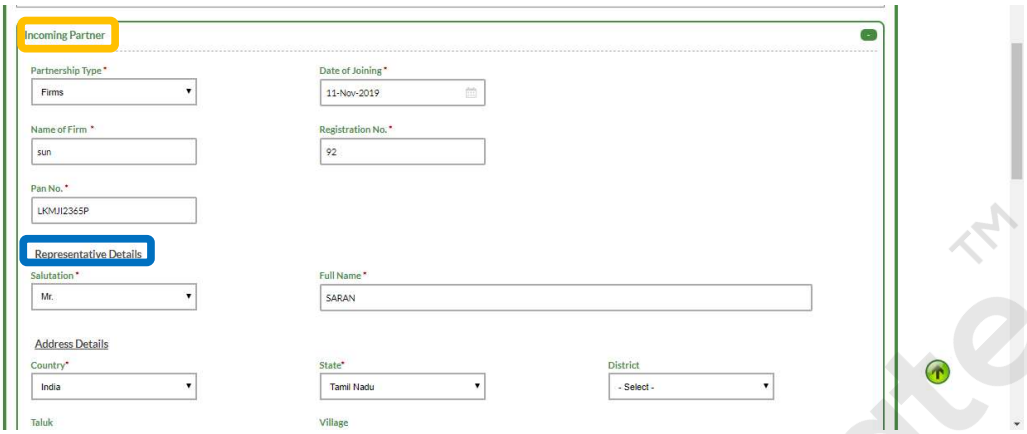



**FIGURE 6: INCOMING PARTNER 3**

Step 1: Enter the another Incoming Partner Details in use drop down to select the Partnership type

Step 2: Select to enter the Date of Joining from calender menu, Name of Firm, Registration No., and Pan No.

Step 3: Enter the Representative Details in use drop down to select the Salutation and Enter the Name.

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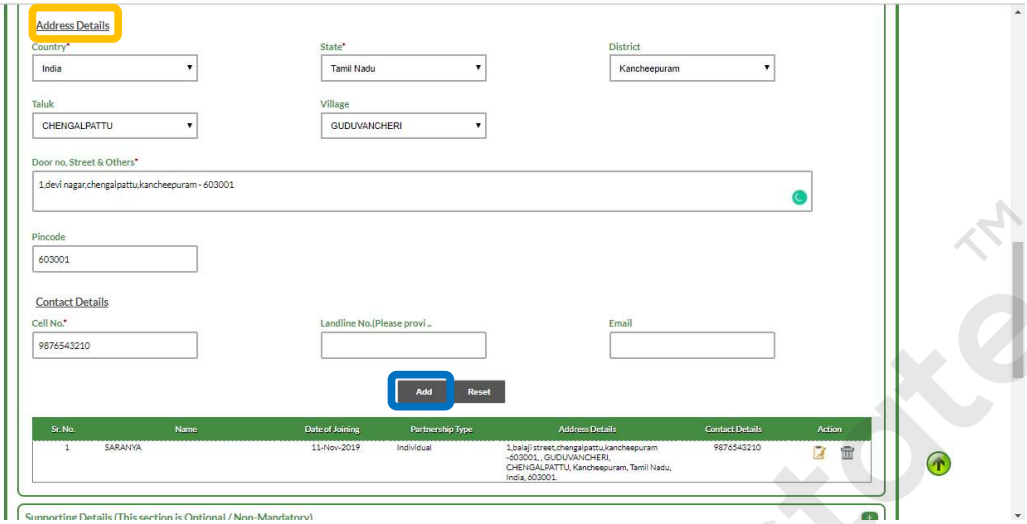



**FIGURE 7: INCOMING PARTNER 4**

Step 1: Enter the Address Details and use drop down in Country, State, District, Taluk and Village.

Step 2: Enter the Door no,Street & Others and Pincode.

Step 3: Enter the Contact Details to Cell No., Landline No. and Email.

Step 4: Click on Add button to add the Incoming Partner.

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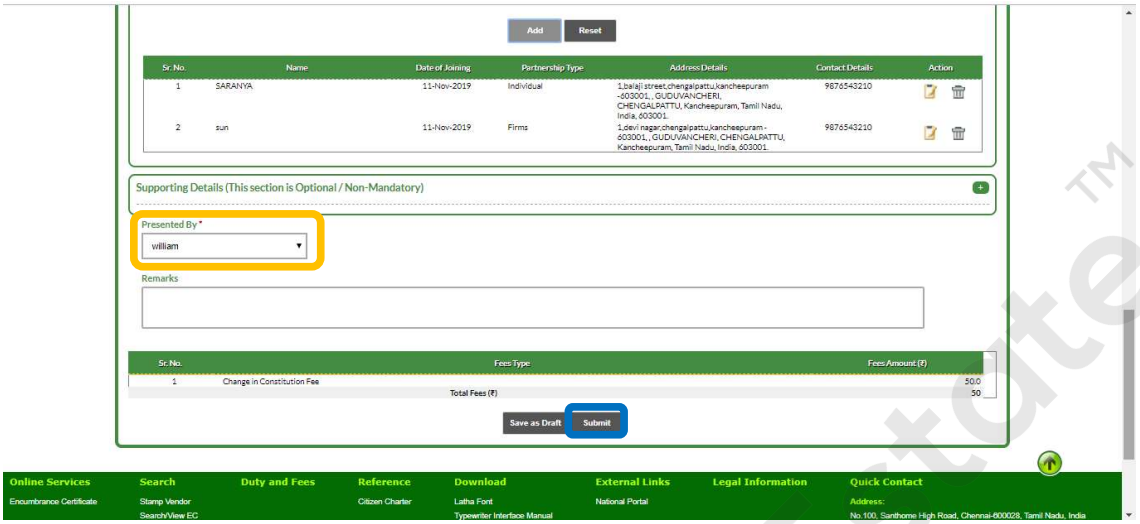



**FIGURE 8: INCOMING PARTNER 5**

Step 1: View the details of the Incoming Partner

Step 2: Supporting Details are non mandatory

Step 3: Use drop down to select the Presented By

Step 4: View fee type and click on submit button

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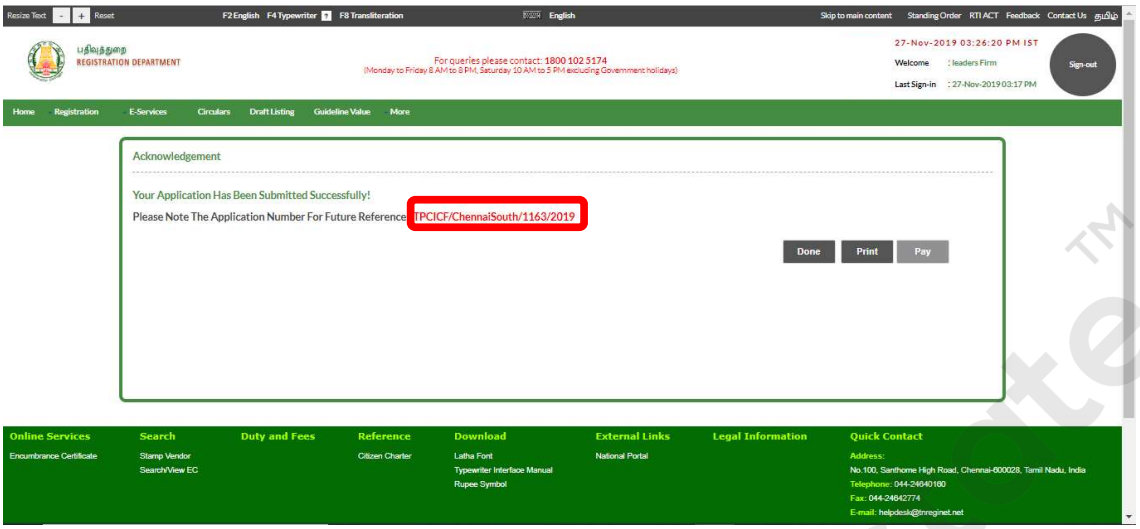



**FIGURE 9: ACKNOWLEDGEMENT 1**

Step 1: Application has been submitted successfully

Step 2: Make a note of the application number

Step 3: Click done button to complete the application and then click pay button

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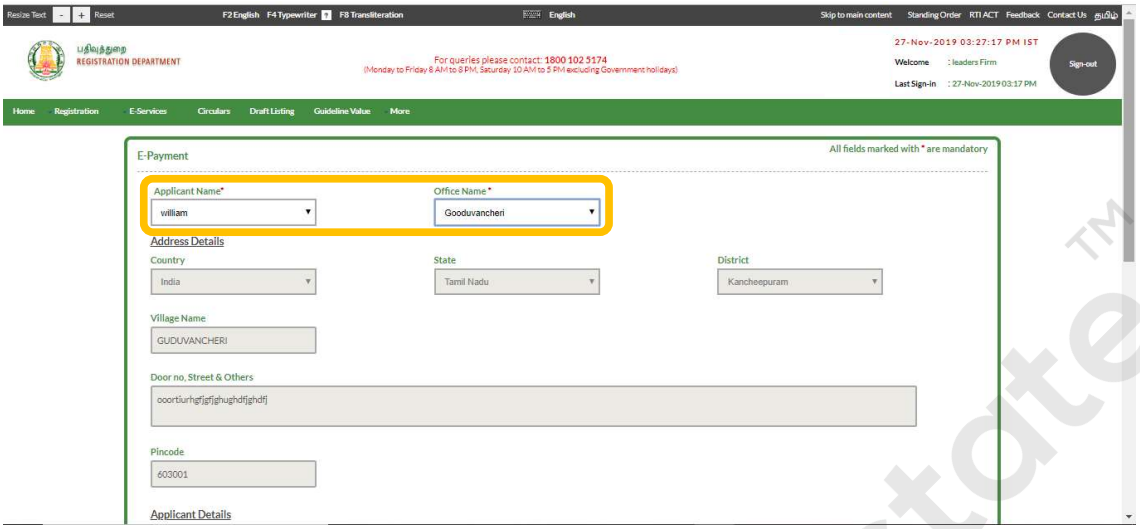



**FIGURE 10: E-PAYMENT 1**

Step 1: Use drop down to select the Applicant Name and Office Name

Step 2: Address Details and Applicant Details will be populated automatically.

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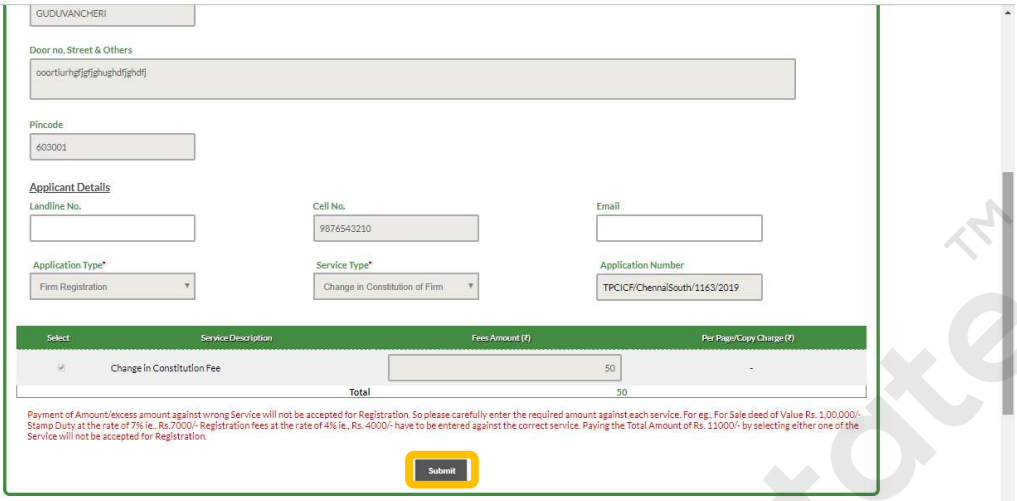



**FIGURE 11: E-PAYMENT 2**

Step 1: Applicant Details will be populated automatically.

Step 2: View on Service Description and click on submit

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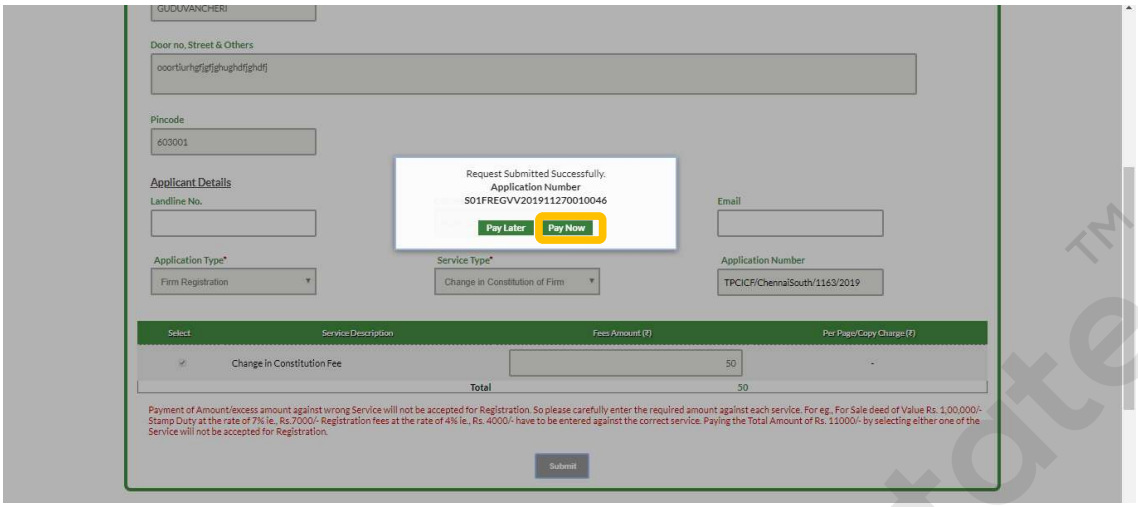



**FIGURE 12: PAYMENT 3**

Step 1: The Application is submitted, then click on pay now to continue payment

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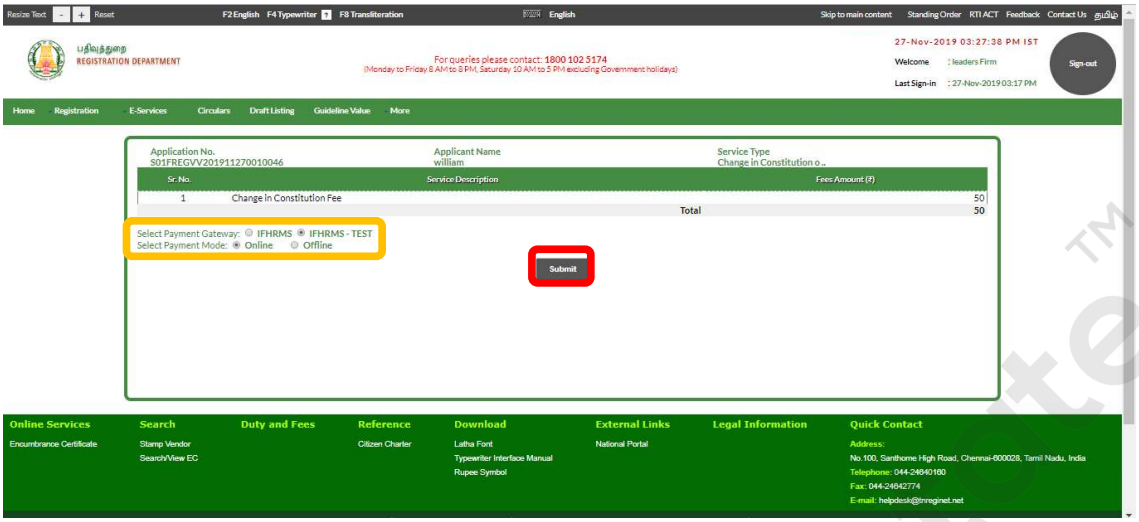



**FIGURE 13: PAYMENT GATEWAY**

Step 1: On clicking on Pay now, the site takes us to a payment gateway

Step 2: Select the mode of payment either online or offline

Step 3: Click on the Submit button

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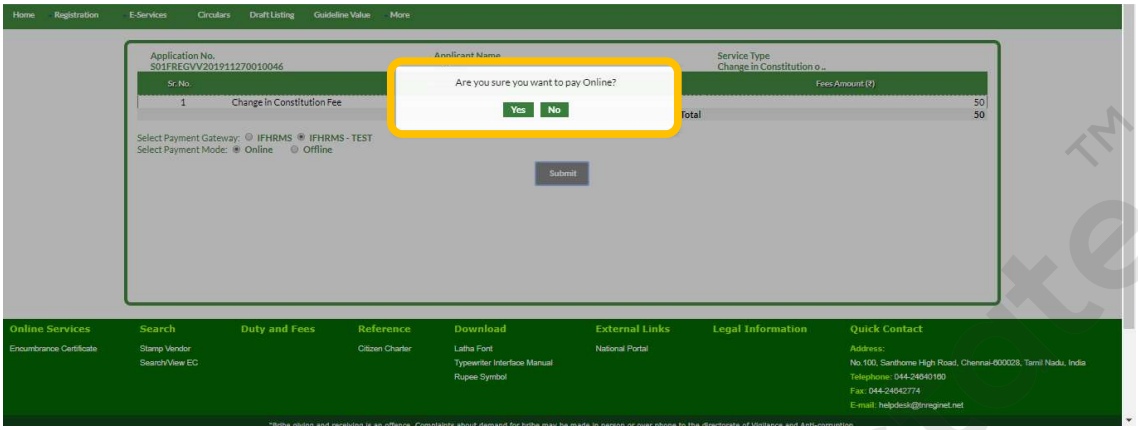



**FIGURE 14: ONLINE CONFIRMATION**

Step 1: Confirm if you want to pay online and click yes or no

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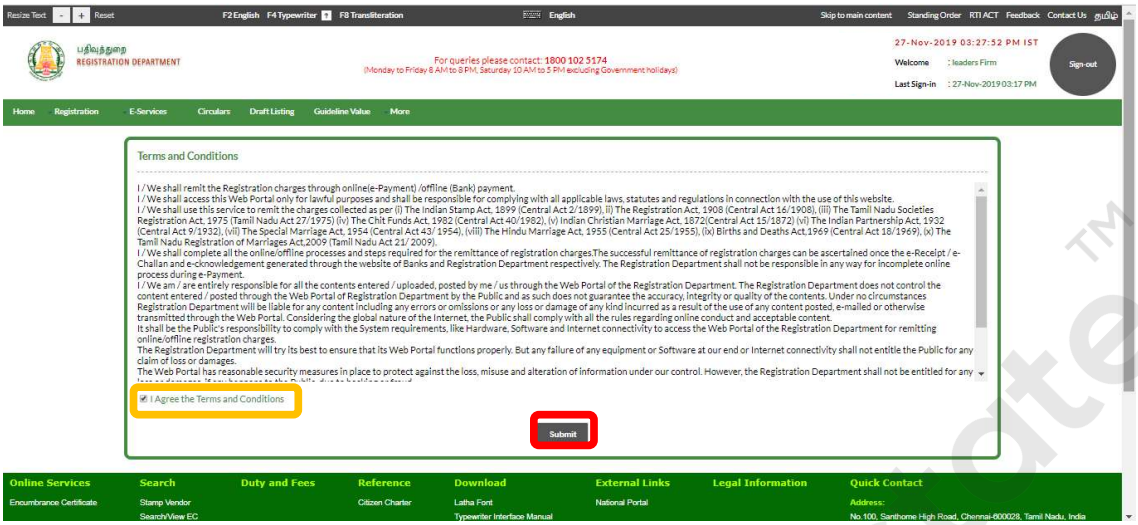



**FIGURE 15: TERMS AND CONDITIONS**

Step 1: Read the terms and conditions then click the check box I Agree to the terms and conditions

Step 2: Click on the Submit button

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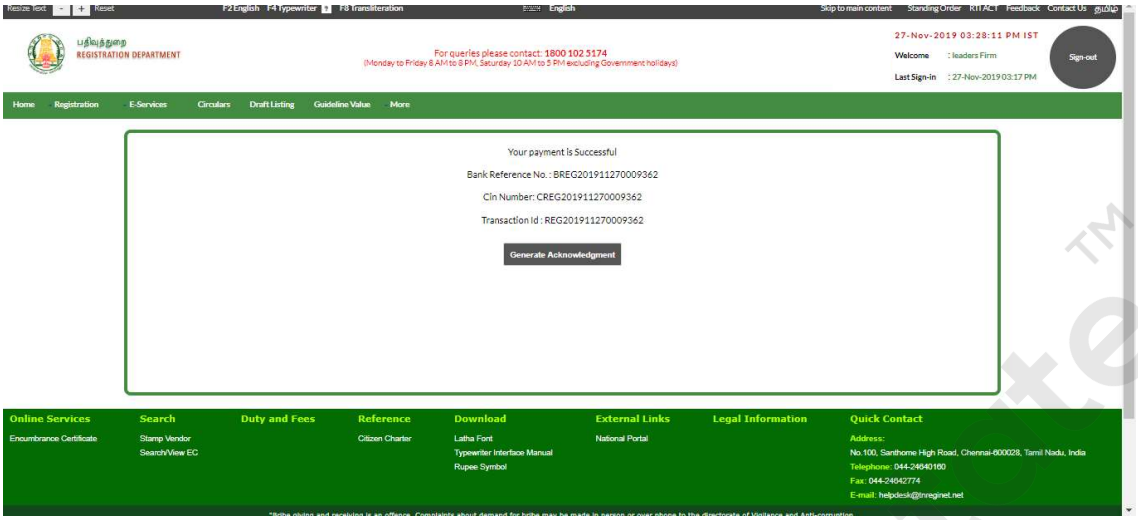



**FIGURE 16: GENERATE ACKNOWLEDGEMENT**

Step 1: Payment Done Successfully

Step 2: Generate Acknowledgement

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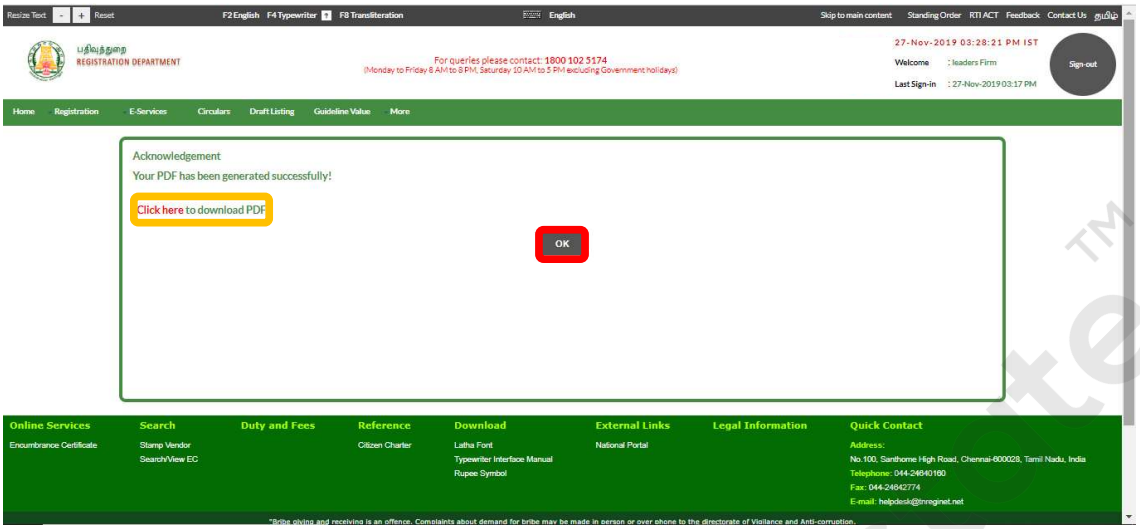



**FIGURE 17: ACKNOWLEDGEMENT 2**

Step 1: Click on click here to download the PDF files

Step 2: Click ok button to complete the process.

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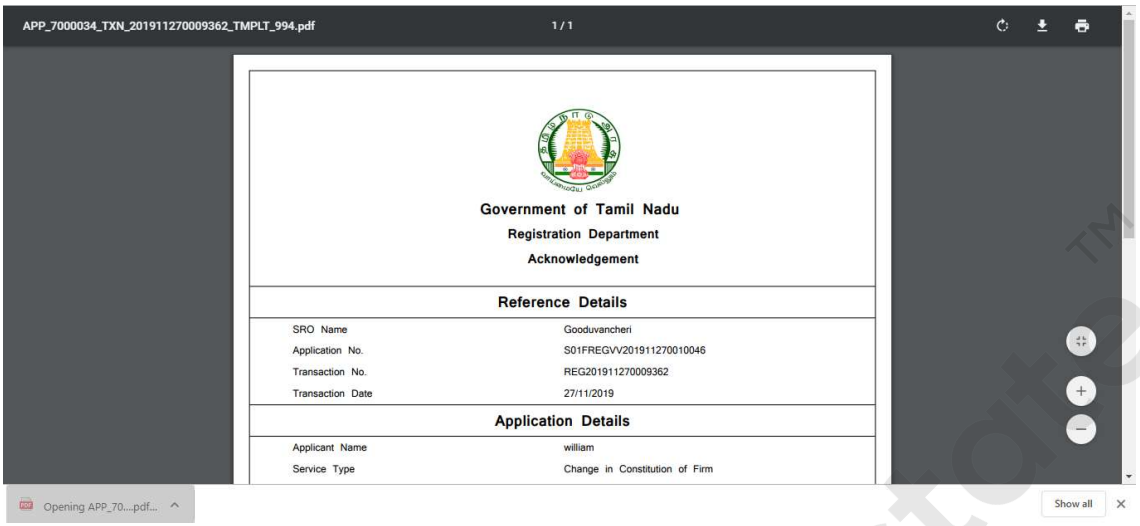



**FIGURE 18: PRINT ON ACKNOWLEDGEMENT COPY**

Step 1: Printed the acknowledgement copy




**FIGURE 19: ONLINE PAYMENT 1**

Step 1: The page is directed to a payment gateway for online payment

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**FIGURE 20: ONLINE PAYMENT 2**

Step 1: On logging in complete the payment process

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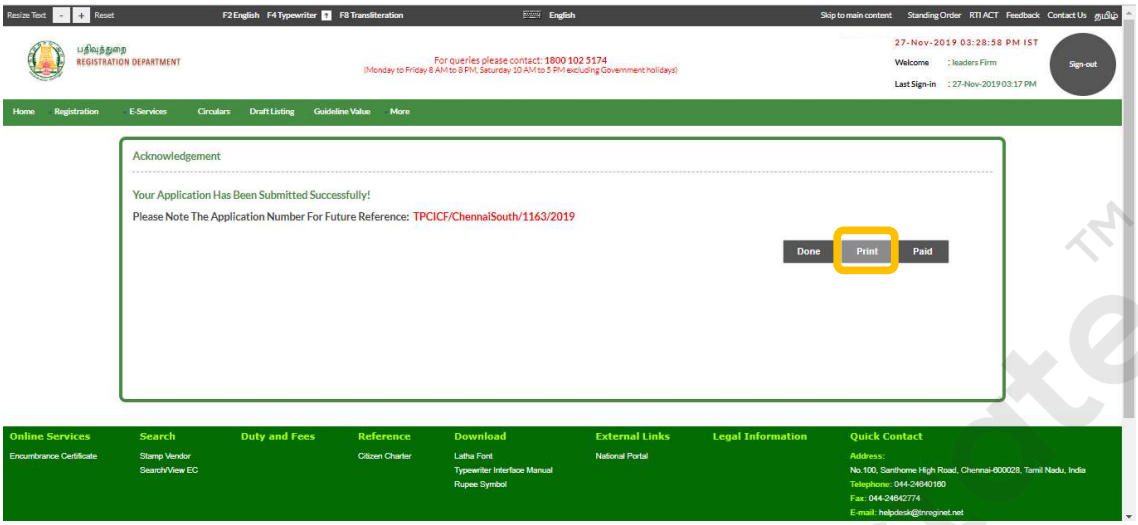



**FIGURE 21: ACKNOWLEDGEMENT 3**

Step 1: Click on Print button to generate the form of declaration

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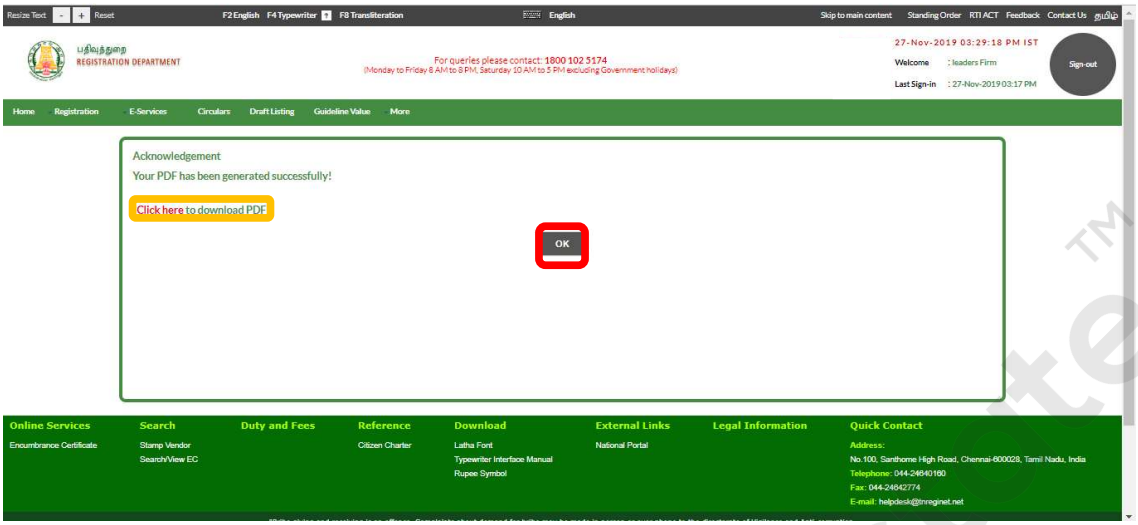
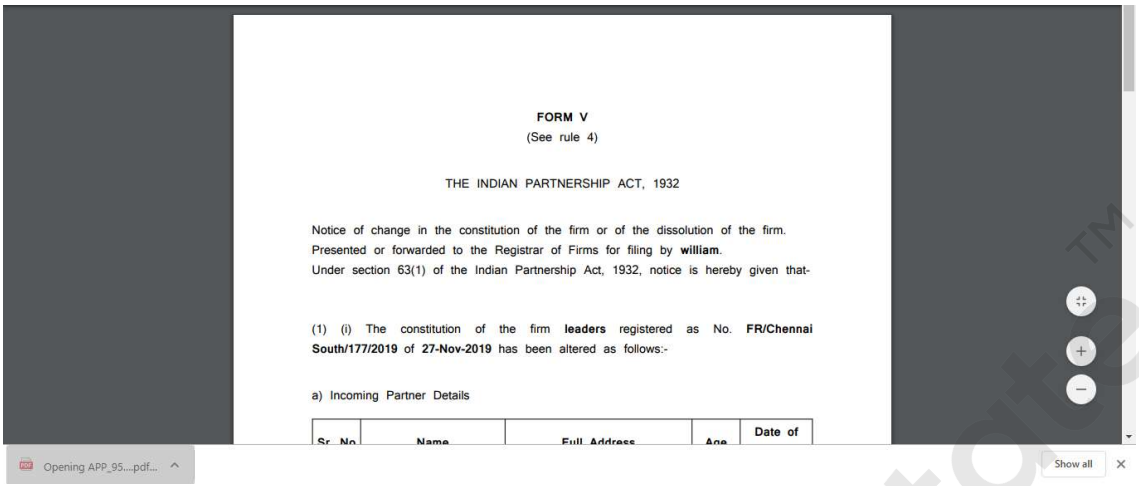



**FIGURE 22: ACKNOWLEDGEMENT 4**

Step 1: Click on click here to download the PDF files

Step 2: Click ok button to your Application was successfully

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FORM V
(See rule 4)

THE INDIAN PARTNERSHIP ACT, 1932

Notice of change in the constitution of the firm or of the dissolution of the firm.
Presented or forwarded to the Registrar of Firms for filing by **william**.
Under section 63(1) of the Indian Partnership Act, 1932, notice is hereby given that-

(1) (i) The constitution of the firm **leaders** registered as No. **FR/Chennai South/177/2019** of **27-Nov-2019** has been altered as follows:-

a) Incoming Partner Details

| Sr. No | Name | Full Address | Age | Date of |
|---|---|---|---|---|

Opening APP_95....pdf...

Show all

**FIGURE 23: PRINT ON FORM V**

Step 1: Printed the Form V copy

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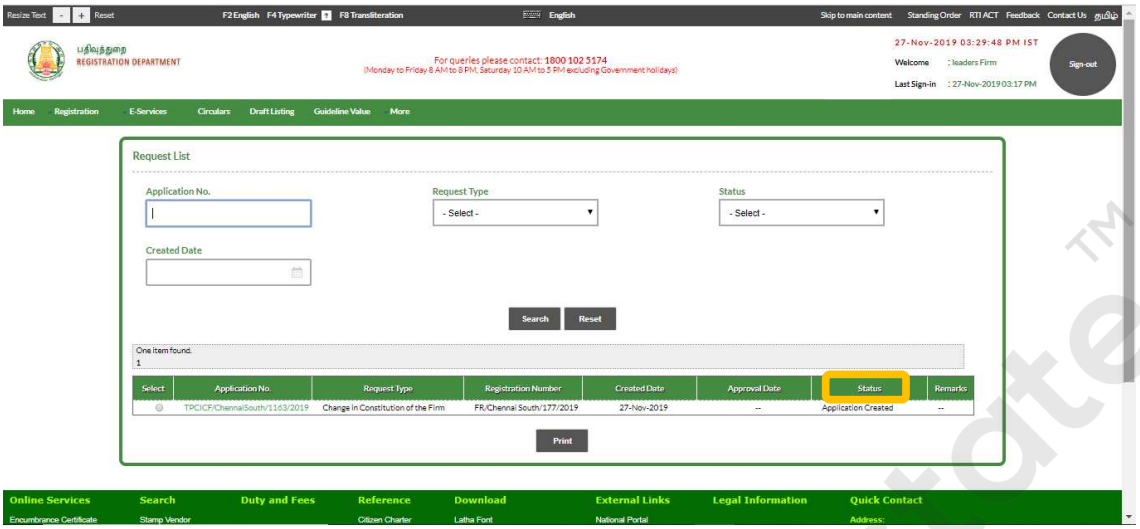



**FIGURE 24: REQUEST LIST**

Step 1: The Citizen can view the Status of the Request list under Status

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