

General instructions to fill up Forms

For

REGISTRATION OF PARTNERSHIP FIRMS GOVERNMENT OF MAHARASHTRA

October 2017

Version 1.0

MahaOnline Limited

(Joint Venture Company between Government of Maharashtra and TCS)

Directorate of Information Technology,

5th Floor, Trade World,

Kamala City, Lower Parel

Mumbai – 400 032

General instructions to fill up Form "A" for New Registration

1. Click on New Register link of RoF Login page
2. Create a User ID & Password (New ID is required for Each Firm).
3. Click on Activate link sent on your entered Email ID
4. Login with your User ID & Password
5. Click on Form "A" tab from left navigate menu options.
6. Fill in the required information.
7. Do not write followings in the name of Firm.
 - (a) Messers
 - (b) M/S
 - (c) Indian
 - (d) Inc.
 - (e) Incorporation.
 - (f) .com
 - (g) .in
 - (h) .org
 - (i) Association
 - (j) Society
8. Fill the column in Marathi properly. (Marathi comes automatically in PHONETIC English. Use back button to avail the options. One can use Marathi Key Board or copy and paste from other resource.)
 - (a) Name of firm.
 - (b) Fill in Nature of Business as per the Marathi Translated Deed.
 - (c) Address of firm should be written in full with Pin code.
9. Click Submit Tab
10. Upload following relevant documents accordingly.
 - (a) Authority letter if submitted by C.A. or Advocate.
 - (b) If Company registered under The Indian Company Act is a partner then a copy of Memorandum of Articles & a copy of Resolution authorizing one of the Director to sign on Deed and Forms.
(Notice: If form A is modified kindly take out new print of full Form A and get fresh Attestation.)
11. Make relevant payment online
12. Click My Application, click View link on record of form view column, click on the Print Form Button on bottom to download form pdf and View form in PDF.

13. Take print out of Form "A" on Green Ledger Paper.
14. Every partner should sign on each page of Form "A" before designated authority like Notary & Upload it to click on My Application, click Upload link on record of Upload Notary column.
15. Bring /post the attested form alongwith following documents in the office.
 - a. Covering letter alongwith ₹ 5/- Court Fee Stamp.
 - b. Certified copy of Partnership Deed. Deed need not be attested. But if attested date of execution and date of signature of Notary should be same.
 - c. Certified copy of Marathi Translated Deed. Please submit proper translated deed.
 - d. Blank Stamp Paper of ₹ 10/- or more.
 - e. True Copy of License if required or a Undertaking in Affidavit form on appropriate stamp paper.
 - i. (Notice: If form A is modified kindly take out new print of full Form A and get fresh Attestation.)

General instructions to fill up Forms "B", "C", "D", "E", "F" for New Registration

1. In your User ID raise required form
2. Fill in the required information.
3. In case of Form B fill the column in Marathi properly. (Marathi comes automatically in PHONETIC English. Use back button to avail the options. One can use Marathi Key Board or copy and paste from other resource.)
4. Click Submit Tab
5. Upload following relevant documents accordingly.
 - (a) Authority letter if submitted by C.A. or Advocate.
 - (b) If Company registered under The Indian Company Act is a partner then a copy of Memorandum of Articles & a copy of Resolution authorizing one of the Director to sign on Deed and Forms.
(Notice: If form A is modified kindly take out new print of full Form A and get fresh Attestation.)
6. Make relevant payment online.
5. Click My Application, click View link on record of form view column, click on the Print Form Button on bottom to download form pdf and View form in PDF.
6. Take print out of Form on Green Ledger Paper.
7. Every partner should sign on each page of Form "A" before designated authority like Notary & Upload it to click on My Application, click Upload link on record of Upload Notary column.
8. Bring /post the attested form alongwith following documents in the office.
 - a. Covering letter alongwith ₹ 5/- Court Fee Stamp.
 - b. Certified copy of Partnership Deed. Deed need not be Attested. But if attested date of execution and date of signature of Notary should be same.
 - c. Blank Stamp Paper of ₹ 10/- or more.
 - d. (Notice: If form is modified kindly take out new print of full Form and get fresh Attestation.)