

Instructions:

- Government of Odisha have started Online Gazette Publication Services.
- All applications for Gazette Publication regarding Changes in Partnership Firm will be processed online through the e-Gazette Portal (<https://egazette.odisha.gov.in/>) to provide hassle-free services to all citizens.
- Office of the Inspector General of Registration, Cuttack has been integrated in the e-Gazette Portal for ease of verification of the documents.
- Applicants shall pay the fee for Gazette Publication of reconstitution/dissolution of Partnership firm online through this portal.
- The published Gazette can be downloaded from this portal.

Document Details:

- Previous Partnership Deed.
- Recent Deed of Reconstitution/Dissolution of Partnership Firm (Photo and Signature of all existing, incoming and outgoing partners are mandatory in the Reconstitution/Dissolution deed).
- IGR Certificate.
- PAN Card of all incoming partners (attach all documents to a single pdf).
- Photo Identity proof of all incoming partners (attach all documents to a single pdf).
- NOC/Notice of outgoing partners (In case of deceased partner- Death Certificate & legal heir certificate along with NOC of legal heirs)
- Form V.
- Full Page of Newspaper/ e-paper, where notice of reconstitution/ dissolution has been published
- Notice of reconstitution/ dissolution to be published in Odisha Gazette (Microsoft Word file)
 - Sample notice for reconstitution of partnership firm - **Annexure-1**
 - Sample notice for dissolution of partnership firm - **Annexure-2**

(NOTE- SCAN & UPLOAD ORIGINAL DOCUMENTS FOR CLEAR VISIBILITY)

NOTICE

It is for information to all concerned that the Partnership Firm M/s _____ (*Name of partnership firm*) bearing Regd. No.- _____/ _____ (*year*) having its principal place of business at – _____ (*Complete Odisha address*) _____, Odisha has been reconstituted with effect from _____ (*Date*) vide reconstitution deed dated _____ (*Date*) as follows:

Continuing Partner:

1. _____
2. _____
3. _____

Incoming partner:

1. _____
2. _____
3. _____

Outgoing partner:

1. _____
2. _____
3. _____

(*Name of Managing Partner*)
Managing Partner
 Name of Partnership Firm

NOTICE

It is for information to all concerned that the Partnership Firm M/s
 (Name of partnership firm) bearing Regd. No.- /
 (year) having its principal place of business at – (Complete Odisha
address) , Odisha has been dissolved with effect from
 (Date) vide dissolution deed dated (Date) with
following partners:

1.
2.
3.

(Name of Managing Partner)
Managing Partner
 Name of Partnership Firm