

**ANDHRA PRADESH PARTNERSHIP  
(REGISTRATION OF FIRMS) RULES,1957  
INDUSTRIES DEPARTMENT  
(G.O.Ms.No.1469 ,Induatrics,30<sup>th</sup> November ,1957)**

**1.Short - Title -** These Rules may be called the “Andhra Pradesh Partnership ( Registration of Firms ) Rules, 1957”.

**2. Definitions-** In these rules, unless there is anything repugnant in the subject or context -

- a) "**The Act**" means the Indian Partnership Act 1932 (Central Act IX of 1932 )and
- b) "**Registrar**" Means the " Registrar of Firms "

**3. Form and verification of Statements under Section 58 & 60:**

The statements submitted to the Registrar under Sections 58\and 60 of the Act shall respectively be in Forms I & II annexed to these rules, and shall be verified in the manner indicated there in provided that when a statement is signed by a specially authorised agent , the original power of attorney or an expressed letter of authority from the partner or partners concerned shall be produced for inspection by the Registrar to prove authentication.

**4. Form of intimations and notices under Section 61, 62 and 63:**

(1) Intimations and notices under Sections 61,62, 63 (1) and 63(2) of the Act shall respectively be in Forms III , IV, V and VI annexed to these rules, with such variations as circumstances may require.

(2) Every statement, intimation or notice relating to firm under sections60,61,62,63,(1) or 63(2) of the Act ,shall be sent or given to the Registrar together with the prescribed fee within 15 days from the date of occurrence of the event referred to in such statement, intimation or notice.

**5. Register of Firms:**

The Register of Firms shall be in Form VII annexed to these rules. The name of the particulars relating to each firm shall be entered therein in the order of its registration on a separate page or pages as the case may be. Each firm shall be assigned a number in a consecutive series commencing and ending with the calender year. A note of every document filed shall be entered in the register in the page or pages allotted to the firm concerned and shall be signed by the Registrar.

**6. Amendment of entries in Register -**

When an entry made in the Register of firms is to be amended, the amendment shall be shown by means of a suitable note in the remarks column opposite to the entry concerned and the new entry shall be made at the end of the existing entry or entries with suitable cross reference.

**7. Protest against entries in Register -**

Where any partner or other person interested makes a protest in writing to the Registrar disputing any entry made in the Registrar of firms, the Registrar shall record such protest and make a reference there to in redink in the remarks column against the disputed entry.

**8. The Registrar's Powers of enquiry and investigation:**

The Registrar may, in case of dispute , institute such enquiries or make such investigation as may , in his opinion, be necessary for the proper performance of his duties under the Act.

**9. Index to Register of Firms:**

An index to the Register of firms shall be prepared in English on loose sheets, lettered alphabetically, and shall contain the particulars shown in Form VIII annexed to these rules . A fresh index shall be prepared for each calendar year. The name of each firm shall be indexed as soon as the entries relating there to are made in the Register of Firms.

(b) After all the firms registered in a year have been indexed, the index shall be checked by the Registrar who shall add a certificate in token of such check and the pages shall then be numbered in ink.

(c) The index for each year shall, after it has been checked, be bound into volumes of convenient size.

#### **10. Acknowledgement of Registration and documents:-**

a) Upon the Registration of a firm, the Registrar shall grant to the firm an acknowledgement in Form IX annexed to these rules and on the filing of any document required to be filed under the Act, he shall grant to the person at whose instance it is filed an acknowledgement in Form C annexed to these rules.

b) On every document filed under the Act, the Registrar shall endorse the following particulars namely:-

- i) The number borne by the firm in the register,
- ii) The name of the firm
- iii) The description of the document.
- iv) The serial number of the document and
- v) The date of filing.

The Registrar shall also affix his signature and the seal of his office to such document.

c) If there is no space on the documents for entering the particulars referred to in sub-rule(b) the entry shall be made on a separate paper which shall be attached to the document and note of the fact shall be made on the document itself and signed by the Registrar.

#### **11. Filing of documents**

(a) The Registrar shall examine every statement, intimation, notice or other document received by him which is required by the Act, to be registered, recorded or filed and if he finds any such statement, intimation, notice or other document to be defective or incomplete in any of the particulars required by the Act or these rules, he shall return it to the party or firm tendering it, for due rectification or completion and until such statement, intimation, notice or other document is so rectified or completed, he shall not register, record or file the same.

(b) No statement, intimation, notice or other document in respect of which a fee is payable, shall be registered, recorded or filed by the Registrar until the fee has been paid to him and the Registrar shall, pending such payment, act as if no such statement, intimation, notice or other document had been tendered for registration, record or filing.

(c) A separate file shall be maintained in respect of each firm in which all documents relating thereto received from time to time by the Registrar shall be filed.

#### **12. Account of and receipt for fees:**

An account of all fees received in the Registrar's office shall be maintained therein.

A receipt in Form E shall be granted in respect of every fee received.

#### **13. Inspection of indexes to the Register of firms and of original documents:-**

(i) The indexes to the register of firms maintained by the Registrar may be inspected by any person on payment of the following fees.

(a) for searching the index for any one year for entries relating to single firm Rs. /- rupees only.

(b) for searching the index for every other year for entries relating to the same firm rupees.

(ii) All statements, notices and intimations filed by a firm under chapter 7 of the Act may also be inspected on payment of the prescribed fee by any person, on his satisfying the Registrar that he is interested in the firm.

Provided that no fee shall be leviable for the inspection made by or at the instance of Government officers for bonafied public purposes.

#### **14. Application for copies and fee for grant documents filed and acts done under the act:**

(i) Every application for a copy under section 67 of the Act, shall be in writing

(ii) For the grant of copies other than the copies from the Register of firms the following fees shall be levied namely-

(a) For certified copy of an acknowledgement of registration of a firm Rs Twenty only.

(b) For a certified copy of or extract from any other document Rs. Four for each hundred words or part thereof.

Provided that no fee shall be leviable for the grant of copies (including copies from the Register of firms to the Government officers for bonafied public purposes).

**15. Seal:-**

The seal used by the Registrar shall bear the words " Registrar of Firms ,.....District , Andhra Pradesh"

**16. Preservation and elimination of registers and records :-**

(a) The Register of firms and the index there to shall be preserved permanently]

(b) All other records including the statements referred to in section 58 of the Act, may be destroyed.

(i) In the case of a firm which has been dissolved on the expiry of the five years from the date of its dissolution and

(ii) In the case of a firm which though not dissolved , has not been transacting business and has not been heard of for a period of not less than seven years , in accordance with and subject to the provisions of sub rule(c).

(c ) In cases filing under clause (ii) of sub rule (b) the Registrar shall publish in the Andhra Pradesh Gazette and at the same time send by the registered post to any one of the partners of the firm concerned to his last known address, a notice stating that the records and statements relating to the firm will be destroyed unless cause is shown to the contrary within a period of three months from the date of publication of the notice in the Andhra Pradesh Gazette. If cause is not shown as aforesaid the records and statements may be destroyed.

**17. Translations to be furnished where original is not in English:**

If any document required to be files under the Act or any portion of such document is not in English language an English translation of such document or portion certified as correct by at least one partner ( or his authorised agent ) shall be furnished along with each copy of such document or portion.

**18. Office hours -**

The office of the Registrar shall be open for business (Sundays and authorised holidays excepted) between the hours of 10.30 A.M. to 5 P.M

**19. Administration Report:**

The Registrar shall submit to the State Government so as to reach them on or before the 1<sup>st</sup> June in each year a report on the working of the Act, during the official year ending with the 31<sup>st</sup> March preceding.

**FORM-I**

**[See Rule 3]**

**Application for registration of firm by the names.....**

Filing Fee-Rs.100

Presented or forwarded to the Registrar of Firms for filing by.....

We, the undersigned, being the partners of the firm.....  
here by apply for registration of the said firm and for that purpose, supply the

- 
1. Subs. By G.O.Ms.No. 228, Ind. & Com. (SSI) dt. 5-12-1996 w.e.f 07-03-1996.
  2. Here and the name of the firm.

Following particulars, pursuant to Section 58 of the Indian Partnership Act, 1932.

The firm's name

Place of business

- (a) Principle Place  
(b) Other places

---

Name of Partners In full	Date of Joining the firm	Permanent address in full
1.		
2.		

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Duration of the firm  
Station  
Date

Signature of the partners or their  
Specially authorized agents

I,..... son of ..... years of age, of .....  
religion, do hereby declare that the above statement is true and correct to the best  
of my knowledge and belief.

Date

Witness

Signature

N.B:- This form must be signed by all partners or their agents specially  
authorized in this behalf in the presence of a witness or witnesses who must be  
either a Gazetted Officer, Advocate, Attorney, Pleader, Honorary Magistrate or  
Registered Accountant.

**FORM-II**

**[See Rule 3]**

**Statement of alteration in the name of the firm or  
the location of the principal place of business**

Filing Fee-Rs.20

Presented or forwarded to the Registrar of Firms for filing by.....

We, the undersigned, being the partners of the firm..... here by  
supply the following particulars, pursuant to section 60(1) of the Indian Partnership  
Act, 1932:

- 
- \*. Here enter the name of the firm.
  - 1. Here add the name of the firm.
  - 2. If any partner is a minor the fact whether he is entitled to the benefits  
of a partnership should be set out hereunder.
- 

Name of Firm

---

Previous Name

New Place

---

---

Principal Place of business

---

Previous Place

New Place

---

---

Station

Date

Signature of the partners or their  
Specially authorized agents

I,..... son of ..... years of age, of .....  
religion, do hereby declare that the above statement is true and correct to the best  
of my knowledge and belief.

Date

Witness

Signature

I,..... son of ..... years of age, of .....  
religion, do hereby declare that the above statement is true and correct to the best  
of my knowledge and belief.

Date

Witness

Signature

**FORM-III**

**[See Rule 4]**

**Intimation of change in the place of business  
(Other than principal place of business)**

Filing Fee-Rs.20

Presented or forwarded to the Registrar of Firms for filing by.....

Under Section 61 of the Indian Partnership Act, 1932, intimation is hereby given that the changes specified below have occurred in the place of business of the firm\*:

Date of change

- 
- \*. Here enter the name of the firm.
  - 1. The firm has discontinued business at .....
  - 2. The firm has begun to carry on business at .....

Station

Date

Signature of the partner or agent of the firm

**FORM-IV**

**[See Rule 4]**

**Intimation of alteration in the name or permanent  
Address of partners**

Filing Fee-Rs.20

Presented or forwarded to the Registrar of Firms for filing by.....

Under Section 62 of the Indian Partnership Act, 1932, intimation is hereby given that the changes specified below have occurred in the name or/ and permanent address of partner in the firm\*:

Name of partner

- 
- \*. Here enter the name of the firm.
  - 1. Here add the name of the firm.
  - 2. If any partner is a minor the fact whether he is entitled to the benefits of a partnership should be set out hereunder.
- 

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Previous name (in full)

New name (in full)

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---

Address of partner

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Principal Place of business

---

Previous permanent  
Address (in full)

Present permanent address  
(in full)

---

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Station

Date

Signature of the partner or agent of the firm

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- \*. Here enter the name of the firm.  
N.B—Strike out items not required.

**FORM-V**

**[See Rule 4]**

**Notice of change in the Constitution of Firm or  
Of the dissolution of firm**

Filing Fee-Rs.20

Presented or forwarded to the Registrar of Firms for filing by.....

Under Section 63 of the Indian Partnership Act, 1932, notice is hereby given  
that--

(1) The constitution of the firm\*..... has been altered as follows:

Name and full address of the incoming partner and date of his joining the firm	Name and full address of the outgoing partner and date of his ceasing to be partner
Station	
Date	Signature of the incoming, continuing or outgoing partner or of his specially authorized agent
(2) The firm* Has been dissolved with effect from the	
Station	
Date	Signature of the person who was a Partner immediately before the dissolution Or of his specially authorized agent

\*, Here enter the name of the firm.  
N.B—Strike out items not required.



**FORM-VI**

**[See Rule 4]**

**Notice of election by person admitted to the benefits  
Of partnership on attaining majority**

Filing Fee-Rs.20

Presented or forwarded to the Registrar of Firms for filing by.....

Under Section 63(2) of the Indian Partnership Act, 1932, notice is hereby given that..... admitted to the benefits of the partnership in form\*..... have now attained majority..... elects to become/elects not to become partner of the said firm.

Station

Date

Signature of the person electing or of  
his specially authorized agent

FORM-A

[See Rule 5]

Register of firms

1. Serial number of firm
2. Name of firm
3. Date of registration
4. Duration of firm
5. Addresses

Date of change

Remarks

\*. Here enter the name of the firm.

6. Partners:

Name of the partners	Addresses	Date of Joining/ceasing	Remarks
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7. Principal place of business and changes therein.

Partners regarding the place	Date of change	Remarks
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8. Other places of business:

Name of place	Date of	Remarks
	OpeningClosing	

Name of Firm

Serial No. of the Document	Description of document	Date of filing	Signature of Registrar
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Name of Firm

Serial No. of the Document	Description of document	Date of filing	Signature of Registrar
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**FORM-B**

**[See Rule 9]**

**Index to the Register of Firms**

Firm Name	Name of partners	Principal place of Business	Volume Number	First page of entry of the register	Number borne on
1	2	3	4	5	6

**FORM-C**

**[See Rule 10]**

**Acknowledgment of Registration of Firms**

The Registrar of Firms A.P., hereby acknowledges the receipt of the statement prescribed by Section 58(1) of the Indian Partnership Act, 1931.

The statement has been filed and the name of the firm\*..... has been entered in the Register of Firms as No..... of 19.....

(Seal)

Registrar of Firms

Andhra Pradesh

Date the ..... 19.....

Forwarded to Mr. .... With reference.....to his  
Messrs ..... their

Letter No....., dated the .....19.....

**FORM-D**

**[See Rule 10]**

**Memorandum acknowledging receipt of documents**

The Registrar of Firms, A.P., hereby acknowledges the receipt of the under mentioned document and intimates that it has  
documents they have

been filed in pursuance of the Indian Partnership Act, 1932:

(Here enter description of document )  
documents

Station

Dated 19.....

To

Mr.  
Messrs

Registrar of firms

\*. Here enter name of the firm.

**FORM-E**

**Receipt for fees**

Received from  
the sum of rupees (in words)  
being the fees for

Rs.                      P.

Filing statement  
Filing notice  
Inspection of

Copy of (Number of words)

\_\_\_\_\_

Total.....

\_\_\_\_\_

Station

Registrar of firms

Date