

# Things to keep in mind while filling a Partnership deed

(Note: If there are any of the below mentioned errors in the deed, it might result in the delay of approval)

1. All details shall be entered in **English language only**. There should be **no spelling mistakes** or grammar mistakes in the sentences.
2. Business **category** should be appropriate – according to their business description.
3. Start date should be **current date** of submission (the day the deed is being filled)
4. **End date** - Duration of the partnership should **not** be more than **5 years**
5. Business **Description** should be in detail & **specific** (Wholesale, retail, manufacturing, etc should be mentioned properly, what type of products they deal in, etc.)
6. If capital **amount** is specified, Capital **ratios** should be in accordance with the amount (percentage calculator can be used <https://www.calculator.net/percent-calculator.html> )
7. If a partner is only an investing partner, his/her profit ratio should not be more than his/her capital ratio.
8. The “**Type**” of the partner shall be selected appropriately from the drop down menu. (ie: investing/working/investing + working).
9. Any sort of **fixed profit** shall **not** be mentioned – if there are any fixed withdrawals or advance profits (which will be adjusted while profit distribution), make sure to mention “**on account**” against it.
10. The selected months of net profit distribution shall not contradict with any of their clauses (sometimes drop down selected months are different than the months mentioned in their clauses) .
11. **Witnesses** shall be 2 baligh males, or 2 baligah females instead of 1 male.
12. All **expenses** should be mentioned in **particulars** (eg: shop rent, electric bill) not in amount (eg: 1000, 5000).
13. All **business related expenses** should be mentioned in the business expenses column only.
14. All **personal expenses** of partners shall be mentioned as “**on account**” (eg: household expenses on account, medical expenses on account).
15. Make sure the **rights, terms** of partners are appropriate and there are no such clauses which contradicts the Shariah laws. (eg: “Profit & loss will be divided equally”, whereas their capital ratios are different)