

Procedure for Partnership Registration



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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1. Legal Services, SMEDA-Punjab

The Legal Services (LS) is a part of Punjab office of the Small Medium Enterprises Development Authority (SMEDA) and plays a key role in providing an overall facilitation and support to the small and medium businesses. Information dissemination among the SMEs on the existing regulatory, operational and environmental related legal matters and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

2. Purpose of the Document

This regulatory procedure for partnership registration aims to provide a uniform information about the procedure, documentation fee and forms of firm registration in Punjab. Previously, only off line procedure was available for registration but from 2020 online firm registration facility in Punjab is also available.

3. Disclaimer

The information contained in this template is meant to facilitate the businesses in getting uniform information about regulatory procedure of partnership registration in Pakistan.

All information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage. However, SMEDA disclaims the decision based on the subject regulatory procedure / information.

4. Words and Phrases

Act of a Firm	Any act or omission by all the partners
Business	Every trade, occupation and profession
Contract	Contract is an agreement enforceable by law
Form “C”	It is a certificate issued by the registrar of firms
Partnership	Partnership” is the relation between persons who have agreed to share the profits of a business carried on by all or any of them acting for all.
Partnership at Will	Where no provision is made by contract between the partners for the duration of their partnership, or for the determination of their partnership.
Registrar	Registrar of Firms in Punjab
Third Party	Any person who is not a partner in the firm

5. Relevant Law:

The laws that govern the Partnership Registration including the fee structure, regulatory and documentary requirements are as following:

- PARTNERSHIP ACT, 1932 1ACT No. IX OF 1932
- Punjab Partnership (Registration of Firms) Rules, 1932
- THE CONTRACT ACT, 1872

It is important to mention here that all the Provinces except Punjab are regulating partnership registration according to central enactment(s).

6. Relevant Authority:

There is Registrar of Firms Office in every district under the Industries, Commerce & Investment Department of all the Provinces. Whereas, there is separate Registrar of Firms Islamabad to deal with the applications under Islamabad Capital Territory.

7. What is Partnership?

A partnership is a relation between two or more persons who have agreed to share the profits of a business carried out by all or any of them acting for them on the basis of certain terms and conditions.

Persons who have entered into partnership with one another are called individually "partners" and collectively a "firm" and the name under which their business is carried on

is called the "Firm Name".

8. Different Types of Partnerships

The Partnership Act, 1932 provides following types of partnerships:

- i. Ordinary/General Partnership
- ii. Partnership at-will
- iii. Particular Partnership

i) Ordinary/General Partnership:

This is a kind of partnership in which each and every partner is equally involved in all the activities of business such as anyone can present his money or anything for the purpose of investment but the liabilities are equally divided between all the partners and the profit and loss is also divided as per their respective shares.

ii) Partnership at Will:

In this type of partnership, no provision is made by contract between the partners for the time period for which their partnership will continue or for the termination of the partnership. It is a partnership for indefinite period. The partnership may be dissolved at any time by giving notice to all the other partners.

iii) Particular Partnership:

Where the partners agree to form a partnership to do a particular business or undertaking, such partnership shall be a particular partnership. This partnership shall stand dissolved on the completion of such business and undertaking.

9. Partnership Registration All Over Pakistan:

The procedure of registration of a partnership is comparatively simple. Form-I (Annex-A) in Punjab while Form-A in Baluchistan, Khyber Pakhtunkhwa (KPK) and Sind Provinces under Partnership Act 1932, have to be submitted to the Registrar of Firms (see Process Flow Chart). All the partners must sign the application. Form-I / A must be attested by the Notary Public/ Oath Commissioner and supported by the following documents:

- i. Attested photocopy of Partnership Deed.
- ii. Original copy of Challan No. 32 (In case of Baluchistan, Pay Order if registration in Quetta; for other areas, bank draft of required fee in the name of registrar of firms Baluchistan along with copy of bank draft;
- iii. Attested copies of CNIC of all the partners;
- iv. Attested Copies of CNIC of all the witnesses.
- v. Attested photocopies of all the original documents. Photocopies to be attested by Notary Public.

The Registrar of Firms shall after receiving the application for the registration verify all

the information given in the Form-I / A, along with supporting documents. For this purpose, in KPK, the partners shall appear before the Registrar. After checking the correctness, the Registrar shall register the firm and issue the "Form-C". It is the certificate of registration issued to the firm.

If at any time, there are changes to the firm in relations to the partners, place of business, constitution of the firm, insolvency etc. the registrar must be notified as per Rules prescribed under Partnership Act, 1932.

10. Fee & Other Expenses for Registration:

Province	Registration Fee (PKR.)	Stamp Paper Value on Which Partnership Agreement is Written (PKR)	Others
Punjab	100	1,000	
Sindh	110	2,000	Blank Stamp Paper of Rs. 50/-
Khyber Pakhtunkhwa	2,500	350	Rs. 04 ticket receipts
Baluchistan	2,000	1,000	

11. Registration Procedure in Islamabad Capital Territory:

Complete your process as mentioned in the below section.

- Download the application form (Form-I) from ICT website and fill it properly.¹
- Partnership Deed on a Stamp Paper of Rs. 1,000/-.
- Submit registration fee i.e. Rs. 1000/- in the National Bank of Pakistan (NBP) through a Challan Form under the Head of Account: C-03545.
- An affidavit regarding accuracy of papers and existence of office on a stamp paper of Rs. 50/-.
- Submission of application along with documents to the Industries Department located at ICT Agriculture Complex, Mauve Area, G-11/4 Islamabad.

All the Partners / Witnesses would be required to appear in person along-with their original valid C.N.I.C before the Registrar of Firms on Monday and Tuesday between 11:00 AM to 01:00 PM. The partners should contact Registrar of Firm Islamabad office after three days of submission of Application for registration of Firm.

Collect Certificate on the date provided by Firm Registrar's Office.

¹ <http://ictadministration.gov.pk/services/firm-registration/>

11.1 Documents Required

- Form-I
- Partnership Deed on a Stamp Paper of Rs. 1,000/-
- Challan Receipt of submission of Registration Fee in any branch of National Bank of Pakistan (NBP)
- Affidavit on a Stamp Paper of Rs. 50/-
- Copy of lease agreement / ownership of the office address along with a copy of utility bill (Office of the Firm should be in Commercial Area)
- Copy of CNIC of all the Partners and Witnesses.

Note: All the papers should be attested from Notary Public/Oath Commissioner

12. Mode of Partnership Registration:

Previously, there was only off line method for partnership registration. However, now an online mode is also available for partnership registration in Punjab Province and the web link for the same is given below:

- <https://register.business.punjab.gov.pk/>

13. Procedure for Registration of Partnership:

Procedure for registration of partnership is further categorized into following two modes:

13.1 Offline Mode:

For Off-line Mode following process will be adopted:

- Checking of availability of business name
- Preparation of partnership deed as per the terms & conditions between the partners on the stamp paper of Rs. 1,000/- value. Stamp paper can only be applied through State Bank of Pakistan website.
- Filling through the particulars of partners and firm business in the Form – 1 and attaching of Copies of CNICs of Partners.
- Attestation of Partnership deed and Form – 1 / A
- Filling IT Form
- Payment of Challan of Rs.100/- in any branch of National Bank under the Bank Account No. C-3545
- Two sets of photo copies of all the documents and attestation of the same by oath commissioner/notary public.
- Submission of documents to the Registrar of Firms of in which domain business address falls.
- Issuance of Form – C in case of no objection

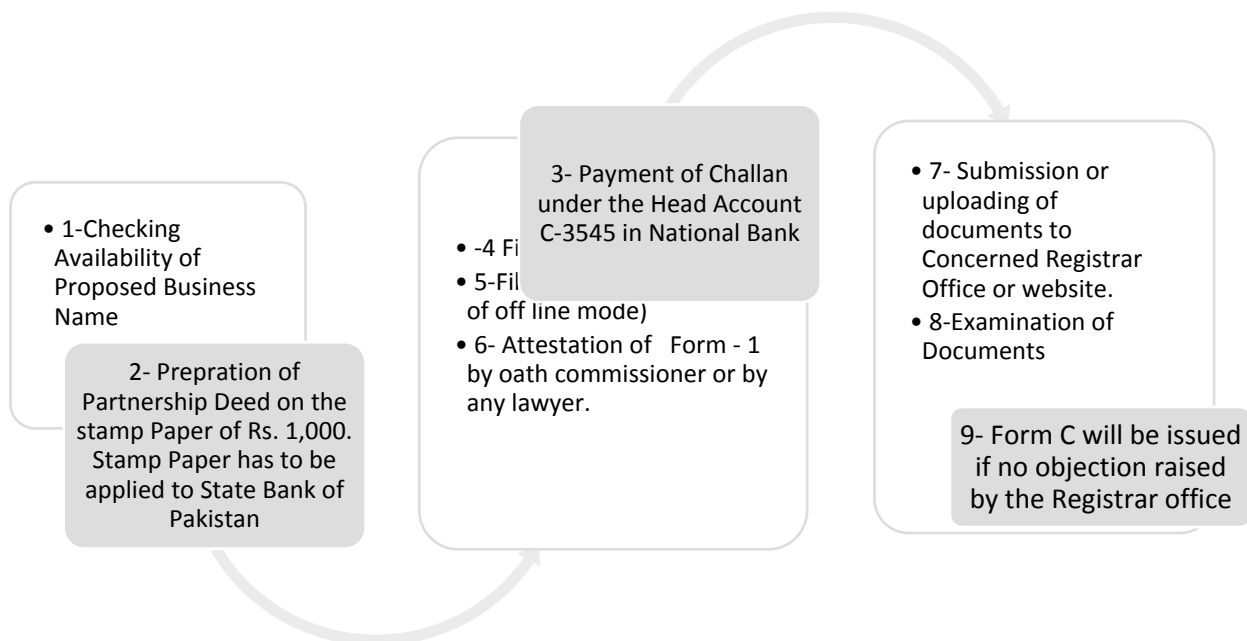
13.2 Online Mode:

For Online Mode following process will be adopted:

- All the documents will be prepared as per the offline mode except IT Form.,
- Scanning of all the documents,
- Log on to Punjab Online Business Registration Portal., ²
- Go on the dashboard for new registration,
- Click the option of New Registration,
- Fill out step one “ Business Entity” ,
- Enter the details of partners,
- Enter the Branch Office (If any) ,
- Fill out the details regarding registration with other departments of the Province of Punjab (if required),
- Review Profile ,
- Online Payments or uploading of scanned copy of paid challan in PDF form
- Uploading of scanned partnership Deed and Form -1 /A
- Click the submit button
- After submission of documents online, examination of documents will be conducted by the registrar’s of Firms office.
- In case of no objection certificate will be issued electronically. However, on submitting the attested hard copies with showing the original, Form – C will be given in physically.

² <https://register.business.punjab.gov.pk/>

14. Process Flow Chart of Registration of Partnership:



15. Required Documents:

Following are the documents that need to be attached with the Form-1 while submitting case to the office of Registrar of Firms:

- Attested copies of CNIC of all the partners
- Attested copies of CNIC of all the witnesses
- Attested copy of partnership deed
- Attested copies of CNICs of witnesses in the partnership deed
- Form-1
- IT – Form (In case of off line registration mode)
- Challan receipt for government fee to the head account C -3545 of National Bank
- Power of Attorney (In case of registration through lawyer or chartered accountant)
- Two sets of attested copies of all the documents along with the Form-1 /A

16. Registration of Partnership

Registration of partnerships is not compulsory by law. It is optional and there is no penalty for non-registration. However there are disadvantages for not registering. For example, if any dispute arises among the partners or ex-partners, no suit in any court of law can be filed by such partners or ex-partners against the un-registered firm or against themselves

to enforce any right arising from any contract or conferred by the Partnership Act, 1932. Similarly, an unregistered firm cannot institute a suit against a third party to enforce any right arising from a contract, e.g. for the recovery of the price of goods supplied. It must be noted however, that a third party may file suit against an unregistered partnership. Even in this case, the partners can not mention any monies that may be outstanding to them in court.

17. Advantages of Firm Registration

Following are some advantages of registration of the partnership.

- i. The registered firm can file suit against the third party for the enforcement of right arising from a contract.
- ii. The registered firm attracts large capital resources from the public.
- iii. Where there is dispute among the partners or between the partner and the firm or between partners and ex-partners, the partners of a registered firm can file suit in the court of law.
- iv. The registered firm can claim any outstanding balances from a third party through a court of law.
- v. In case of registered firm, any new partners have the security of liability and may resort to the court of law in case of a dispute.
- vi. In the case of partners leaving the firm, they cannot be made liable for any debts incurred after leaving. This is only seen in the case of a registered firm.

There is no protection to the partners' liability either in an un-registered partnership. As there is no formal documentation stating that they are in partnership. If one decides to deny the existence of the partnership, there is not much that can be done about it legally. It is important to note that registering a partnership during the pendency of any suit in a court of law cannot subsequently cure this effect. Prior registration is therefore necessary.

18. Minimum & Maximum Number of Partners

In Partnership business, minimum 2 and maximum 20 partners can register their partnership firm legally. All these persons are liable for the risks and rewards of their business in accordance with their holding in the business.

19. Partnership Deed

The mutual rights and obligations of all partners must be documented in the shape of a "partnership deed"(Annex. C). This needs to be signed by all the partners and subsequent copies held by each partner. At the time of registration, a copy of the deed has to be submitted with an application to the Registrar of Firms in the concerned area. This document may also be referred to as an "Article of Partnership". A partnership deed usually contains the following format: -

- i. The name of the firm.
- ii. The nature of business that is to be carried out by the firm.
- iii. The address at which the firm intends to conduct its business.
- iv. The amount of capital that each partner contributes. The form of capital whether that be cash or property needs to be documented. If the capital is property, a full description of the property and the valued amount should be given also, (optional, mention it or not).
- v. The names and addresses of each partner should be given.
- vi. The duration of the partnership if any.
- vii. The ratio of sharing profits and losses.
- viii. The amount or percentage of interest, if any, which is to be allowed on capital.
- ix. The manner in which a partnership is to be dissolved and the subsequent distribution of property among the partners including the goodwill.
- x. In the case of insolvency the valuation and treatment of goodwill.
- xi. Provisions regarding the accounting system and the fiscal year to be used.
- xii. Rules to be followed in the case of retirement, death and admission of a new partner.
- xiii. The method of settling disputes if any among partners. i.e., whether or not an arbitrator is to be appointed.
- xiv. Method of calculating amount issued to a deceased partner, and whether this is to be paid in full or in installments to his legal representative.
- xv. In the case of breach of duty by one partner, powers of other partners to expel him from the firm.
- xvi. The maintenance of proper books of accounts and periodical preparation of accounts.
- xvii. Any provision to prevent any future misunderstanding and ill will.

20. Prohibited Names

As per Law, the firm name shall not contain any of the following words, namely "Government", "Jinnah", "Quaid-i-Azam", or words expressing or implying the sanction, approval or patronage of the Federal Government or any Provincial Government except when the Provincial Government signifies its consent to the use of such words as part of the firm name by order in writing.

A firm name shall not contain the name of the "United Nations" or its abbreviations through the use of its initial letters or of any subsidiary body set up by that body unless it has obtained the previous authorization of the Secretary-General of the United Nations in writing.

A firm name shall not contain the name of the "World Health Organization" or its abbreviations through the use of its initial letters unless it has obtained the previous authorization of the Director-General in writing.

A firm name shall not contain any word which may be declared by the Provincial Government, by notification in the official Gazette, to be undesirable.

21. Annexures:

Annexure - A

CHALLAN FORM NO.32-A				Treasury/Sub-Treasury (National Bank of Pakistan) State Bank of Pakistan	
CHALLAN OF CASH PAID INTO THE					
BY WHOM Tendered	TO BE FILLED IN THE REMETIER		AMOUNT	TO BE FILLED IN BY THE DEPARTMENT OFFICER OF THE TREASURY	
	Name or designation and address of the person on whom behalf money is paid	Full particulars of the remittances and the authority (if any)		Head of Account	Order to the Bank
	The Registrar of Firm, Lahore.			C03545-Fees under Partnership Act, 1932	Date
					Correct, Received and grant Receipt
		Total			Signature and full designation of the Officer ordering the money to be paid in.

Signature
(In word) Rupees
Received Payment

Date:
(rupees only)

To be used only in the cash of
remittances to bank through
an officer of the Government

Annexure – B

FORM NO. 1

THE PARTNERSHIP ACT, 1932

(Adopted by Pakistan Government)

Filing Fee _____

Application for registration of firm by the name _____

Presented to the Registrar of firms for filing by _____

We, the undersigned being the partners of the firm _____

hereby apply for registration of the said firm and, for that purpose supply the following particulars pursuant to Section 58 of the Partnership Act, 1932, as adopted by the Pakistan Government:

* The firm's name :- _____

Place of business: { (a) Principal place
(b) Other places

Name of the partners in full	Date of joining the firm	Permanent address in full


Duration of the firm
(How and when terminable)

Station :- _____

Date :- _____

Signature of the partners or
their specially authorised agents

* Here enter the name of the firm
If any partner is minor the fact whether he is entitled to the benefit of the partnership should be set out herein.



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

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 :-

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Signature

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Date

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Signature

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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

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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 :-

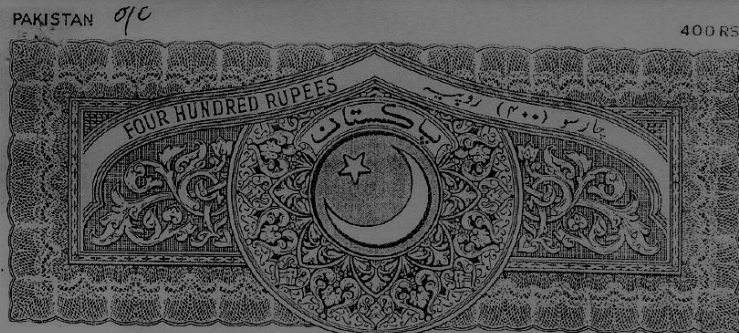
Signature

N.B. :- This form must be signed by all partners or their specially authorised agents in the behalf in the presence
of a Witness or Witnesses who must be either a Gazetted Officer, Advocate, Attorney, Pleader or Honorary Magistrate.

The Lion Press (Pvt) Ltd. Hospital Rd. L.H. Ph : 7353087



Annexure – C

PARTNERSHIP DEED

This deed of Partnership is made at Lahore on this day of 18th October 2000, by and between:-

1. Akhtar Masood Qureshi son of Mohammad Karm Qureshi, resident of House No.C/997, Pani Wala Talab Rang Mahal Lahore.
2. Tanveer Zaidi son of Murtaza Ali Zaidi, resident of House No.10, Street No.56, Sanat Nagar Lahore.

(hereinafter called parties of the 1st and 2nd part respectively).

WHEREAS THE parties above named are agreed to become partners with effect from 18th October 2000 and form a partnership firm under the name and style of "LAA-JAWAB TEA" with its Head Office at C/997, Pani Wala Talab Rang Mahal Lahore. The following terms and conditions have been settled mutually.

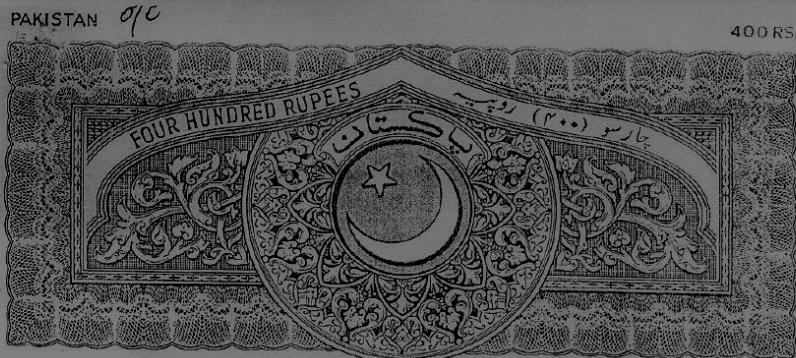
1. That the business of the firm shall be the sale of Tea and General Orders Suppliers.
2. That the capital of the firm shall be as per books of accounts to be maintained by the firm. The profit and loss of the business shall be shared/distributed according to the following ratio of share :-

partner No.1	60 %
Partner No.2	40 %

the capital can be increased or decreased according to the requirement of the business.

3. That the partner No.1 Mr. Akhtar Masood Qureshi shall be the Managing Partner of the firm who will manage all the affairs of the business and keep the office record and accounts books in his custody. He will devote the whole





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the capital can be increased or decreased according to the requirement of the business.

3. That the partner No.1 Mr. Akhtar Masood Qureshi shall be the Managing Partner of the firm who will manage all the affairs of the business and keep the office record and accounts books in his custody. He will devote the whole





-2-

of his time to promote the business. He will represent the firm before the officers of all the concerned departments and bank as well.

4. That the duration of the firm shall be At Will.
5. That the books of accounts shall be maintained regularly, which shall be open to inspection by other partner.
6. That the bank account will be opened in the name of firm, which shall be operated by the Managing Partner .
7. That the financial year of the partnership business shall end on 30th June every year.
8. That each partner shall bear individual income tax liability.
9. That in the event of death of any partner, his legal heirs shall succeed his interest in accordance with law.
10. That in case of any dispute, touching the affairs of partnership, the matter will be referred to Arbitration to resolve the dispute. The provision of partnership Act 1932 shall apply to all matters not specifically mentioned in the partnership deed.
11. That the partners shall be honest and faithful to each other and shall abide by all the terms and conditions and rules in force.

(both)

IN WITNESSES WHEREOF all the partners have signed this deed of partnership on the date mentioned above.

EXECUTANTS

PARTNER NO.1 _____

PARTNER NO. _____



Annexure – D

22. Registrar of Firm Offices in Punjab

**LIST OF REGISTRAR OF FIRMS/
DISTRICT OFFICERS
ENTERPRISE & INVESTMENT PROMOTION IN PUNJAB**

Sr. No.	District Office	Office Address	Landline (Official)	Cell No.
1	LAHORE	Poonch House Multan Road, Lahore	99211537-38	0300-9486301
2	KASUR	District Officer(E&IP), Abdul Shakoor Colony, Basti Barat Shah (Club Road)	049-9239073 049-2770695	0300-6848809
3	GUJRANWALA	District Officer(E&IP), Della Road, Street No. 5, Sharif Colony, Opp. Masque Amanat-e- Hainfa Near al- Kabir Universal School	055-9200404	0321-6035875
4	SIALKOT	District Officer(E&IP), Chrnsian Town, Sialkot Cantt	052-4291462	0300-4348902
5	GUJRAT	District Officer(E&IP), Second Floor, District Complex, Near District Court	053-9260005	0332-5465202
6	HAFIZABAD	District Officer(E&IP), EDO's Complex, Phase-II, Near EDO Works & Service Building	0547-523930	0300-9102516
7	SHEIKHUPURA	District Officer(E&IP), EDO's Complex, Katchery Road	056-9200180	0321-4072161
8	OKARA	District Officer(E&IP), Haq	044-9206026	0323-7158133

		Manzil Shafat Colony Samadpura Road to newly constructed building of EDO(F&P), District Complex		
9	NAROWALO	District Officer(E&IP), Katchery Road	0542-413235	0322-4601321
10	NANKANA	District Officer(E&IP), DCO Complex	056-2877030	0300-4779558
11	M.B.DIN	District Officer(E&IP), District Complex Phalia Road	0545-507924	0345-5855849
12	RAWAPINDI	Plot No. 5, Near Ploce Station, Sector I/9, Industries Area	051-4434801	0333-6842503
13	JHELUM	District Officer(E&IP), District Council Building	0544-9270069	0300-5423376
14	CHAKWAL	District Officer(E&IP), District Complex Ghaziabad Building	0543-540842	0333-4207227
15	ATTOCK	District Officer(E&IP), Near Superintendent of Police Office	057-9316003	0333-5169748
16	SARGODHA	District Officer(E&IP), 54/12, Block A, Satellite Town	048-9230503	0346-6450341
17	KHUSHAB	District Officer(E&IP), DCO Khushab at Block No. 6, Jauharabad	0454-920313	
18	MIANWALI	District Officer(E&IP), Zila Council Building, Bannu Road	0459-920082	
19	BHAKAR	District Officer(E&IP), H/No 2, Block No. 8, Sub Block 4, Dev Housing Scheme	0453-9200084	0333-3030450

20	FAISALABAD	Mandi Town District Officer(E&IP), Commissioner Office, Complex Block-II, 1st Floor	041-9200833	0300-9652788
21	T.T.SING	District Officer(E&IP), C/o DCO Complex	0462-516461	0300-6822847
22	JHANG	District Officer(E&IP), Zila Council, Jail Road	047-9200273	
23	CHINIOT		047-6330071	0300-9652788
24	MULTAN	District Officer(E&IP), Near Circuit House/District Jail Multan	061-458766	0321-6394565
25	KHANEWAL	District Officer(E&IP), District Court Building	065-9200219	0333-6703908
26	SAHIWAL	District Officer(E&IP), DCO building	040-9200139	0333-6893425
27	VEHARI	District Officer(E&IP), C/O DCO, District Court	067-3361517	0300-6343598
28	LODHRAN	District Officer(E&IP), C/o R.Y. Khan Near Old Ocrel Post No. 2, Multan Road	0608-363075	0301-7718861
29	PAKPATTAN	District Officer(E&IP), Near Nagina Chowk, Gogera Road	0457-362391	0333-4799252
30	BAHAWALPUR	District Officer(E&IP), Tehsil Municipal Administrations (Saddar) Office District Council Complex, Opposite 4-Seasons Hotel Wellcome Chowk (Wawar Shaeed Road)	062-9255128	0301-7718861
31	BAHAWALNAGAR	District	0631-9240285	0333-4799252

		Officer(E&IP), Jahangir Kot, Behind Zila Council		
32	D.G.KHAN	District Officer(E&IP), Divisional Complex, Plot No. 9, Railway Road	064-9260261	0334-6486666
33	R.Y.KHAN	District Officer(E&IP), TMA Near Nadra Office	068-9230071	
34	MUZAFFARGARH	District Officer(E&IP), District Court	066-9200270	0301-7530779
35	LAYYAH	District Officer(E&IP), Near District Complex	0606-413782	0301-7530779
35	RAJANPUR	District Officer(E&IP), EDO (F&P), ADLG Office	0604-689350	0345-5855849