



singlewindow.jk.gov.in

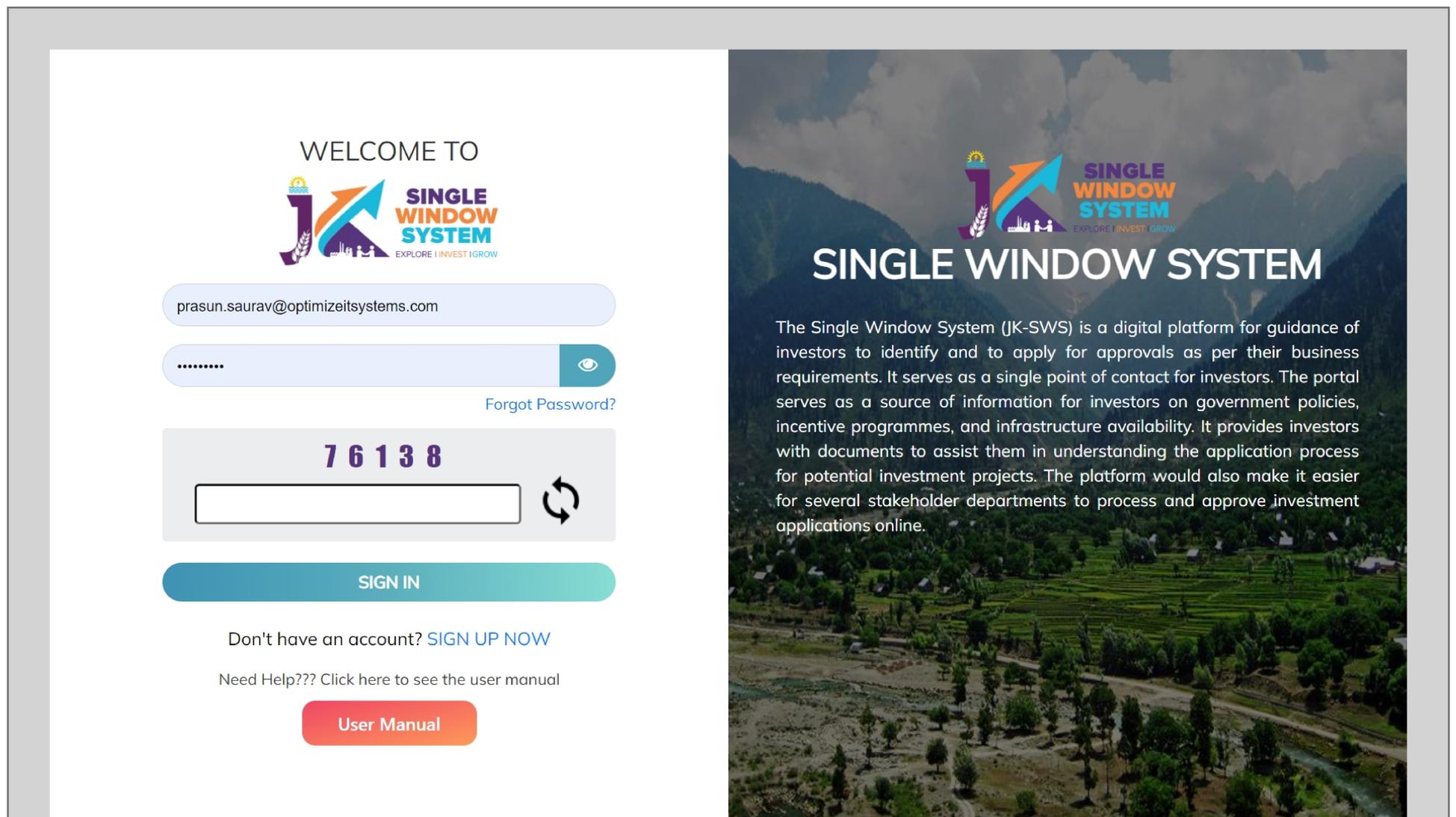
Partnership Registration

Single Window System - J & K

Partnership Registration

Access the Website: Open your web browser and visit the official website:
<https://singlewindow.jk.gov.in/>

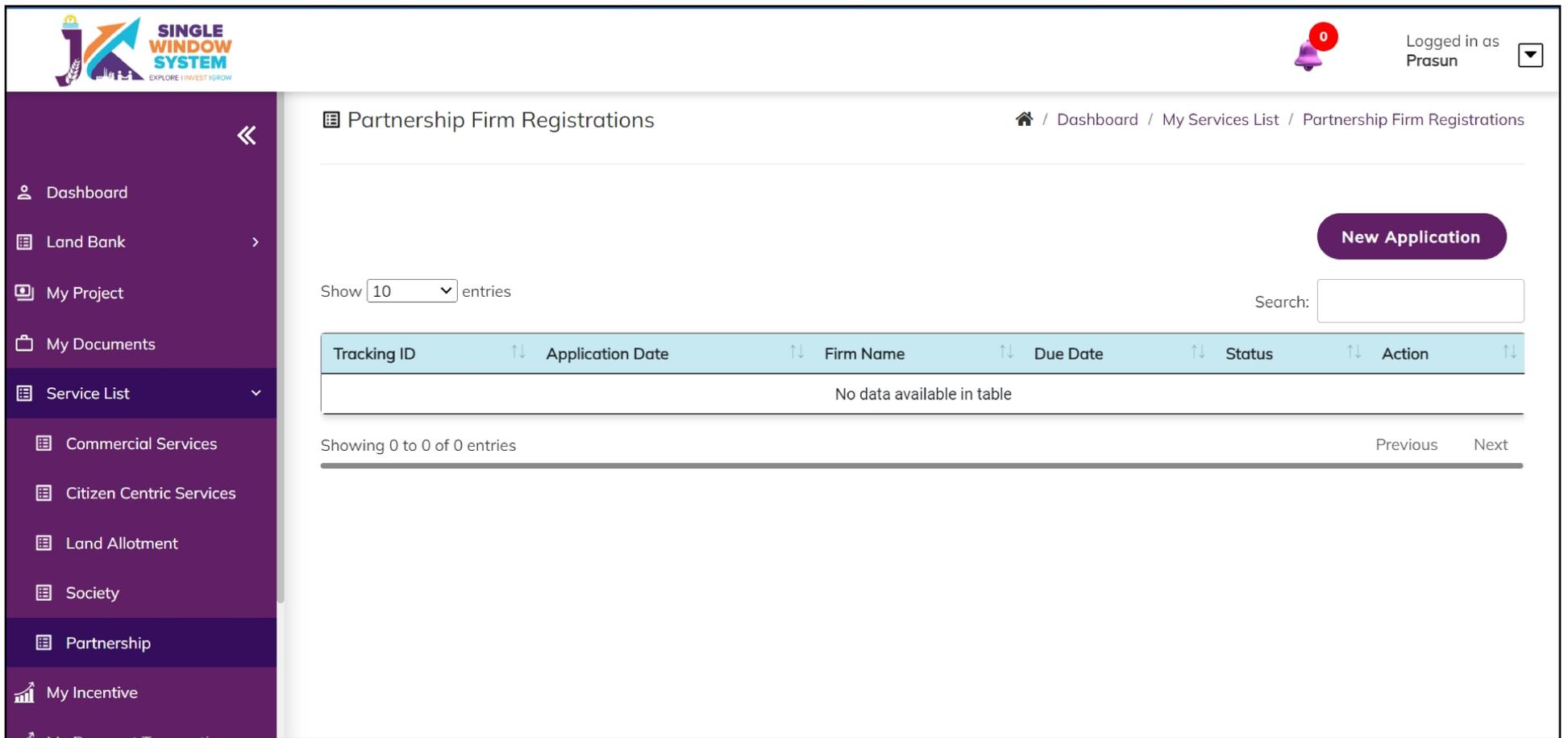
Log in using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.



The screenshot displays the login interface for the Single Window System. On the left, a white login form is shown with the following elements: a header 'WELCOME TO' above the logo; an email input field containing 'prasun.saurav@optimizeitsystems.com'; a password input field with a toggle eye icon and a 'Forgot Password?' link; a CAPTCHA field with the numbers '7 6 1 3 8' and a refresh icon; a teal 'SIGN IN' button; and links for 'Don't have an account? SIGN UP NOW' and 'Need Help??? Click here to see the user manual' with a corresponding 'User Manual' button. On the right, a dark-themed banner features the logo and the text: 'The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online.'

After login, following screen will appear:

From the left side drop-down menu, select Partnership under service list. Now click on the **New Application** button as shown in the screenshot on next page.



Partnership Firm Registrations

Dashboard / My Services List / Partnership Firm Registrations

New Application

Show 10 entries

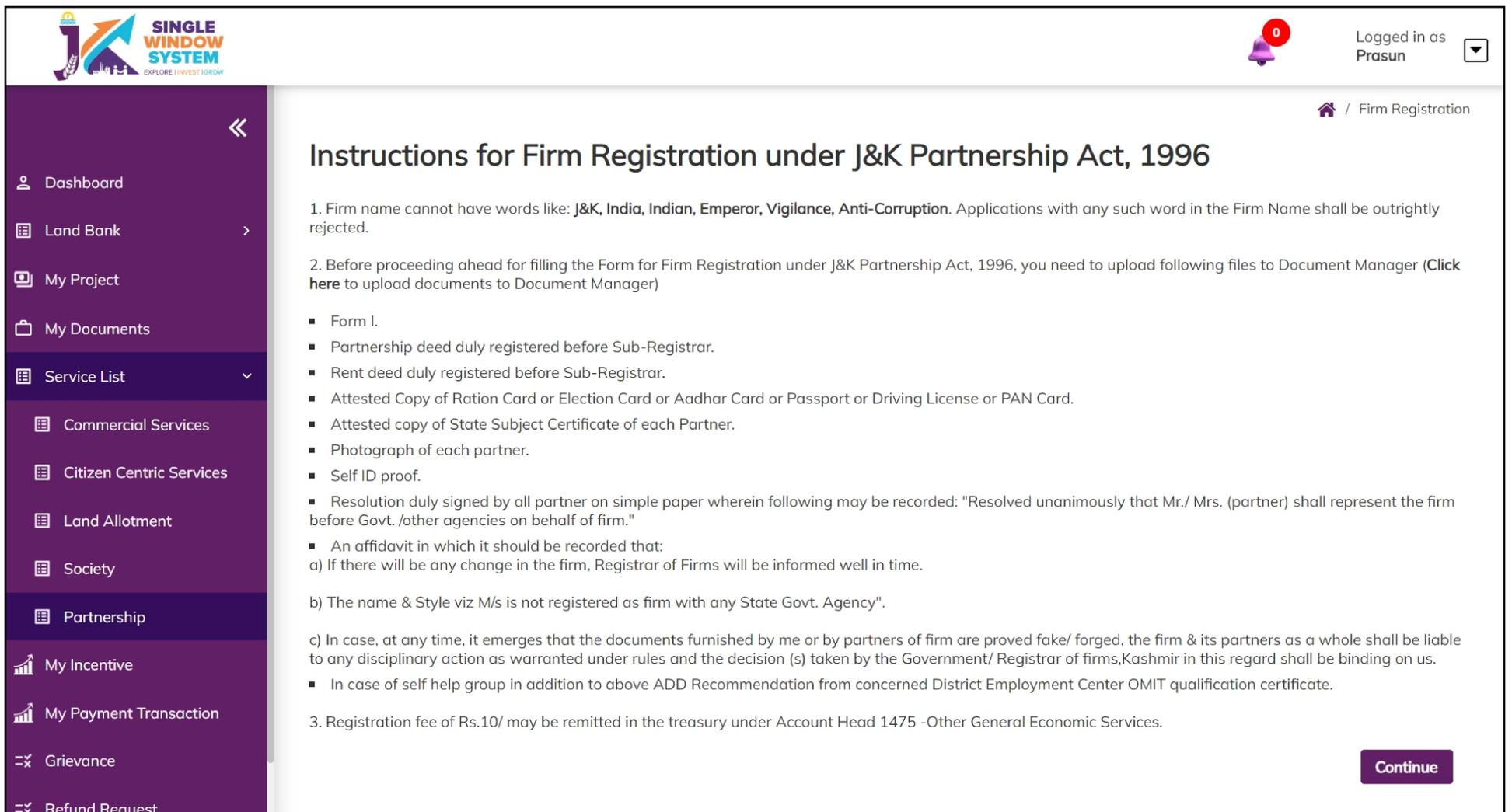
Search:

Tracking ID	Application Date	Firm Name	Due Date	Status	Action
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

After clicking on New Application, **Instructions for Partnership** Registration page will appear. Read the instructions carefully and then click on the continue button.



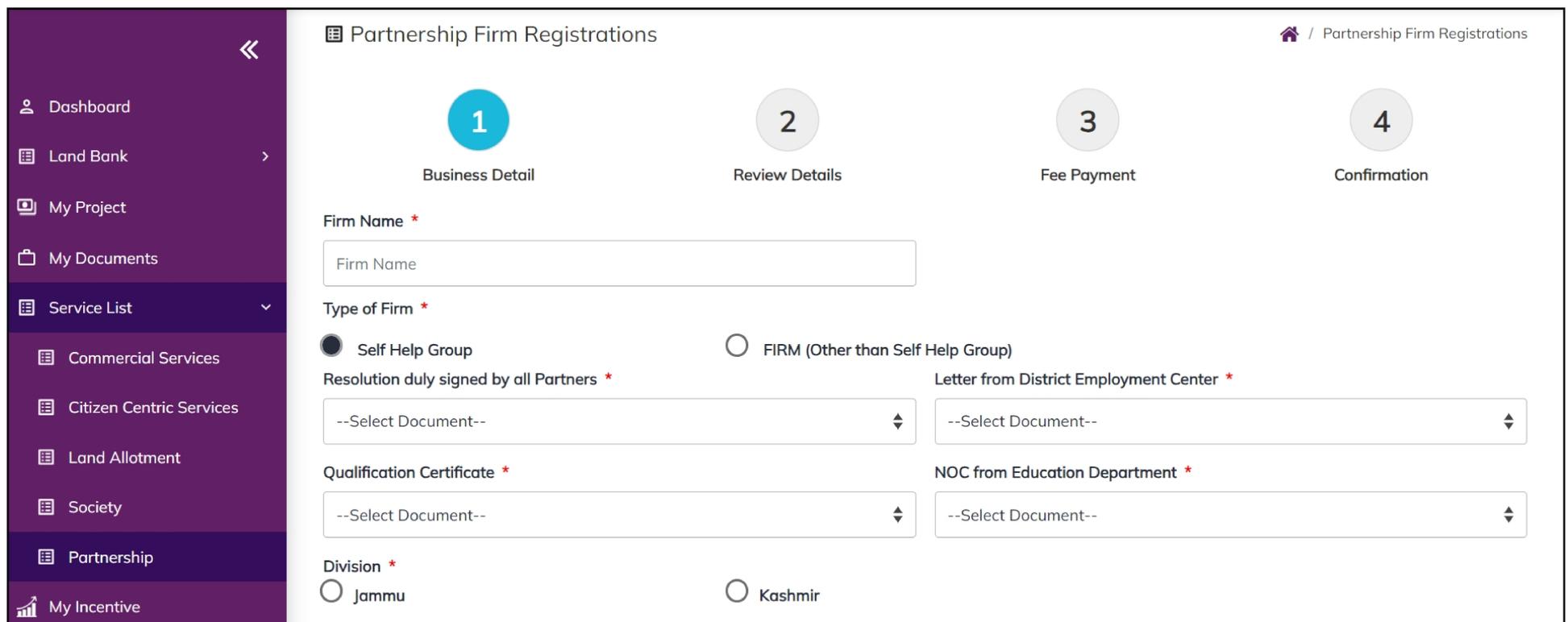
Firm Registration

Instructions for Firm Registration under J&K Partnership Act, 1996

- Firm name cannot have words like: **J&K, India, Indian, Emperor, Vigilance, Anti-Corruption**. Applications with any such word in the Firm Name shall be outrightly rejected.
- Before proceeding ahead for filling the Form for Firm Registration under J&K Partnership Act, 1996, you need to upload following files to Document Manager ([Click here](#) to upload documents to Document Manager)
 - Form I.
 - Partnership deed duly registered before Sub-Registrar.
 - Rent deed duly registered before Sub-Registrar.
 - Attested Copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card.
 - Attested copy of State Subject Certificate of each Partner.
 - Photograph of each partner.
 - Self ID proof.
 - Resolution duly signed by all partner on simple paper wherein following may be recorded: "Resolved unanimously that Mr./ Mrs. (partner) shall represent the firm before Govt./other agencies on behalf of firm."
 - An affidavit in which it should be recorded that:
 - If there will be any change in the firm, Registrar of Firms will be informed well in time.
 - The name & Style viz M/s is not registered as firm with any State Govt. Agency".
 - In case, at any time, it emerges that the documents furnished by me or by partners of firm are proved fake/ forged, the firm & its partners as a whole shall be liable to any disciplinary action as warranted under rules and the decision (s) taken by the Government/ Registrar of firms, Kashmir in this regard shall be binding on us.
 - In case of self help group in addition to above ADD Recommendation from concerned District Employment Center OMIT qualification certificate.
- Registration fee of Rs.10/ may be remitted in the treasury under Account Head 1475 -Other General Economic Services.

Continue

Now, the following page will appear.



The screenshot shows a web interface for 'Partnership Firm Registrations'. It features a sidebar menu on the left with options like Dashboard, Land Bank, My Project, My Documents, Service List, Commercial Services, Citizen Centric Services, Land Allotment, Society, Partnership, and My Incentive. The main content area has a progress bar with four steps: 1 Business Detail (active), 2 Review Details, 3 Fee Payment, and 4 Confirmation. Below the progress bar, the form includes the following fields:

- Firm Name ***: A text input field with the placeholder 'Firm Name'.
- Type of Firm ***: Two radio button options: 'Self Help Group' (selected) and 'FIRM (Other than Self Help Group)'.
- Resolution duly signed by all Partners ***: A dropdown menu with the placeholder '--Select Document--'.
- Letter from District Employment Center ***: A dropdown menu with the placeholder '--Select Document--'.
- Qualification Certificate ***: A dropdown menu with the placeholder '--Select Document--'.
- NOC from Education Department ***: A dropdown menu with the placeholder '--Select Document--'.
- Division ***: Two radio button options: 'Jammu' (selected) and 'Kashmir'.

Firm Name - Enter the name of the firm here.

Type of Firm - Select the type of firm whether it is a **Self Help Group firm** or **Firm other than self help group**.

Resolution duly signed by all Partners - From the dropdown list, select the file of resolution which is duly signed by all the partners.

Letter from District Employment Center - From the dropdown list, select the letter from district employment center.

Qualification Certificate - From the dropdown list, select the qualification certificate.

NOC from Education Department - From the dropdown list, select the NOC from Education Department.

Division- Choose the division in which your Partnership will be registered, either "Jammu" or "Kashmir."

- Partners Information -

Partners Information

Partner 1 Details

<p>Name of Partner *</p> <input type="text" value="Name of Partner"/>	<p>Partner Share in Percentage *</p> <input type="text" value="Partner Share in Percentage"/>
<p>Permanant Address *</p> <input type="text" value="Permanant Address"/>	<p>Date of Joining *</p> <input type="text" value="dd-mm-yyyy"/>
<p>Father's Name *</p> <input type="text" value="Father's Name"/>	<p>Age *</p> <input type="text" value="Age"/>
<p>Religion *</p> <input type="text" value="Religion"/>	<p>Scanned Photograph *</p> <input type="text" value="--Select Document--"/>
<p>Scanned Signature *</p> <input type="text" value="--Select Document--"/>	<p>Self Attested copy of State Subject Certificate *</p> <input type="text" value="--Select Document--"/>
<p>Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card *</p> <input type="text" value="--Select Document--"/>	

Address 1- Provide the primary address for your society, such as street address or building number.

Address 2- If applicable, provide additional address details or a secondary address.

City- Enter the name of the city or locality where your society is located.

District- Specify the district in which your society is situated.

Pincode- Enter the postal code or PIN code associated with the society's location.

Other Places (if any)- Mention other place if applicable.

Duration of Firm- Enter the duration of the firm here.

- Partners Information -

Partners Information

Partner 1 Details

<p>Name of Partner *</p> <input type="text" value="Name of Partner"/>	<p>Partner Share in Percentage *</p> <input type="text" value="Partner Share in Percentage"/>
<p>Permanant Address *</p> <input type="text" value="Permanant Address"/>	<p>Date of Joining *</p> <input type="text" value="dd-mm-yyyy"/>
<p>Father's Name *</p> <input type="text" value="Father's Name"/>	<p>Age *</p> <input type="text" value="Age"/>
<p>Religion *</p> <input type="text" value="Religion"/>	<p>Scanned Photograph *</p> <input type="text" value="--Select Document--"/>
<p>Scanned Signature *</p> <input type="text" value="--Select Document--"/>	<p>Self Attested copy of State Subject Certificate *</p> <input type="text" value="--Select Document--"/>
<p>Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card *</p> <input type="text" value="--Select Document--"/>	

Name of Partner- Enter the full name of the partner.

Permanent Address- Provide the permanent residential address of the partner.

Father's Name- Enter the full name of the partner's father.

Religion- Specify the religion of the partner.

Scanned Signature- Upload the partner's scanned signature.

Self Attested copy of Ration Card or Election Card or Aadhar Card or Passport or Driving License or PAN Card- Select a self-attested copy of one of the specified identity documents (Ration Card, Election Card, Aadhar Card, Passport, Driving License, PAN Card).

Partner Share in Percentage- Indicate the percentage of partnership share held by the partner.

Date Of Joining- Enter the date when the partner joined the partnership in the dd-mm-yyyy format.

Age- Provide the age of the partner.

Scanned Photograph- Select a scanned photograph of the partner.

Self Attested copy of State Subject Certificate- Choose and upload a self-attested copy of the State Subject Certificate.

Likewise, we can fill information about other partners too by d=.

- Document Upload -

Document Upload Upload Documents

<p>Partnership deed duly registered before Sub-Registrar *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div> <p>Rent deed duly registered before Sub-Registrar *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div> <p>Upload treasury account *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div> <p>NOC / Business License, if any, required under an law for the time being in force *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div>	<p>Affidavit *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div> <p>PAN Card of the Firm *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">--Select Document--</div>
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Submit

Partnership deed duly registered before Sub-Registrar- Select/Upload the partnership deed that has been registered before the Sub-Registrar.

Rent deed duly registered before Sub-Registrar- Select/Upload the rent deed that has been registered before the Sub-Registrar.

Upload treasury account- Select/Upload the treasury account document.

NOC / Business License, if any, required under an law for the time being in force- Select/Upload a No Objection Certificate (NOC) or business license, if it is required under any applicable law.

Affdavit- Select/Upload Upload the affidavit document as required.

PAN Card of the Firm- Select/Upload Upload a copy of the PAN Card for the partnership firm.

After filling the required field, click on the submit button to proceed. Now, you can view all the filled details. To change/modify any details click on edit button, else click on the continue button. Now proceed with payment and after the successful payment the Partnership Registration is completed.