



15. Registration of Firm

(Regulation 190)

- (1) Application for registration of the firm in Form 18 duly filled in and signed by the proprietor/all partners along with a copy of the approval letter received from the Head office of the Institute should be submitted to the concerned Decentralised Office under whose territorial jurisdiction the Head Office of the proposed firm falls, within one month of the date of issue of approval letter or commencement of practice, as the case may be.

The member/s is/are eligible to use the firm name only after the firm has been registered by the Institute.

(2) Requirements For Registration of Firm

- (a) Submit application in Form 18 signed by the proprietor/ all partners within one month from the date of approval of firm name or commencement of practice as the case may be.
- (b) Attach copy of firm name approval letter.

Condonation of Breach of Regulation 190(4)

In case Form 18 is not submitted to the Institute's office within the specified period of one month from the date of commencement of practice, under the trade/firm name, the firm is required to apply for condonation of breach of Regulation 190(4)/(7) and pay the levy fee for condonation and submit the required documents.

Condonation of delay in filing Form 18 for registration of firm name beyond 30 days

Period of delay/Corresponding fee to be charged

upto 30 days	between 31-180 days	Beyond 181 days
beyond specified time	beyond specified time	of specified time
Rs. 100/-	Rs. 300/-	Rs. 1,000/-

The following documents may be submitted :-

1. A request for condonation of breach with specific reason for delay in submission of Form 18.
2. A certified true copy of the partnership deed.
3. In case Form 18 is submitted beyond the financial year and the last date for filing the tax returns, the certified true copy of income-tax return, statement of income and expenditure account and balance sheet of the firm certified by a practising chartered accountant may also be submitted.
4. A declaration in the prescribed format, (please see page 90)