(ii) If the Registrar receives an answer from any partner to the effect that the firm is not, carrying on business or is not in operation or if he is not within one month from the date of the posting of the letter receive any answer, he shall publish, in the local official Gazette and send to all the partners by registered post, a notice that at the expiration of three months from the date of that notice the name of the firm mentioned therein, shall, unless cause is shown to the contrary, be struck off the Register of Firms and the registration shall be deemed cancelled.

(iii) At the expiration of time mentioned in the notice the Registrar shall, unless cause is shown previously by the partners, strike its name of the Register, and shall publish notice thereof in the local official Gazette, and on the publication of such notice in the official Gazette, the registration of the firm shall stand cancelled.

11. Preservation and elimination of registers and records.—The Registrar of Firms and the Index thereto shall be preserved permanently. All other records including the statements referred to in section 58 relating to any firm may be destroyed on the expiry of five years from the date of the dissolution of such firm.

12. Index to register of firms.—(a) An Index to the Register of firms shall be prepared in English or in Hindi on loose sheets lettered alphabetically and shall contain the particulars shown in Form "A" 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 thereto 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 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.

13. Filing of documents.—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. No document shall be filed by the Registrar unless the fees prescribed has been paid.

14. Condition of inspection.—The register shall be open to inspection on written application and on payment of the prescribed fee. The file of the document kept in the Registrar’s office shall similarly be open to inspection by any person applying therefor, provided the applicant satisfies the Registrar that he has sufficient interest in the contents of the documents or of which he applies for inspection and that mere inspection of Register will not serve his purposes:

Provided that he shall not have the right, while so inspecting, to take copies or extracts, from any of the documents or the Register.

15. Grant of copies.—A copy of any entry in the Register shall be supplied to any person on written application and on payment of the prescribed fee.

16. Application for copies to be in writing.—Every application for a copy under section 57 of the Act shall be in writing on judicial paper.

App. 7—N. 13.

17. Scale of fees.—For the purpose of Chapter VII the following fees shall be charged in respect of documents noted against each:

(a) Statement under section 58—Three rupees.
(b) Statement under section 59—One rupee.
(c) Intimation under section 60—One rupee.
(d) Intimation under section 61—One rupee.
(e) Notice under section 62—One rupee.
(f) Application under section 63—One rupee.
(g) Inspection of Register of Firms under sub-section (1) of section 66
   Fifty rupees for inspecting one volume of the Register.
(h) Inspection of documents relating to a firm under sub-section (2) of section 66
   Fifty rupees for inspection of all documents relating to one firm.
(i) Copies from the Register of firms
   Twenty-five rupees for each 100 words or part thereof.

18. Mode of payment.—All fees prescribed under the rules shall be paid in the form of Court-Fee Stamps, and the Registrar shall maintain a proper record of the fees so received daily.
Accurate, correct, and true, and I declare under penalty of perjury that I am the person who executed the above statement.

[Signature]

Name...

Date...

I am on leave for a minimum of five days, but not less than 24 hours, because of...
FORM No. IV
[Rule 4 (vi)]

Intimation of alteration in the name or permanent address of a partner

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

Under Sec. 62 of the Indian Partnership Act, 1932, intimation is hereby given that the change specified below has occurred in the name or permanent address of a partner in the firm*

Name of Partner

Previous name (in full)       New name (in full)

Name of Partner

Previous Permanent Address (in full) Present Permanent Address (in full)

Station

Date...........       Verified

Signature of any Partner, or Agent of the firm.

*Name of the Firm

N. B. — This Form must be signed by partners or their agents specially authorized in this behalf in the presence of a witness who must be either a Gazetted Officer, Advocate, Attorney, Vakil, Magistrate or Registered Accountant.

FORM No. V
[Sec. 63 (i)]

Notice of change in the constitution of a registered firm

The Registrar of Firms

I. ........................................ being an incoming/continuing/outgoing partner of the firm ................................... do hereby give you notice to the following change in the constitution of the said firm ..................

(Describe the change briefly but clearly and precisely)

N. B. — Certified copy of alteration with certified copy of the new deed if one has been executed and certified translation of alteration and the deed if not in English language must accompany this notice and be shortly referred to here.

Verified

Dated...........       Signature

*Name of the Firm

N. B. — This Form must be signed by partners or their agents specially authorized in this behalf in the presence of a witness who must be either a Gazetted Officer, Advocate, Attorney, Vakil, Magistrate or Registered Accountant.

FORM No. VI
[Sec. 63 (i) & Rule (vi)]

Notice of dissolution of registered firm

To

The Registrar of Firms

I. ........................................ a partner of the firm ........................................ hereby give notice of dissolution of the said firm which took effect from the ...... day of ........... 19 .

Certified copy of a deed dissolving the firm, if any, and certified translation of the deed, if not in the English language, must accompany the notice.

Verified

Date...........       Signature

*Name of the firm.

N. B. — This Form must be signed by any of the partners or their Agents specially authorized in this behalf in the presence of a witness who must be either a Gazetted Officer, Advocate, Attorney, Vakil, Magistrate or Registered Accountant.
1. Here enter name of the firm.

2. The firm has begun to carry on business at

3. The firm has discontinued business at

Date of Change

Signature of any partner or agent

[Form No. III]

Appendix 173