

procedure of winding up partnership firm Tutorial

Procedure of winding up partnership firm

Winding up a partnership firm is a systematic process undertaken to dissolve the partnership and settle all its affairs. It involves a series of legal and procedural steps aimed at closing the business, paying off liabilities, distributing remaining assets among partners, and ultimately ending the partnership. Properly winding up a partnership is essential to ensure fairness among partners, compliance with legal requirements, and the orderly liquidation of assets. The procedure can be voluntary or compulsory, depending on the circumstances leading to the dissolution. This article provides an in-depth explanation of the step-by-step process involved in winding up a partnership firm.

Reasons for Winding Up a Partnership Firm

Before delving into the procedure, it is important to understand the common causes that lead to winding up:

- Expiry of the stipulated period of partnership (if any)
- Completion of the purpose for which the partnership was formed
- Mutual agreement among partners to dissolve the firm
- Insolvency or bankruptcy of the firm or partners
- Retirement, death, or incapacity of a partner
- Illegality of the partnership agreement or illegal activities
- Order of a court or tribunal

Types of Winding Up

Understanding the types of winding up helps in determining the applicable procedure.

Voluntary Winding Up

- Initiated by the partners themselves, either through a resolution or mutual agreement.
- Usually occurs when the firm has completed its purpose or has become insolvent.
- Can be further categorized as members? voluntary winding up or creditors? voluntary winding

up.

Compulsory Winding Up

- Initiated by a court order, typically in cases of insolvency or disputes.
- Often involves legal proceedings initiated by creditors, partners, or other interested parties.

Procedure of Winding Up a Partnership Firm

The winding-up process involves several sequential steps, whether voluntary or compulsory. The general procedure encompasses appointment of a liquidator, settlement of liabilities, asset realization, and distribution of surplus among partners.

1. Resolution to Wind Up the Firm

- The process begins with a formal resolution by the partners to wind up the partnership.
- In case of voluntary winding up, partners pass a resolution in a meeting, specifying the intention to dissolve.
- The resolution should be documented clearly, stating the reasons and the mode of liquidation.

2. Notice of Dissolution

- The firm must notify all relevant parties, including creditors, debtors, and other stakeholders.
- In certain jurisdictions, a formal notice must be published in official gazettes or newspapers to inform the public and interested parties.

3. Appointment of a Liquidator

- A liquidator is appointed to oversee the winding-up process. This can be a partner or an external professional.
- In voluntary winding-up, partners usually appoint a partner or an external liquidator.
- In compulsory winding-up, a court appoints the liquidator.

4. Realization of Assets

- The liquidator takes control of all assets of the firm.

- Assets are sold or realized to generate cash for settling liabilities.
- Proper valuation and record-keeping are essential during this process.

5. Settlement of Liabilities

- The liquidator pays off all debts and liabilities in the order of priority.
- The sequence generally follows: secured creditors, unsecured creditors, preferential creditors, and finally partners.
- If the firm is insolvent, the assets are insufficient to cover liabilities, leading to a different procedure involving creditors' claims.

6. Distribution of Surplus Assets

- After settling all liabilities, any remaining assets or surplus are distributed among the partners according to their profit-sharing ratios.
- This distribution is based on the partnership agreement or, in absence of one, on the provisions of the law.

7. Final Accounts and Closure

- The liquidator prepares a final account detailing all transactions, assets realized, liabilities paid, and surplus distributed.
- This final account is submitted to the partners and, if applicable, filed with relevant authorities.
- Once the accounts are finalized and approved, the partnership is legally dissolved.

Legal Formalities and Documentation

Proper documentation and adherence to legal formalities are crucial during winding up.

1. Filing of Necessary Documents

- In cases of legal winding up, certain filings with government or regulatory authorities are required.
- For example, filing a notice of dissolution with the Registrar of Firms or Companies.

2. Publication of Notices

- Public notices in newspapers or official gazettes inform creditors and other stakeholders.
- These notices usually specify the date of winding-up commencement and invite claims.

3. Maintaining Records

- All records related to assets, liabilities, payments, and distributions should be meticulously maintained.
- This documentation is essential for legal compliance and future reference.

Distinction Between Voluntary and Court-Ordered Winding Up

Understanding the differences helps determine the applicable procedures.

Voluntary Winding Up

- Initiated by partners with mutual consent.
- Usually quicker and less costly.
- Partners actively participate in the liquidation process.

Compulsory Winding Up

- Initiated through court proceedings, often at the request of creditors or partners.
- Involves legal formalities and court supervision.
- Usually occurs when the firm is insolvent or there is a dispute among partners.

Important Considerations During Winding Up

Certain issues need special attention during the process:

- Ensuring all assets are properly valued and realized.
- Prioritizing payments as per legal requirements.
- Dealing with insolvent firms where liabilities exceed assets.
- Handling disputes among partners or creditors.
- Complying with statutory requirements and filing necessary documents.

Conclusion

The procedure of winding up a partnership firm is a comprehensive process that demands meticulous planning, legal compliance, and fair treatment of all stakeholders. It involves announcing the dissolution, appointing a liquidator, realizing assets, settling liabilities, and distributing surplus among partners. Whether initiated voluntarily or through court order, following the proper legal framework ensures a smooth closure, minimizes disputes, and upholds the integrity of the process. Proper understanding and adherence to this procedure are essential for partners, legal practitioners, and all involved parties to ensure that the winding-up is conducted efficiently and in accordance with the law.

Procedure of Winding Up Partnership Firm

Winding up a partnership firm is a comprehensive legal and financial process that involves the systematic liquidation of the firm's assets and settlement of liabilities to formally conclude the business operations. This procedure ensures an orderly dissolution, safeguarding the interests of partners, creditors, and other stakeholders. Understanding the detailed procedure of winding up is crucial for partners, legal professionals, and auditors to facilitate a smooth and lawful closure of the partnership.

Introduction to Winding Up of Partnership Firm

Winding up of a partnership firm refers to the process of bringing the business to an end, liquidating its assets, settling liabilities, and distributing the remaining assets among the partners. Unlike dissolution, which is simply the termination of the partnership agreement, winding up involves actual liquidation of assets and settlement of accounts.

Key Aspects:

- Can be voluntary or compulsory
- Governed primarily by the Indian Partnership Act, 1932, and relevant contractual agreements
- Ensures legal compliance and fair treatment of all stakeholders

Reasons for Winding Up of Partnership

Partnership firms may wind up their operations for several reasons, including:

- Mutual agreement among partners
- Expiry of the stipulated duration (if any)
- Achieving the purpose for which the partnership was formed
- Death, insolvency, or insolvency of a partner

- Bankruptcy or insolvency of the firm
- Dissatisfaction or disputes among partners
- Illicit or illegal activities
- Business becoming unprofitable or obsolete

Types of Winding Up

Understanding the different types of winding up helps in choosing the appropriate procedure:

1. Voluntary Winding Up

- Initiated by the partners themselves
- Usually occurs when the firm's objectives are achieved or it is no longer profitable
- Can be:
 - Members' voluntary winding up (if the firm is solvent)
 - Creditors' voluntary winding up (if the firm is insolvent)

2. Compulsory Winding Up

- Ordered by a court under circumstances such as insolvency
- Usually initiated by creditors or partners through a legal petition
- Governed under the provisions of the Indian Partnership Act or other relevant laws

Preliminary Steps Before Winding Up

Before initiating the formal process, certain preliminary steps are essential:

- Decision-Making: Partners must unanimously or majority agree on winding up.
- Settling Accounts: Final accounts are prepared, reflecting the firm's financial position.
- Notification: Partners should notify all stakeholders, including creditors, about the decision.
- Legal Notice: A formal notice of winding up may be issued as per the partnership agreement or legal requirements.

Procedure of Winding Up of Partnership Firm

The process involves several sequential steps, which can be broadly classified into the following stages:

1. Appointment of Liquidator

- Partners or court appoint a liquidator to oversee the liquidation process
- In voluntary winding up, partners may act as liquidators or appoint an external professional
- In compulsory winding up, the court appoints a liquidator

2. Notice of Winding Up

- Voluntary winding up: Partners must publish a notice in newspapers and official gazettes
- Court-ordered winding up: Court issues an order for winding up proceedings

3. Collection and Realization of Assets

- The liquidator takes control of the firm's assets
- Assets are sold or realized to generate cash
- Detailed inventory and valuation are prepared

4. Settlement of Liabilities

- All outstanding debts, loans, and liabilities are identified and settled
- Priority is given to secured creditors, followed by unsecured creditors
- Any disputes are resolved during this stage

5. Distribution of Surplus Assets

- After liabilities are settled, remaining assets are distributed among partners
- Distribution is based on the partnership agreement or, if absent, on capital contributions

6. Final Accounts and Closure

- Final accounts are prepared showing the net assets after settlement
- These accounts are presented to partners for approval
- A formal resolution for the winding-up is passed

7. Filing of Necessary Documents

- Final statements and accounts are filed with relevant authorities
- Partners may need to file specific forms or notices as per legal requirements

8. Dissolution of Partnership

- The partnership is formally dissolved once all assets are realized and liabilities settled
- The partnership registration, if any, is canceled

Legal and Formal Considerations

Ensuring compliance with legal provisions is critical during winding up:

- Partnership Agreement: Should specify procedures for winding up
- Court Proceedings: In case of disputes or insolvency
- Legal Notices: Proper publication and notification requirements
- Tax Clearance: Settlement of tax liabilities and obtaining clearance
- Registration Cancellations: Informing Registrar of Firms or relevant authorities

Accounting Aspects in Winding Up

Accurate accounting is vital for transparency and legal compliance:

- Preparation of Final Accounts: Including assets, liabilities, capital accounts, and profit and loss accounts
- Realization Account: For selling assets
- Partner's Capital Accounts: Adjusted based on profit sharing ratios and capital contributions
- Settlement of Accounts: Ensuring all partners receive their due share

Distribution of Assets

The distribution process is governed by the partnership agreement or statutory provisions:

- Order of Payment:
- Secured creditors
- Unsecured creditors

- Partners? capital and loans
- Surplus to partners based on profit sharing ratio
- Methods of Distribution:
 - In cash or assets
 - In accordance with the partnership agreement or statutory rules

Final Steps and Dissolution

Once all assets are distributed and liabilities settled:

- Dissolution of the Partnership: Formal act of ending the partnership
- Cancellation of Registration: If registered under Registrar of Firms
- Legal Documentation: Filing of necessary documents with authorities
- Closure of Accounts: Final set of accounts prepared and closed

Important Points to Remember

- The winding-up process must be conducted transparently and ethically
- All stakeholders should be informed and involved appropriately
- Proper valuation of assets and liabilities is crucial
- Legal compliance ensures avoidance of future disputes
- Proper documentation provides legal protection and clarity

Conclusion

The procedure of winding up a partnership firm is a detailed and systematic process that requires careful planning, legal compliance, and transparent execution. Whether initiated voluntarily by partners or ordered by a court, the steps involve asset realization, settlement of liabilities, and equitable distribution of remaining assets. Proper adherence to statutory provisions and maintaining clear records are vital for a smooth closure, minimizing disputes, and protecting the interests of all stakeholders involved.

Understanding each aspect of this procedure helps partners and legal professionals ensure that the winding-up process is conducted efficiently, ethically, and in accordance with the law, ultimately leading to the successful dissolution of the partnership firm.

QuestionAnswer What are the initial steps involved in winding up a partnership firm? The initial

steps include settling all debts and liabilities, realizing the firm's assets, and preparing final accounts to determine the net profit or loss. After this, a formal decision is made by partners to wind up the firm. How is the distribution of assets done during the winding-up process? Assets are first used to pay off liabilities and debts. Any remaining assets are then distributed among the partners based on their profit-sharing ratio or as per the partnership agreement. What legal formalities are required to officially wind up a partnership firm? Legal formalities include notifying creditors, settling all claims, filing necessary documents with the Registrar of Firms if applicable, and completing the dissolution process through partnership deed or court order if required. What is the role of a liquidator in the winding-up procedure? A liquidator is responsible for converting the firm's assets into cash, settling liabilities, and distributing the remaining amount among partners. They also ensure all legal and financial formalities are properly completed. How does the winding-up process impact the partners' liabilities? During winding up, partners are liable to settle the firm's debts up to the extent of their capital contribution or as specified in the partnership agreement. After liabilities are settled, any remaining assets are distributed among partners.

Related keywords: partnership dissolution, liquidation process, winding up steps, partnership termination, legal procedures, partnership agreement, creditors settlement, asset distribution, formalities of winding up, partnership closure

Partnership firm process and procedure conclusion

Partnership Firm Process and Procedure Conclusion

Establishing a partnership firm is a significant step for entrepreneurs seeking to combine resources, expertise, and capital to achieve common business goals. The process and procedure involved in forming a partnership firm are systematic and governed by legal frameworks designed to ensure clarity, accountability, and smooth operation. In this article, we will extensively explore the process and procedures involved in establishing a partnership firm, culminating with a comprehensive conclusion that encapsulates the key points.

Understanding Partnership Firm

Before delving into the process and procedures, it's essential to understand what a partnership firm entails. A partnership firm is a business entity formed by two or more individuals (partners) who agree to share profits, losses, responsibilities, and liabilities of the business. The formation of such a firm is governed primarily by the Indian Partnership Act, 1932 (or respective laws in other jurisdictions), which provides the legal framework for registration, operation, and dissolution.

Steps in the Partnership Firm Process and Procedure

The process of forming a partnership firm involves several critical steps, each requiring careful attention to legal, financial, and operational considerations.

1. Choosing the Partnership Name

- The partners must select a suitable name for their firm that complies with legal naming conventions.
- The name should not be identical or similar to existing registered firms or trademarks.
- It should reflect the business nature and be distinct enough to avoid confusion.

2. Drafting the Partnership Deed

- A Partnership Deed is a vital document that outlines the rights, duties, profit-sharing ratios, and other terms among partners.
- It can be registered or unregistered, but registration provides additional legal protection.
- The deed typically covers:
 - Name and address of the firm
 - Names, addresses, and occupations of partners
 - Capital contribution of each partner
 - Profit and loss sharing ratios
 - Partner's rights and duties
 - Procedures for admission, retirement, or expulsion of partners
 - Dissolution procedures

3. Registering the Partnership Firm

- Registration is optional but recommended for legal enforceability.
- To register:
 - Submit the Partnership Deed to the Registrar of Firms within the specified jurisdiction.
 - Fill out the prescribed registration form.
 - Pay the registration fee.
- Registration involves verifying the details and issuing a registration certificate, which acts as proof of the partnership.

4. Obtaining Necessary Licenses and Permits

- Depending on the nature of the business, the firm may require licenses, permits, or registrations under various laws, such as:

- GST registration
- Shops and Establishment License
- Import-export license
- Professional tax registration
- Ensuring compliance with applicable laws is crucial for legal operation.

5. Opening a Business Bank Account

- The firm must open a separate bank account in its name.
- Required documents include:
 - Registration certificate (if registered)
 - Partnership Deed
 - PAN Card of the firm
 - Address proof of the firm and partners
- This step helps in maintaining clear financial records.

Legal and Operational Procedures Post-Formation

Once the partnership firm is established, certain ongoing procedures and legal compliances must be adhered to for smooth functioning.

1. Maintaining Proper Books of Accounts

- Accurate financial records must be maintained, including:
 - Journal, ledger, and cash book
 - Profit and loss account
 - Balance sheet
- Proper accounting ensures transparency and facilitates tax compliance.

2. Filing Tax Returns and Compliance

- The firm must comply with applicable tax laws, including:
 - Income Tax Act
 - Goods and Services Tax (GST) Act
- Regular filing of returns and payment of taxes is mandatory.

3. Partner's Rights and Responsibilities

- Partners should regularly review their rights, duties, and profit-sharing arrangements.
- Disputes among partners should be resolved amicably or through legal channels if necessary.

4. Dissolution and Settlement of Partnership

- The partnership can be dissolved voluntarily or due to legal reasons.
- The process involves:
 - Settling accounts and liabilities
 - Distributing remaining assets among partners
 - Filing necessary documents with authorities
- Proper dissolution procedures protect the interests of all parties involved.

Conclusion of Partnership Firm Process and Procedure

The process and procedures for forming a partnership firm are designed to create a transparent and legally compliant business structure. From selecting a suitable name to drafting the partnership deed, registering the firm, obtaining licenses, and maintaining ongoing compliance, each step plays a vital role in ensuring the firm's legal integrity and operational success.

Key Takeaways:

- The partnership formation process is straightforward but requires meticulous planning and adherence to legal requirements.
- Drafting a comprehensive Partnership Deed is crucial to define the relationship among partners and prevent future disputes.
- Registration, though optional, provides legal advantages and enhances credibility.
- Compliance with tax laws and licensing requirements is essential for lawful operation.
- Proper record-keeping and adherence to legal procedures facilitate smooth dissolution or continuation of the partnership.

Final Thoughts:

Establishing a partnership firm involves careful planning, legal formalities, and continuous compliance. By following the structured process and procedures, entrepreneurs can set a solid foundation for their business, foster trust among partners, and ensure legal protection. Proper understanding and execution of these steps not only help in avoiding legal complications but also

pave the way for sustainable growth and success in the competitive business environment.

In conclusion, a well-managed partnership firm, built on clear agreements and legal compliance, can be a powerful vehicle for entrepreneurs to achieve their business ambitions with shared responsibility and mutual benefit.

Partnership firm process and procedure conclusion: An In-Depth Review

Starting a partnership firm is a significant step for entrepreneurs and professionals seeking to pool resources, share responsibilities, and expand their business potential. The process and procedure involved in establishing a partnership firm are crucial to ensure legal compliance, clarity in roles, and smooth operational functioning. In this comprehensive review, we will explore the entire lifecycle of a partnership firm, from formation to conclusion, highlighting key steps, legal considerations, procedural nuances, and best practices for a successful partnership.

Understanding Partnership Firm: An Overview

A partnership firm is a business entity formed by two or more individuals who agree to share profits, losses, responsibilities, and liabilities of a business venture. Unlike a sole proprietorship, a partnership involves multiple stakeholders, making the process of formation and management more structured and legally binding.

Features of a Partnership Firm:

- Mutual agency among partners
- Shared profits and losses
- Limited or unlimited liability based on partnership agreement
- Flexibility in operation and management
- Not a separate legal entity from its partners (except LLPs)

Process of Establishing a Partnership Firm

The formation process of a partnership firm involves several steps that are both procedural and legal. Proper adherence ensures the firm's legitimacy and operational stability.

1. Choosing the Partnership Name

- The name should be unique and not infringe on existing trademarks or business names.
- It should reflect the nature of the business.

- Some jurisdictions require the inclusion of "Partnership" or "Pvt Ltd" for certain types of firms.

2. Drafting the Partnership Deed

- A legally binding agreement that details the rights, responsibilities, profit-sharing ratios, and dispute resolution mechanisms.
- Essential clauses include profit sharing, capital contribution, admission of new partners, retirement, and dissolution procedures.
- While not mandatory in all jurisdictions, having a deed provides clarity and legal protection.

3. Registration of the Partnership Firm

- Registration is optional in many countries but highly recommended.
- To register, submit the partnership deed, application, and required documents to the Registrar of Firms.
- Registration grants legitimacy, facilitates legal proceedings, and enhances credibility.

4. Obtaining Necessary Licenses and Permits

- Depending on the nature of the business, additional licenses (trade license, GST registration, etc.) may be necessary.
- Compliance with local laws and regulations is essential for smooth operation.

5. Opening Bank Accounts

- Partnership firms should open a separate bank account in the firm's name.
- Partners' contributions and transactions are documented through this account.

Legal and Procedural Considerations

Proper adherence to legal procedures is vital for the firm's legitimacy and operational stability.

Partnership Deed

- The cornerstone document that governs the relationship among partners.
- It can be oral or written; however, a written deed is highly recommended.

- Clarifies profit-sharing ratios, roles, dispute resolution, and exit strategies.

Registration and Compliance

- Though optional in some jurisdictions, registration provides legal benefits.
- Ensures compliance with local laws, including tax filings and licensing.

Taxation and Legal Formalities

- Partnership firms are taxed as entities, with profits taxed at the firm level.
- Partners are taxed on their share of profits.
- Compliance with GST, VAT, or other indirect taxes is essential.

Operational Procedures of a Partnership Firm

Once established, the day-to-day operations require systematic procedures to ensure transparency, efficiency, and legal compliance.

1. Capital Contribution and Profit Sharing

- Partners contribute capital as per the partnership deed.
- Profits and losses are distributed based on agreed ratios.

2. Management and Decision-Making

- Usually, partners share management responsibilities.
- Major decisions may require unanimity or specified majority as per the deed.

3. Record Keeping and Accounting

- Maintain proper books of accounts, including ledger, cash book, and profit and loss account.
- Regular audits and financial statements aid transparency.

4. Admission, Retirement, and Expulsion of Partners

- Procedures for admitting new partners or retiring existing ones are specified in the deed.
- Proper documentation and registration are necessary for legal validity.

5. Dissolution of the Partnership

- Can be voluntary or involuntary.
- Process involves settling liabilities, distributing assets, and filing necessary legal documents.
- The partnership deed often outlines the process for dissolution.

Partnership Firm Process and Procedure Conclusion

The conclusion of a partnership firm marks the end of its operational life cycle. This phase involves legal, financial, and procedural steps to ensure a smooth transition or closure.

Legal and Procedural Steps in Dissolution

- Decision to Dissolve: Can be mutual consent, expiry of term, insolvency, or court order.
- Notice to Partners and Creditors: Proper notice should be given to all stakeholders.
- Settlement of Accounts: Assets are valued, liabilities settled, and remaining profits or losses are distributed.
- Filing of Dissolution Documents: Submission of necessary forms with the Registrar of Firms or relevant authority.
- Legal Clearance: Clearing pending legal disputes, taxes, and other obligations.

Features of Partnership Dissolution

- Can be voluntary or involuntary.
- Requires settlement of accounts and liabilities.
- Assets are distributed as per the partnership deed or legal provisions.

Pros and Cons of Partnership Firm Dissolution

Pros:

- Clear legal process ensures orderly closure
- Protects partners from future liabilities
- Finalizes financial obligations

Cons:

- Can be time-consuming and complex
- Possible disputes among partners
- Legal and administrative costs

Features and Final Thoughts

The process and procedure of establishing, operating, and concluding a partnership firm are integral to its success and legal standing. Proper documentation, adherence to legal formalities, and transparent management practices are essential features that underpin a healthy partnership.

Key Features:

- Flexibility in management and operation
- Reliance on mutual trust and clear agreements
- Legal obligations in registration and compliance
- Structured dissolution process ensuring fairness

Final Thoughts:

A well-structured partnership process reduces legal risks, promotes transparency, and fosters trust among partners. From inception to conclusion, meticulous adherence to legal procedures and clear communication is vital. Entrepreneurs should prioritize drafting comprehensive partnership deeds, maintaining proper records, and complying with all statutory requirements to ensure a smooth operational lifecycle.

In conclusion, understanding the detailed process and procedure of a partnership firm?from formation to dissolution?empowers stakeholders to manage their business effectively, mitigate risks, and ensure legal compliance at every stage. Proper planning and adherence to legal formalities not only safeguard the interests of all partners but also contribute to the sustainable growth and success of the enterprise.

Question What are the key steps involved in the partnership firm registration process? The key steps include choosing a partnership name, drafting a partnership deed, obtaining PAN and TAN, registering the firm with the Registrar of Firms, and obtaining necessary licenses or permits. **How important is a partnership deed in the partnership firm process?** A partnership deed is crucial as it defines the rights, responsibilities, profit sharing ratio, and procedures for dispute resolution among partners, ensuring clarity and legal protection. **What are the common procedures to conclude**

a partnership firm legally? The procedures include mutual consent among partners, settling accounts, settling liabilities, deregistering with the Registrar of Firms, and filing necessary closure documents. How long does it typically take to complete the partnership firm registration process? The registration process can take anywhere from a few days to several weeks, depending on the state, completeness of documents, and compliance with legal requirements. What are the legal implications of concluding a partnership firm? Legal implications include settling all debts and liabilities, distributing remaining assets among partners, and formally deregistering the firm to avoid future liabilities. Can a partnership firm be dissolved without legal procedures? No, a partnership firm must be dissolved following legal procedures, which involve mutual agreement, settling accounts, and notifying the Registrar of Firms to ensure proper legal closure. What documents are required to conclude a partnership firm? Necessary documents include the partnership deed, consent of all partners, settlement statements, and a formal application or notice for dissolution to the Registrar of Firms. Are there any recent trends or changes in the process of partnership firm registration and conclusion? Yes, many regions have introduced online registration portals for faster processing, simplified procedures, and clearer guidelines for dissolution, aligning with digital governance trends.

Related keywords: partnership firm formation, partnership agreement, registration process, partnership deed, legal procedures, partnership registration steps, partnership law, partnership dissolution, partnership compliance, partnership registration process

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