

The Limited Liability Partnership Rules, 2009

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The Limited Liability Partnership Rules, 2009¹

In exercise of the powers conferred by sub-sections (1) and (2) of Section 79 of the Limited Liability Partnership Act, 2008 (6 of 2009), the Central Government hereby makes the following rules, namely:—

CHAPTER I PRELIMINARY

1. Short title and commencement.—(1) These rules may be called the Limited Liability Partnership Rules, 2009.

(2)(a) Rules 1 to 31, Rules 34 to 37 and Rule 41 of these rules shall come into force on the 1st day of April, 2009;

(b) Rules 32 and 33, and Rules 38 to 40 of these rules shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.—(1) In these rules, unless the context otherwise requires,—

- (i) “Act” means the Limited Liability Partnership Act, 2008 (6 of 2009);
- (ii) “Annexure” means Annexure to these rules;
- (iii) “Certifying Authority” means a person who has been granted a license to issue a Digital Signature Certificate under Section 24 of the Information Technology Act, 2000 (21 of 2000);
- (iv) ²[Designated Partnership Identification Number (DPIN) means an identification number which the Central Government may allot to any individual, intending to be appointed as designated partner of a Limited Liability Partnership for the purpose of his identification as such, and includes Directors Identification Number (DIN) issued under Sections 266-A, 266-B and 266-E of the Companies Act, 1956 and rules made thereunder.]
- (v) “digital signature” means authentication of any electronic record by a subscriber by means of an electronic method or procedure in accordance with the provisions of Section 3 of the Information Technology Act, 2000;
- (vi) “Digital Signature Certificate” means a Digital Signature Certificate issued under sub-section (4) of Section 35 of the Information Technology Act, 2000;
- (vii) “electronic record” means electronic record as defined under clause (i) of Section 2 of the Information Technology Act, 2000;
- (viii) “electronic registry” means an electronic repository or storage system in which the information or documents are received, stored, protected and preserved in electronic form;

1. *Vide* Ministry of Corporate Affairs, Noti. No. G.S.R. 229(E), dated April 1, 2009, published in the Gazette of India, Extra., Part II, Section 3(i), dated 1st April, 2009.

2. *Subs.* by G.S.R. 506(E), dated 5-7-2011 (w.e.f. 9-7-2011).

- (ix) "Electronic mail (E-mail)" means message sent, received or forwarded in digital form via a computer-based communication mechanism;
- (x) "Officer" includes any partner, designated partner, employee of the LLP, any person in accordance with whose directions or instructions the partners of the LLP have been accustomed to act and any person authorized to accept any service on behalf of a foreign Limited Liability Partnership and partners of such foreign Limited Liability Partnership;
- (xi) "Pre-fill" means the automated process of data input by the computer system from the database maintained in electronic registry;
- (xii) "Provisional Designated Partner Identification Number" refers to the provisional identification number generated by the electronic system set up by the Ministry of Corporate Affairs;
- (xiii) "Registrar" means a Registrar as defined under clause (s) of sub-section (1) of Section 2 of the Act;
- (xiv) "Registrar's Front Office" means an office maintained by the Central Government or an agency authorized by it to facilitate e-filing of documents into the electronic registry and their inspection and viewing;
- (xv) 'section' means section of the Act;
- (xvi) "website" means a location connected to the internet that maintains one or more web pages;

(2) Words and expressions used in these rules and not defined shall have the meaning respectively assigned to them in the Limited Liability Partnership Act, 2008 (6 of 2009) and the Information Technology Act, 2000 (21 of 2000).

3. Forms.—(1) Every LLP shall use the forms annexed to these rules for the purposes of the Act.

(2) Every LLP shall specify therein its Limited Liability Partnership Identification Number (LLPIN).

³[(3) Form RUN-LLP (Reserve Unique Name-Limited Liability Partnership), Form FiLLiP (Form for incorporation of Limited Liability Partnership), Form 5, Form 17 and Form 18 shall be processed by the Registrar, Central Registration Centre (CRC) for and on behalf of the jurisdictional Registrar.

Explanation.—For the purposes of this sub-rule, Central Registration Centre means the office of Central Registration Centre as established under sub-sections (1) and (2) of section 396 of the Companies Act, 2013 (18 of 2013) by the Government of India vide notification number S.O. 218(E), dated 22nd January, 2016.]

4. Authentication of electronic forms.—The electronic form shall be authenticated by authorized signatories using digital signatures, as defined under the Information Technology Act, 2000 (21 of 2000).

5. Fees.—(1) The fees payable in pursuance of the various provisions of the Act and these rules shall be as mentioned in Annexure 'A'.

3. Ins. by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018).

(2) The fees payable in pursuance of the Act or any rule made or notification issued thereunder shall be paid into the Public Account of India:

Provided that the fees payable to the Registrar may be paid also through postal orders (where the amount involved does not exceed fifty rupees) or through bank drafts payable at and/or drawn on post offices or banks, as the case may be, located at the same city or town where the office of the Registrar is situated:

Provided further that, where a fee payable to the Registrar is paid through postal orders or bank drafts as aforesaid, it shall not be deemed to have been paid unless and until the relevant postal orders or drafts are cashed and the amount credited:

Provided also that, where application is filed through electronic media or through any other computer readable media, the user may choose any one of the following payment options namely, (i) Credit Card; or (ii) Internet Banking; or (iii) Remittance at the Bank Counter; or (iv) any other mode as approved by the Central Government.

6. The manner and conditions of filing, recording or registering of documents, forms, notices, statements, returns etc., shall be as laid down in Chapter XIII of these rules.

CHAPTER II

NATURE OF LIMITED LIABILITY PARTNERSHIP

7. For the purposes of sub-section (3) of Section 7, an individual shall give his prior consent to act as a designated partner to the limited liability partnership in Form 9.

8. For the purposes of sub-section (4) of Section 7, the particulars of an individual who has given his consent to act as designated partner shall be filed in Form 4 along with fee as mentioned in Annexure 'A':

⁴[Provided that in case of incorporation, the individual who has given consent to act as partner or designated partner shall file consent in ⁵[Form FiLLip] along with fee as mentioned in Annexure-A.]

9. (1) A person shall not be capable of being appointed as a designated partner of a limited liability partnership, if he—

- (a) has at any time within the preceding five years been adjudged insolvent; or
- (b) suspends, or has at any time within the preceding five years suspended payment to his creditors and has not at any time within the preceding five years made, a composition with them; or
- (c) has been convicted by a court for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months; or
- (d) has been convicted by a court for an offence involving Section 30 of the Act.

(2) The Central Government may, by notification in the Official Gazette, remove the disqualification incurred by any person by virtue of clauses (a) or (b) of sub-rule (1), either generally or in relation to any limited liability partnership or limited liability partnerships specified in the notification.

4. *Ins.* by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

5. *Subs.* for "Form 2" by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018).

CHAPTER III

DESIGNATED PARTNER'S IDENTIFICATION NUMBER

⁶[10. ⁷(1) Every individual, who intends to be appointed as a designated partner of an existing limited liability partnership, shall make an application electronically in Form DIR-3 under the Companies (Appointment and Qualifications of Directors)

6. Subs. by G.S.R. 506(E), dated 5-7-2011 (w.e.f. 9-7-2011). Prior to substitution it read as:

"10. (1) Every individual or nominee of a body corporate who is intending to be appointed as designated partner of a limited liability partnership shall submit an application electronically to the Central Government for allotment of Designated Partner Identification Number (DPIN) in the manner as provided in Form 7 along with fee as mentioned in Annexure 'A'.

(2)(i) For making an application under sub-rule (1), the applicant shall attach the following—

- (a) attested or certified copy of the proof of identity containing self-photograph, date of birth and father's name;
- (b) attested or certified copy of the proof of residence;
- (c) attested recent self-photograph pasted on a plain paper and mentioning on that paper his or her name and affixing his or her two signatures thereon;

(ii) In case the applicant is a foreign national, a copy of the valid passport shall be proof of identity.

(iii) In case the applicant is nominee of a body corporate, a copy of resolution or authorization on the letterhead of the body corporate mentioning the name and address of an individual nominated to act as Designated Partner on its behalf shall also be attached:

Provided that in case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same either in Hindi or English shall be attached.

(3) The documents referred in sub-rule (2) shall be attested or certified by any one of the following authorities:

- (a) Gazetted Officer of the Central or State Government,
- (b) Notary Public,
- (c) Company Secretary, Chartered Accountant, Cost & Works Accountant holding a certificate of Practice under the Company Secretaries Act, 1980, Chartered Accountants Act, 1949, and the Cost and Works Accountants Act, 1959 respectively;

Provided that in the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, the documents referred to in sub-rule (2) shall be duly certified and the provisions of sub-rule (2) of Rule 34 of these rules, shall apply mutatis mutandis for this purpose.

(4) The Central Government shall process the application received for allotment of DPIN under sub-rule (1) and shall decide on the approval or rejection thereof and communicate the same along with the DPIN allotted in the case of approval to the applicant by way of a letter by post or electronically or in any other mode, within a period of thirty days from the receipt of such application.

(5) The Designated Partner Identification Number allotted under sub-rule (4) is valid for the lifetime of the applicant.

(6) Every Designated Partner shall, along with his consent to be a designated partner, intimate his or her DPIN to the Limited Liability Partnership in Form 9.

(7)(i) Every Designated Partner, who has been allotted a DPIN under these rules, in the event of any change in the particulars of such Designated Partner, shall intimate such change(s) to the Central Government within a period of 30 days of such change(s) in Form No. 10.

(ii) The Designated Partners shall attach certified copies of the proof of the changed particulars from any of the authorities specified in sub-rule (3).

(iii) There shall be no fee for intimating the change(s) of particulars in Form 10.

(8) The concerned designated partner, shall also intimate change(s) in particulars in Form 6 to the Limited Liability Partnership or Limited Liability Partnership(s) in which he is a designated partner within 15 days of such change(s)."

7. Subs. by G.S.R. 557(E), dated 12-6-2018 (w.e.f. 14-6-2018). Prior to substitution it read as:

"(1) Every individual, who is intending to be appointed as designated partner of a limited liability partnership, shall make an application electronically in Form DIN-1 under Companies (Director Identification Number) Rules, 2006 to the Central Government for obtaining DPIN under Limited Liability Partnership Act, 2008 and such DIN shall be sufficient for being appointed as designated partner under Limited Liability Partnership Act, 2008."

Rules, 2014 for obtaining DPIN under the Limited Liability Partnership Act, 2008 and such DIN shall be sufficient for being appointed as designated partner under the Limited Liability Partnership Act, 2008.]

(2) If a person holds both DIN and DPIN, his DPIN shall stand cancelled and DIN shall be sufficient for being appointed as Designated Partner under Limited Liability Partnership Act, 2008.

(3) Every designated partner, shall intimate his consent to become a designated partner to the limited liability partnership and DPIN, in Form 9 and the LLP shall intimate such DPIN to Registrar on Form 4.

(4) ⁸[(i) Every individual who has been allotted a DPIN or DIN under these rules, shall in the event of any change in his particulars, make an application in Form DIR-6 under Companies (Appointment and Qualifications of Directors) Rules, 2014 to intimate such change(s) to the Central Government within a period of thirty days of such change(s).]

(ii) The concerned designated partner shall fill in the relevant changes to the limited liability partnership(s) on which he is a designated partner within 30 days of such changes.]

CHAPTER IV

INCORPORATION OF LIMITED LIABILITY PARTNERSHIP

⁹[11. (1) For the purposes of Section 11, the incorporation document shall be filed in Form FiLLiP with the Registrar having jurisdiction over the State in which the registered office of the limited liability partnership is to be situated alongwith fee as provided in Annexure 'A':

Provided that if an individual required to be appointed as designated partner does not have a DPIN or DIN, application for allotment of DPIN shall be made in Form FiLLiP:

Provided further that the application for allotment of DPIN shall not be made by more than two individuals in Form FiLLiP:

Provided also that an application for reservation of name may be made through Form FiLLiP:

Provided also that where an applicant had applied for reservation of name under rule 18 in Form RUN-LLP and which has been approved, he may fill the reserved name as the proposed name of limited liability partnership.

(2)(a) Where the Registrar, on examining Form FiLLiP, finds that it is necessary to call for further information or finds such application or document to be defective or incomplete in any respect, he shall give intimation to the applicant to remove the

8. Subs. by G.S.R. 557(E), dated 12-6-2018 (w.e.f. 14-6-2018). Prior to substitution it read as:

“(i) Every designated partner, who has been allotted DPIN under these rules, shall in the event of any change in particulars of as stated in erstwhile Form 7 or DIN 1, as the case may be, shall intimate such change(s) to the Central Government within 30 days of such change(s) in Form DIN 4 under Companies (Director Identification Number) Rules, 2006.”

9. Subs. by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018). Prior to substitution it read as:

“11. For the purposes of Section 11, the incorporation document shall be filed in Form 2 with the Registrar having jurisdiction over the State in which the registered office of the limited liability partnership is to be situated along with the fee as provided in Annexure 'A'.”

defects and re-submit the e-form within fifteen days from the date of such intimation given by the Registrar.

(b) After re-submission of the document, if the Registrar still finds that the document is defective or incomplete in any respect, he shall give one more opportunity of fifteen days time to remove such defects or deficiencies:

Provided that the total period for re-submission of documents shall not exceed thirty days.

(3) The Certificate of Incorporation of limited liability partnership shall be issued by the Registrar in Form 16.]

¹⁰[12. Where the intending partner is a body corporate, copy of Resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution or authorization of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee or nominee & Designated Partner on its behalf shall be attached:

Provided that in the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, seeking to register a LLP in India, the name, address and signature of an individual or nominee or nominee and Designated Partner of a body corporate on the incorporation document, proof of identity, where required and documents referred in this rule, shall be duly certified and the provisions of sub-rule (2) of Rule 34 of these rules, shall apply mutatis mutandis for this purpose.]

13. The statement to be filed along with the incorporation document under clause (c) of sub-section (1) of Section 11 shall be in the format provided in Part B of ¹¹[Form FiLLiP].

14. (1) In the office of Registrar there shall be maintained a Register of LLPs in which the names of LLPs shall be entered in the order in which they are registered.

(2) Every LLP so registered shall be assigned a LLP identification number (LLPIN) in one consecutive series.

15. (1) A document can be served on a limited liability partnership or a partner or designated partner thereof through the following other modes—

- (i) electronic transmission;
- (ii) courier.

(2) For the purposes of this rule,—

- (i) “electronic transmission” means a communication—

- (a) delivered by—

- (A) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address, respectively, which the partnership or the partner or the designated partner has provided from time to time for sending communications to the partnership or the partner or the designated partner, respectively;

10. Subs. by G.S.R. 24(E), dated 11-1-2010 (w.e.f. 15-1-2010).

11. Subs. for “Form 2” by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018).

- (B) posting on an electronic message board or network that the partnership or the partner or the designated partner has designated for those communications, and which transmission shall be validly delivered upon the posting, or
- (C) other means of electronic communication as to which the LLP or the partner or the designated partner has placed in effect reasonable measures to verify that the sender is the person purporting to send the transmission, and
- (b) that creates a record that is capable of retention, retrieval and review, and that may thereafter be rendered into clearly legible (*sic* and) tangible form.
- (ii) Courier means a document sent through a courier which provides the proof of delivery.

16. (1) A limited liability partnership shall give an address for service of documents within the jurisdiction of the Registrar where its registered office is situate. Such address shall include the postal code and e-mail address.

(2) The limited liability partnership, may, in addition to the registered office address, declare any other address as its address for service of documents, under sub-section (2) of Section 13, in the manner as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide for such manner, consent of all partners shall be required for declaring any other address as the address for service of documents.

(3) The intimation of other address for service of documents to LLP shall be given to the Registrar in Form 12, within thirty days of complying with the requirements of sub-rule (2) above along with the fee as mentioned in Annexure 'A'.

(4) The effective date for the service of documents to LLP at the other address declared by the LLP cannot be prior to the date of filing of document under sub rule (3).

17. (1) The limited liability partnership may change its registered office from one place to another by following the procedure as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide for such procedure, consent of all partners shall be required for changing the place of registered office of limited liability partnership to another place:

Provided that where the change in place of registered office is from one State to another State, the limited liability partnership having secured creditors shall also obtain consent of such secured creditors.

(2) For the purposes of sub-section (3) of Section 13, notice of change of place of registered office shall be given to Registrar in Form 15, within 30 days of complying with the requirements of sub-rule (1), in case of change of registered office within the same state, and within 30 days of complying with sub-rule (4) in case of change of registered office from one state to another state, along with fee mentioned in Annexure 'A'.

(3) Where there is any conviction, ruling, order or judgment of any court, tribunal or other authority against the limited liability partnership, the particulars of such prosecutions initiated against or show cause notices received by the limited liability

partnership for the alleged offences under the LLP Act shall be stated in the notice of change of place of registered office to be filed with the Registrar.

(4) Where the change in place of registered office is from one state to another state, the limited liability partnership shall publish a general notice, not less than 21 days before filing any notice with Registrar, in a daily newspaper published in English and in the principal language of the district in which the registered office of the limited liability partnership is situated and circulating in that district giving notice of change of registered office.

(5) Where the change in place of registered office is from one place to another place within the state from the jurisdiction of one Registrar to the jurisdiction of another Registrar or from one state to another state, the limited liability partnership shall file the notice in Form 15 with the Registrar from where the limited liability partnership proposes to shift its registered office with a copy thereof for the information to the Registrar under whose jurisdiction the registered office is proposed to be shifted.

18. (1) The name of the limited liability partnership shall not be one prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950.

(2) A name shall not generally be reserved, if—

- (i) it includes any word or words which are offensive to any section of the people;
- (ii) the proposed name is the exact Hindi or English translation of the name of an existing limited liability partnership in English or Hindi, as the case may be;
- (iii) the proposed name has a close phonetic resemblance to the name of a LLP in existence, for example, J.K. LLP., Jay Kay LLP;
- (iv) it includes the word co-operative, sahakari or the equivalent of word 'co-operative' in the regional languages of the country;
- (v) it connotes the participation or patronage of the Central or State Government, unless circumstances justify to, e.g., a name may be deemed undesirable in certain context if it includes any of the words such as National, Union, Central, Federal, Republic, President, Rashtrapati, etc;
- (vi) the proposed name contains the words 'British India';
- (vii) the proposed name implies association or connection with any embassy or consulate or of a foreign government which suggests connection with local authorities such as Municipal, Panchayat, Zila Parishad or any other body connected with the Union or State Government;
- (viii) ¹²[* * *]
- (ix) it is different from the name or names of the existing limited liability partnership only to the extent of having the name of a place within brackets before the word 'limited liability partnership', for example, Indian Press (Delhi) LLP should not be allowed in view of the existence of the LLP named Indian Press LLP;

12. Omitted by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018). Prior to omission it read as:

"(viii) the proposed name is vague like D.I.M.O. limited liability partnership or I.V.N.R. limited liability partnership or S.S.R.P limited liability partnership;"

¹³[Provided that the name shall be reserved, in case the "No Objection Certificate" is granted by the registered Limited Liability Partnership or company, as the case may be.]

- (x) it includes name of registered trade mark, unless the consent of the owner of the trade mark has been produced;
- (xi) the proposed name is identical with or too nearly resembles the name of a firm or LLP or company incorporated outside India and reserved by such firm, LLP or company with the registrar in accordance with these rules;
- (xii) it is identical with or too nearly resembles the name of the limited liability partnership or a company in liquidation or it is identical with or too nearly resembles names of the LLP or a company which is struck off, up to the period of 5 years;
- ¹⁴[(xiii) it includes works like 'Bank', 'Insurance' and 'Banking', 'Venture capital' or 'mutual fund' or business activity includes the words like 'Bank', 'Insurance', and 'Banking', 'Venture capital' or 'mutual fund' or such similar names without the approval of regulatory authority:
Provided that the approval of regulatory authority shall be obtained at the time of application for incorporation or change of name of an existing Limited Liability Partnership, as the case may be.]
- (xiv) ¹⁵[* * *]
- (xv) the proposed name includes words like French, British, German etc., unless the partners satisfy that there is some form of collaboration and connection with the foreigners of that particular country or place, the name of which is incorporated in the name;
- (xvi) the proposed name of limited liability partnership includes the words company secretary, chartered accountant, advocates or such similar words as indicative of a profession, as part of the proposed name, the same shall be allowed only after obtaining approval from the Council governing such profession or such authority as may be nominated by the Central Government, in this behalf:
¹⁶[Provided that the approval of the council governing the profession shall be obtained at the time of application for incorporation or change of name of an existing Limited Liability Partnership, as the case may be.]

(3) A foreign LLP or a foreign company may on payment of fee as mentioned in Annexure 'A', apply in Form 25 to the Registrar for reserving its existing name by which it is registered in the country of its regulation or incorporation:

Provided that such reservation shall be valid for three years but may be renewed on a fresh application along with payment of fee as provided in Annexure 'A'.

(4) An application for reservation of name with which the proposed limited liability partnership is to be registered or for change of name, as the case may be, shall be made

13. *Ins.* by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

14. *Subs.* by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

15. *Omitted* by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018). Prior to omission it read as:

"(xiv) it is intended or likely to produce a misleading impression regarding the scope or scale of its activities which would be beyond the resources at its disposal;"

16. *Ins.* by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

to the Registrar having jurisdiction where the registered office of the limited liability partnership is to be situated.

¹⁷[(5) Every such application shall be made through the web service, RUN-LLP, available at www.mca.gov.in and be accompanied by fee as mentioned in Annexure 'A', which may either be approved or rejected, as the case may be, by the Registrar after allowing a re-submission of such application within fifteen days for rectification of defects.]

(6) Where the Registrar informs applicant about reservation of name with which the LLP is to be registered or changed name, as the case may be, such name shall be available for reservation for a period of three months from the date of intimation by the Registrar.

19. (1) A limited liability partnership or a body corporate or any other entity which already has a name which is similar to or which too nearly resembles the name of a limited liability partnership incorporated subsequently, may apply to the Registrar in Form 23 to give a direction to that limited liability partnership incorporated subsequently to change its name.

(2) The application under sub-rule (1) shall state—

- (i) the LLPIN of limited liability partnership, or the CIN of the company or the registration number of the other entity as the case may be;
- (ii) the name with which the limited liability partnership or the company or any other entity was incorporated or registered;
- (iii) the grounds of objection to the name of the limited liability partnership incorporated subsequently.

(3) The application shall be verified by the person making it.

(4) The person making the application shall attach—

- (a) the authority under which he is making such an application;
- (b) a copy of the incorporation certificate of the limited liability partnership or the company or the registration certificate of the entity, as the case may be.

(5) The application shall be accompanied by a fee as mentioned in Annexure 'A'.

20. (1) The limited liability partnership may change its name by following the procedure as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide such procedure, consent of all partners shall be required for changing the name of the limited liability partnership.

(2) Notice of change of name shall be given to the Registrar in Form 5, within 30 days of complying with requirement of sub-rule (1), along with a fee as mentioned in Annexure 'A'.

(3) The Registrar on being satisfied that the changed name is the one as reserved by him shall issue a fresh certificate of incorporation in the new name and the changed name shall be effective from the date of such certificate.

17. Subs. by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018). Prior to substitution it read as:

"(5) Every such application shall be in Form 1 and be accompanied by fee as mentioned in Annexure 'A' and the Registrar shall inform to the applicant for reservation or non-reservation of the changed name or the name with which the proposed LLP is to be registered ordinarily within seven days of the receipt of application."

CHAPTER V PARTNERS AND THEIR RELATIONS

21. (1) For the purposes of sub-section (2) of Section 23, every limited liability partnership shall file information with regard to the limited liability partnership agreement in Form 3 with the Registrar within thirty days of the date of incorporation along with the fee as provided in Annexure 'A':

Provided that any change made in the limited liability partnership agreement shall be filed in Form 3 within thirty days of such change along with the fee as provided in Annexure 'A'.

¹⁸[(2) For the purposes of sub-section (3) of Section 23, every limited liability partnership shall get the limited liability partnership agreement, referred to in that sub-section, rectified by all the partners immediately after incorporation and shall file information contained therein in Form 3 with the Registrar within thirty days of the incorporation of the limited liability partnership along with the fee as provided in Annexure A.]

22. (1) For the purposes of sub-section (1) of Section 25, every partner shall intimate change in his name or address to the limited liability partnership in Form 6.

(2) For the purposes of sub-section (2) of Section 25, where a person becomes or ceases to be a partner or where there is any change in the name or address of a partner, the limited liability partnership shall file with the Registrar, a notice in Form 4.

(3) For the purposes of sub-section (3) of Section 25, in respect of notice of a person becoming a partner, the Form 4 shall include a statement signed by the incoming partner that he consents to become a partner.

(4) The form shall be accompanied by a certificate from a chartered accountant in practice or cost accountant in practice or a company secretary in practice that he has verified the particulars from the books and records of the limited liability partnership and found them to be true and correct.

(5) The fees to be paid to the Registrar in pursuance of sub-section (3) of Section 25 shall be as mentioned in Annexure 'A'.

CHAPTER VI FORM OF CONTRIBUTION

23. (1) The contribution of each partner shall be accounted for and disclosed in the accounts of the LLP along with nature of contribution and amount.

(2) The contribution of a partner consisting of tangible, movable or immovable or intangible property or other benefits brought or contribution by way of an agreement or contract for services shall be valued by a practising chartered accountant or by a practicing cost accountant or by approved valuer from the panel maintained by the Central Government.

¹⁸ Subs. by G.S.R. 24(E), dated 11-1-2010 (w.e.f. 15-1-2010).

CHAPTER VII FINANCIAL DISCLOSURES

24. (1) Every limited liability partnership shall keep books of accounts which are sufficient to show and explain the limited liability partnership's transactions and are such as to—

- (a) disclose with reasonable accuracy, at any time, the financial position of the limited liability partnership at that time; and
- (b) enable the designated partners to ensure that any Statement of Account and Solvency prepared under this rule complies with the requirements of the Act.

(2) The books of account shall contain—

- (a) particulars of all sums of money received and expended by the limited liability partnership and the matters in respect of which the receipt and expenditure takes place;
- (b) a record of the assets and liabilities of the limited liability partnership;
- (c) statements of cost of goods purchased, inventories, work-in-progress, finished goods and cost of goods sold; and
- (d) any other particulars which the partners may decide.

(3) The books of account which a limited liability partnership is required to keep shall be preserved for eight years from the date on which they are made.

(4) For the purposes of sub-section (3) of Section 34, every limited liability partnership shall file the Statement of Account and Solvency in Form 8 with the Registrar, within a period of thirty days from the end of six months of the financial year to which the Statement of Account and Solvency relates:

¹⁹[Provided that if a limited liability partnership has closed the financial year on the 31st March, 2011, it shall file the Statement of Account and Solvency in Form 8 with the Registrar, within a period of sixty days from the end of six months of the financial year to which the Statement of Account and Solvency relates]

(5) The fees to be paid to the Registrar in pursuance of sub-section (3) of Section 34 for filing the Statement of Account and Solvency shall be as mentioned in Annexure 'A'.

(6) A limited liability partnership's Statement of Account and Solvency shall be signed on behalf of the limited liability partnership by its designated partners.

(7) The Statement of Account and Solvency of a limited liability partnership shall be signed by the designated partners of the LLP and each designated partner shall be taken to be a party to its approval unless he shows that he took all reasonable steps to prevent their being approved and signed.

(8) The accounts of every limited liability partnership shall be audited in accordance with these rules:

Provided that a limited liability partnership whose turnover does not exceed, in any financial year, forty lakh rupees, or whose contribution does not exceed twenty-five lakh rupees shall not be required to get its accounts audited:

19. Ins. by G.S.R. 796(E), dated 4-11-2011 (w.e.f. 4-11-2011).

Provided further that if partners of such limited liability partnership decide to get the accounts of such LLP audited, the accounts shall be audited in accordance with these rules:

Provided also that where the partners of such LLP do not decide for audit of the accounts of the LLP, such LLP shall include in the Statement of Account and Solvency a statement by the partners to the effect that the partners acknowledge their responsibilities for complying with the requirements of the Act and the rules with respect to preparation of books of account and a certificate in the form specified in Form 8.

(9) A person shall not be qualified for appointment as an auditor of a limited liability partnership unless he is a chartered accountant in practice.

(10) An auditor or auditors of a limited liability partnership shall be appointed for each financial year of the LLP for auditing its accounts.

(11) The designated partners may appoint an auditor or auditors—

- (a) at any time for the first financial year but before the end of the first financial year,
- (b) at least 30 days prior to the end of the each financial year (other than the first financial year),
- (c) to fill a casual vacancy in the office of auditor, including in the case when the turnover or contribution of a limited liability partnership exceeds the limits specified under sub-rule (8), or
- (d) to fill up the vacancy caused by removal of an auditor.

(12) The partners may appoint an auditor or auditors where the designated partners have power to appoint under sub-rule (11) and have failed to appoint.

(13) An auditor or auditors of an LLP shall hold office in accordance with the terms of his or their appointment and shall continue to hold such office till the period—

- (a) the new auditors are appointed, or
- (b) they are re-appointed.

(14) Where no auditor has been appointed under sub-rule (11), any auditor in office shall be deemed to be re-appointed, unless—

- (a) the limited liability partnership agreement requires actual re-appointment, or
- (b) the majority of partners have determined that he should not be re-appointed and have given a notice to this effect to the LLP.

(15) Provisions of sub-rule (14) shall be applicable without prejudice to the provisions of the rules relating to removal and resignation of auditors under this chapter.

(16) A notice specified under clause (b) of sub-rule (14)—

- (a) may be in hard copy or electronic form, and
- (b) must be authenticated by the person or persons giving it.

(17) The remuneration of an auditor appointed by the limited liability partnership may be fixed by the designated partners or by following the procedure as laid down in the limited liability partnership agreement.

(18)(a) The partners of a limited liability partnership may remove an auditor from office at any time by following the procedure as laid down in the limited liability partnership agreement.

(b) Where the limited liability partnership agreement does not provide for removal of an auditor, consent of all the partners shall be required for removal of the auditor from his office.

(19)(a) An auditor of an LLP may resign his office by depositing a notice in writing to that effect at the LLP's registered office.

(b) Where an auditor is unwilling to be re-appointed, he shall give a notice in writing to that effect at the LLP's registered office, not less than 14 days before the end of the time allowed for appointing the new auditor.

(c) The notice under clause (a) or (b) is not effective unless it is accompanied by the statement of the circumstances connected with his ceasing to hold office.

(d) The auditor's term comes to an end as on the date on which the notice is deposited or on such later date as may be specified in the notice.

25. (1) For the purposes of sub-section (1) of Section 35, every limited liability partnership shall file an annual return with the Registrar in Form 11.

(2) The annual return of an LLP having turnover up to five crore rupees during the corresponding financial year or contribution up to fifty lakh rupees shall be accompanied with a certificate from a designated partner, other than the signatory to the annual return, to the effect that annual return contains true and correct information. In all other cases, the annual return shall be accompanied with a certificate from a company secretary in practice to the effect that he has verified the particulars from the books and records of the limited liability partnership and found them to be true and correct.

(3) The fees to be paid to the Registrar in pursuance of sub-section (1) of Section 35 for filing the annual return shall be as mentioned in Annexure 'A'.

26. The documents to be kept by the Registrar under Section 36 shall be available in the registry on payment of fee as mentioned in Annexure 'A' for inspection by any person and for obtaining any certified copy thereof.

CHAPTER VIII

DESTRUCTION OF OLD RECORDS

27. (1) The Registrar shall preserve the documents permanently as specified in Annexure 'B' to these rules.

(2) Subject to previous order of the Registrar, the records in the office of Registrar may be destroyed after the expiry of the period of their preservation as specified below:—

(a) Records to be preserved for 21 years:

All papers, registers, refund orders and correspondence relating to the limited liability partnership liquidation accounts.

(b) Records to be preserved for 5 years:

(i) copies of Government orders relating to limited liability partnership;

- (ii) registered documents of limited liability partnership which have been fully wound up and finally dissolved together with correspondence relating to such limited liability partnership;
- (iii) papers relating to legal proceedings from the date of disposal of the case and appeal, if any;
- (iv) copies of statistical returns furnished to Government;
- (v) all correspondences including correspondences relating to scrutiny of accounts, annual returns, prosecutions, reports to the Central Government and the Tribunal and the correspondences relating to complaints:

Provided that in case of prosecution matter, the date is to be recorded from the date of disposal of the case and appeal, if any.

(c) Records to be preserved for three years—

- (i) All books, records and papers, other than those specified in sub-rule (1), clauses (a) and (b) of sub-rule (2), sub-rule (3) and sub-rule (4).
- (ii) Routine correspondence regarding payment of fees, additional filing fees and correspondence about the return of documents.

(3) The registered documents specified in Annexure 'C' to these rules relating to any limited liability partnership in operation shall be preserved for the period indicated against them in the said Annexure.

(4) Registered documents of foreign limited liability partnerships which cease to have any place of business in India shall be destroyed after expiry of three years from the date such limited liability partnerships cease to have any place of business in India.

(5) The Registrar shall maintain a register of destroyed documents in two parts, in the form set out in the Annexure 'D' to these rules, wherein he shall enter brief particulars of the records destroyed and shall certify therein the date and mode of destruction.

(6) The provisions of these rules shall be in addition to and not in derogation of the rules for the destruction of office records connected with accounts (containing in Appendix 13 to the Compilation of the General Financial Rules) and the period prescribed under Record Retention Schedule for records common to all departments and such other rules.

CHAPTER IX INVESTIGATIONS

28. For the purposes of clause (a) of sub-section (3) of Section 43, an application by the partners to investigate into the affairs of the limited liability partnership, shall be made, along with such security, for an amount calculated on the following scale but not exceeding twenty-five lakh rupees, for payment of costs of the investigation:

Turnover (Rs) [As stated in the Statement of Account of Solvency for the immediately preceding financial year]		Amount of Security
(i)	Up to 1 crore	2 lakhs

(ii)	1 crore or more but less than 5 crore	5 lakhs
(iii)	5 crore or more but less than 10 crore	10 lakhs
(iv)	10 crore or more	25 lakhs

Explanation.—In the absence of Statement of Account and Solvency for the preceding financial year, such amount of security as may be fixed by the Central Government.

29. For the purposes of Section 44, an application by the partners under clause (a) of sub-section (1) of Section 43 to investigate the affairs of the limited liability partnership, shall be made along with the deposit of such security as calculated in the manner specified in Rule 28.

30. The fee payable for furnishing a copy of the inspector's report in pursuance of clause (b), sub-section (2), Section 49 shall be Five rupees per page or fractional part thereof.

31. For the purposes of Section 54, a copy of the report of any inspector or inspectors, shall be authenticated either—

- (a) by the common seal, if any, of the limited liability partnership whose affairs have been investigated into; or
- (b) by a certificate of a public officer having the custody of the report, under and in accordance with the provisions of Section 76 of the Indian Evidence Act, 1872 (1 of 1872).

CHAPTER X

CONVERSION TO LIMITED LIABILITY PARTNERSHIP

32. (1) The Registrar shall, on conversion of a firm, private company or an unlisted public company into limited liability partnership, issue a Certificate of Registration under his seal in Form 19.

(2) In the event, Registrar has refused the registration, the applicant firm or private company or unlisted public company, as the case may be, may apply to the Tribunal within sixty days from the date of receipt of such intimation of refusal:

²⁰[Provided that until the Tribunal is constituted under the Companies Act, 1956, the application under this sub-rule may be made to the Company Law Board.]

²¹[**33.** For the purposes of the proviso to sub-section (1) of Section 58 of the Act, where the firm has been converted into limited liability partnership, an intimation of such conversion to the concerned Registrar of Firms shall be given in Form 14 within fifteen days of the date of registration of the Limited Liability Partnership.]

CHAPTER XI

FOREIGN LIMITED LIABILITY PARTNERSHIP

34. (1) A foreign limited liability partnership shall, within thirty days of establishing a place of business in India, file with the Registrar in Form 27—

20. *Ins.* by G.S.R. 385(E), dated 4-6-2009 (w.e.f. 4-6-2009).

21. *Subs.* by G.S.R. 786(E), dated 15-10-2015 (w.e.f. 19-10-2015). Prior to substitution it read as:

"33. For the purposes of the proviso to sub-section (1) of Section 58, where the firm, private company or unlisted public company has been converted into limited liability partnership, an intimation of such conversion to the concerned Registrar of Firms or Registrar of Companies, as the case may be, shall be given in Form 14 within fifteen days of the date of registration of the LLP."

- (a) a copy of the certificate of incorporation or registration and other instrument(s) constituting or defining the constitution of the limited liability partnership;
- (b) the full address of the registered or principal office of the limited liability partnership in the country of its incorporation;
- (c) the full address of the office of the limited liability partnership in India which is to be deemed as its principal place of business in India; and
- (d) list of partners and designated partners, if any, and the names and addresses of two or more persons resident in India, authorized to accept on behalf of the limited liability partnership, service of process and any notices or other documents required to be served on the limited liability partnership.

(2)(i) If the limited liability partnership is incorporated in any country which is a part of the Commonwealth, the copies of the documents referred to in sub-rule (1) shall be certified as true copies—

- (a) by an official of the Government to whose custody the original is committed; or
- (b) by a Notary (Public) in that part of the Commonwealth; or
- (c) by an officer of the limited liability partnership, on oath before a person having authority to administer an oath in that part of the Commonwealth.

(ii) If the limited liability partnership is incorporated in a country that falls outside the Commonwealth but is a party to the Hague Apostile Convention, 1961—

- (a) the copies of the documents referred to in sub-rule (1) shall be certified by an official of the Government to whose custody the original is committed and be duly apostillised in accordance with Hague Convention;
- (b) a list of the partners and designated partners of the LLP, if any, the name and address of persons resident in India, authorized to accept notice on behalf of the limited liability partnership shall be duly notarized and be apostillised in the country of their origin in accordance with Hague Convention.

(iii) If the limited liability partnership is incorporated in a country outside the Commonwealth and is not a party to the Hague Convention, the copy of the incorporation documents referred in sub-rule (1) shall be certified—

- (a) by an official of the Government to whose custody the original is committed; or
- (b) a Notary (Public) of such country; or
- (c) by an officer of the limited liability partnership.

(iv) The signature or seal of the official referred to in sub-clause (a) of clause (iii) or the certificate of the Notary (Public) referred to in sub-clause (b) of that clause shall be authenticated by a Diplomatic or Consular Officer empowered in this behalf under Section 3 of the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948 (40 of 1948), or where there is no such officer, by any of the officials mentioned in Section 6 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic. C. 10), or in any Act amending the same.

(v) The certificate of the officer of the limited liability partnership referred to in sub-clause (c) of clause (iii) shall be signed before a person having authority to administer an oath as provided under Section 3 of the Diplomatic and Consular Officers

(Oaths and Fees) Act, 1948 (40 of 1948), or as the case may be, by Section 3 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic. C. 10) the status of the person administering the oath in the latter case being authenticated by any official specified in Section 6 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic. C. 10) or in any Act amending the same.

(3)(i) If any alteration is made or occurs in—

- (a) the instrument constituting or defining the constitution of a limited liability partnership incorporated or registered outside India;
- (b) the registered or principal office of a limited liability partnership incorporated or registered outside India; or
- (c) the partner or designated partner, if any, of a limited liability partnership incorporated or registered outside India, the foreign limited liability partnership shall file in Form 28 such alterations with the Registrar within sixty days of the close of the financial year.

(ii) If any alteration is made or occurs in—

- (a) the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India;
- (b) the name or address of any of the persons authorized to accept service on behalf of a foreign limited liability partnership in India; or
- (c) the principal place of business of foreign limited liability partnership in India, the foreign limited liability partnership shall file in Form 29 such alterations with the Registrar within thirty days from the date on which the alteration was made or occurred.

(4) Every foreign limited liability partnership shall file with the Registrar the Statement of Account and Solvency in Form 8 in accordance with provisions of Rule 24 duly signed by the authorized representatives within a period of 30 days from the end of six months of the financial year.

(5)(i) If any document as is mentioned in sub-rule (1) or (3) is not in the English language, there shall be annexed to it a certified translation thereof.

(ii) the translation of documents into English required to be filed with the Registrar in pursuance of sub-rule (1) or (3) shall be certified to be correct in the manner as provided in clause (iii) or clause (iv) of this sub-rule, as the case may be.

(iii) Where any translation is made outside India, it shall be authenticated in the manner specified in sub-rule (2).

(iv) Where such translation is made within India, it shall be authenticated—

- (a) by an advocate, chartered accountant, company secretary or cost accountant;
or
- (b) by an affidavit of a person who, in the opinion of the Registrar has adequate knowledge of the language of the original and of English.

(6) Every foreign limited liability partnership shall cause the name of the foreign limited liability partnership and of the country in which the limited liability partnership is incorporated, to be stated in legible English characters in all invoices, official correspondence and publications of the limited liability partnership.

(7)(a) Where any such limited liability partnership makes default in delivering to the Registrar the names and addresses of persons resident in India who are authorized to accept on behalf of the limited liability partnership service of process, notices or other documents; or

(b) If at any time all the persons whose names and addresses have been so delivered are dead or have ceased so to reside, or refuse to accept service on behalf of the limited liability partnership or for any reason, cannot be served;

a document may be served on the limited liability partnership by leaving it at, or sending it by post to, any place of business established by the limited liability partnership in India.

(8) If any foreign limited liability partnership ceases to have a place of business in India, it shall give notice to the Registrar in Form 29 within 30 days of its intention to close the place of business and as from the date on which notice is so given, the obligation of the limited liability partnership to file any document to the Registrar shall cease, provided it has no other place of business in India and it has filed all the documents due for filing as on the date of the notice.

(9) Every document which is required to be filed by any foreign limited liability partnership shall be filed in the electronic form to the Registrar having jurisdiction over New Delhi, through the portal maintained by the Ministry of Corporate Affairs on its website www.mca.gov.in.

(10) The Registrar shall, on registration of Form 27, issue a certificate for establishment of place of business in India by the foreign limited liability partnership in Form 30.

(11) There shall be paid to the Registrar for filing or delivery or registering any form or document required by this chapter the fee as mentioned in Annexure 'A'.

CHAPTER XII

COMPROMISE, ARRANGEMENT OR RECONSTRUCTION OF LIMITED LIABILITY PARTNERSHIPS

35. (1) An application under sub-section (1) of Section 60 for an order convening a meeting of creditors or partners or creditors and partners shall be supported by an affidavit. A copy of the proposed compromise or arrangement shall be annexed to the affidavit as an exhibit thereto. The affidavit in support thereof shall be in Form 20.

(2) Where the limited liability partnership is not the applicant, a copy of the summons and of the affidavit shall be served on the limited liability partnership, or, where the limited liability partnership is being wound-up, on its liquidator, not less than 14 days before the date fixed for the hearing of the summons. The summons shall be in Form 21.

(3)(a) Upon the hearing of the summons or any adjourned hearing thereof, the Tribunal shall, by order, unless it thinks fit for any reason to dismiss the summons, give such directions as it may think necessary in respect of the following matters:

- (i) determining the creditors and/or of partners whose meeting or meetings have to be held for considering the proposed compromise or arrangement;
- (ii) fixing the time and place of such meeting or meetings;

- (iii) appointing a chairman for the meeting or chairmen for the meetings to be held;
- (iv) fixing the quorum and the procedure to be followed at the meeting or meetings, including voting by proxy;
- (v) determining the values of the creditors and/or the partners, as the case may be, whose meetings have to be held;
- (vi) notice to be given of the meeting or meetings and the advertisement, if any, of such notice;
- (vii) the time within which the chairman of the meeting is to report to the Tribunal the result of the meeting; and
- (viii) such other matters as the Tribunal may deem necessary.

(b) The order made under clause (a) shall be in accordance with the rules as may be laid down in this behalf.

(4)(i) Voting by proxy shall be permitted, provided a proxy in Form 26 duly signed by the person entitled to attend and vote at the meeting is filed with the limited liability partnership at its registered office not later than 48 hours before the meeting.

(ii) Where a body corporate which is a partner or creditor of a limited liability partnership, authorises any person to act as its representative at the meeting of the partners or creditors of the limited liability partnership, as the case may be, a copy of the authorization of such person to act as its representative at the meeting, and certified to be a true copy by a designated partner or other authorised officer of such body corporate, shall be lodged with the limited liability partnership at its registered office not later than 48 hours before the meeting.

(5) The notice of the meeting to be given to the creditors and/or partners, shall be in accordance with the rule laid down in this behalf, and shall be sent to them individually by the chairman appointed for the meeting, or, if the Tribunal so directs, by the limited liability partnership (or its liquidator), or any other person as the Tribunal may direct, by post under certificate of posting to their last known address not less than 21 clear days before the date fixed for the meeting. It shall be accompanied by a copy of the proposed compromise or arrangement alongwith statement showing material interest of the designated partners, if any, and a form of proxy.

(6) The notice of the meeting shall be advertised, if so decided by the Tribunal, in such newspapers and in such manner as the Tribunal may direct.

(7) Every creditor or partner entitled to attend the meeting shall be furnished by the limited liability partnership, free of charge and within 48 hours of a requisition made for the same, with a copy of the proposed compromise or arrangement.

(8) The chairman appointed for the meeting or the limited liability partnership or other person directed to issue the advertisement and the notices of the meeting shall file an affidavit not less than 7 days before the date fixed for the holding of the meeting or the holding of the first of the meetings, as the case may be, showing that the directions regarding the issue of notices and the advertisement have been duly complied with. In default thereof, the summons shall be posted before the Tribunal for such orders as it may think fit to make.

(9) The chairman of the meeting, or where there are separate meetings, the chairman of each meeting shall, within the time fixed by the Tribunal, or where no time

has been fixed, within seven days after the conclusion of the meeting, report the result thereof to the Tribunal. The report shall state accurately the number of creditors or the partners, as the case may be, who were present and who voted at the meeting either in person or by proxy, their individual values and the way they voted.

(10)(i) Where the proposed compromise or arrangement is agreed to, with or without modification, as provided in sub-section (2) of Section 60, the limited liability partnership, or its liquidator, as the case may be, shall, within seven days of the filing of the report by the chairman, present a petition to the Tribunal for confirmation of the compromise or arrangement:

Provided that where a compromise or arrangement is proposed for the purposes of, or in connection with, a scheme for the reconstruction of any limited liability partnership or the amalgamation of any two or more limited liability partnerships, the petitioner shall pray for appropriate orders and directions under Section 62.

(ii) Where the limited liability partnership fails to present the petition under clause (i) for confirmation of the compromise or arrangement as aforesaid, it shall be open to any creditor or partner as the case may be, with the leave of the Tribunal, to present the petition for confirmation and the limited liability partnership shall be liable for the costs thereof.

(iii) Where no petition for confirmation of the compromise or arrangement is presented to, or where the compromise or arrangement has not been approved by the requisite majority under sub-section (2) of Section 60 and consequently no petition for confirmation could be presented, the report of the chairman as to the result of the meeting made under sub-rule (9) shall be placed for consideration before the Tribunal for such orders as may be necessary.

(11) An order made by the Tribunal as mentioned in sub-section (3) of Section 60 and sub-section (3) of Section 62 shall be filed with Registrar concerned in Form 22 along with fee as mentioned in Annexure 'A'.

Explanation.—In computing the period of 30 days from the date of order, the requisite time for obtaining a certified copy of order shall be excluded.

(12)(i) An arrangement for revival and rehabilitation of any LLP may be proposed,—

- (a) where on a demand by the creditors of the LLP representing fifty per cent or more of its outstanding amount of debt the LLP has failed to pay the debt, within thirty days of the service of the notice of demand or to secure or compound it to the reasonable satisfaction of the creditors; or
- (b) where a petition for winding up of a LLP is pending before the Tribunal, in terms of the directions given by the Tribunal on the winding up petition; or
- (c) where the liquidator has filed his report before the Tribunal, in terms of directions given by the Tribunal on the report of the liquidator.

(ii) Without prejudice to clause (i), the LLP or any creditor or partner of the LLP, or in the case of a LLP which is being wound up, the liquidator, may make an application for sanction of the arrangement for revival and rehabilitation before the Tribunal.

(13)(i) An application under sub-rule (12) shall be accompanied by—

- (a) a statement of account and solvency of LLP for the immediately preceding financial year, in case the application under sub-rule (12) is made by the LLP;
- (b) particulars and documents relevant to the scheme including commitments whether financial or otherwise expected from various parties or, proposed restructuring or rescheduling of the debts, or any undertaking or understanding, in case from bank or financial institution through a letter or in any other case through an affidavit of concerned party or parties, or in any other form as may be directed by the Tribunal; and
- (c) proposed scheme of revival and rehabilitation of the LLP including proposal for appointment of an LLP Administrator.

(ii) An application under sub-rule (12) shall be made to the Tribunal within 90 days from the date of expiry of demand notice or from the date of the direction of the Tribunal referred to under clause (i) of sub-rule 12.

(14)(a) Within 60 days of receipt of an application under sub-rule (12), the Tribunal may hear all the parties concerned and admit or dismiss the application;

(b) Where the Tribunal admits the application, it may make an order to that effect and make provisions in such order, for all or any of the following matters:—

- (i) holding of meetings of the creditors for approval of scheme proposed for revival and rehabilitation of LLP;
- (ii) procedure to be followed by the LLP Administrator proposed in the scheme in connection with holding of the meeting including the appointment of chairman for such meeting;
- (iii) any other direction(s) or order(s) as may be considered necessary.

(c) The LLP Administrator proposed in the scheme shall submit his preliminary report including the decision of the meeting to the Tribunal within 60 days of order made under clause (b) of sub-rule (14).

(15)(i) On consideration of the report of the LLP Administrator under clause (c) of sub-rule (14), and other materials available, if the Tribunal is satisfied that the creditors representing three-fourths in value of the amount outstanding against that LLP have, with or without modification of the scheme, resolved that it is not possible to revive and rehabilitate the LLP, the Tribunal may, within 60 days of the receipt of such report, order—

- (a) that the proceedings for the winding up of the LLP be initiated; or
- (b) the LLP be wound up, or the liquidator to continue; or
- (c) sanction the arrangement for revival and rehabilitation of LLP as approved by such creditors with such modifications as may be considered necessary by the Tribunal, and make orders for continuation of the LLP Administrator or appointment of a new LLP Administrator:

Provided that Tribunal may consider for its approval, the arrangement for revival and rehabilitation including the proposal for appointment of any other LLP Administrator moved by the LLP in the meeting of the creditors, in place of the arrangement proposed by the creditors or the Liquidator, provided the arrangement is approved by three-fourths majority, in value, of creditors:

Provided further that where the arrangement of revival and rehabilitation relates to amalgamation of the LLP with any other LLP, no such scheme shall be sanctioned by the Tribunal unless the said scheme is approved with, or without modification by three-fourths majority of respective partners of transferor and transferee LLPs.

(ii) The order of sanction of the arrangement by the Tribunal under clause (i) may make provisions, for all or any of the following matters—

- (a) powers and functions of the LLP Administrator;
- (b) the time period within which various actions proposed in the arrangement to be completed;
- (c) any such direction to the LLP or its officers or to the creditors, or to the LLP Administrator or to any other person, as may be considered necessary, for the purpose of implementation of the arrangement of revival and rehabilitation; and
- (d) any other order or orders as may be considered necessary.

(16) The LLP Administrator shall complete all the actions relating to implementation of the revival and rehabilitation arrangement and submit his final report before the Tribunal within such time directed by the Tribunal but not exceeding 180 days of the order under clause (i) of sub-rule (15);

(17)(i) The LLP Administrator shall be appointed from a panel maintained by the Central Government for winding up and dissolution of LLPs.

(ii) The terms and conditions of the appointment including fee of LLP Administrator shall be such as may be ordered by the Tribunal.

(iii) The Tribunal may, on a reasonable cause being shown and for reasons to be recorded in writing, remove the LLP Administrator and may appoint another LLP Administrator.

(iv) In case of removal, death or incapacity of the LLP Administrator, the Tribunal may appoint another LLP Administrator.

(v) The LLP Administrator shall, within 30 days of the making of order or orders under sub-rule (15) cause certified copy thereof to be filed with the Registrar concerned in Form 22 along with fee as mentioned in Annexure 'A'.

Explanation.—In computing the period of 30 days from the date of order, the requisite time for obtaining a certified copy of order shall be excluded.

CHAPTER XIII

ELECTRONIC FILING OF DOCUMENTS

36. (1)(i) Every form or application or document or declaration required to be filed or delivered under the Act and rules made thereunder, shall be filed in computer readable electronic form, in portable document format (pdf) to the Registrar through the portal maintained by the Ministry of Corporate Affairs on its website www.mca.gov.in or through any other website approved by the Central Government and authenticated by a partner or designated partner of the limited liability partnership for such purpose by the use of a valid digital signature:

Provided that where documents are required to be filed on non-judicial stamp paper, the LLP shall submit such documents in the physical form, in addition to their

submission in electronic form, unless the Central Government, by an order, does not require submission in physical form.

(ii) Every designated partner, partner or person specified in the Act for authentication of e-form, documents or application etc., which are required to be filed or delivered under the Act or rules made thereunder, shall obtain a digital signature certificate from the Certifying Authority for the purpose of such authentication and such certificate shall not be valid unless it is of Class II or Class III specification under the Information Technology Act, 2000.

(2) The Central Government shall set up and maintain—

(i) a website or portal to provide access to the electronic registry; and

(ii) as many Registrar's Front Offices as may be necessary and at such places and for such time as Central Government may determine from time to time.

for filing of e-Forms, documents and applications, etc., viewing and inspection of documents in the electronic registry.

(3)(i) The Central Government shall set up and maintain a secure electronic registry in which all the documents filed electronically shall be stored. The electronic registry so set up shall enable public access and inspection of such documents as are required to be in the public domain under the Act on payment of the fees as mentioned in Annexure "A".

(ii) Every document or application or certificate or notice etc., required to be signed by the Registrar or an officer of the Central Government under the Act or rules made thereunder, shall be authenticated through a valid digital signature of such person or a system generated digital signature.

(iii) The Registrar or an officer of the Central Government, as the case may be, may send any communication either to the limited liability partnership or its authorized representative, partners or both in the electronic manner for which the LLP shall create and maintain at all times a valid electronic address (e.g. e-mail, user identification etc.) capable of receiving and acknowledging the receipt of such communication, automated or otherwise.

(4) The Registrar or an officer of the Central Government shall issue certificate, receipt, approval or communicate endorsement or acknowledgement in the electronic manner:

Provided that where the Registrar or an officer of the Central Government, as the case may be, is not able to issue any certificate, receipt, endorsement, acknowledgement or approval in electronic manner for the reasons to be recorded in writing, he may issue such certificate, receipt, or communicate endorsement, acknowledgement or approval in the physical form under manual signature affixing seal of his office.

(5) The Registrar shall examine or cause to be examined every application or e-Form or document required or authorized to be filed by or delivered under the Act and rules made thereunder for approval, registration, taking on record or rectification by the Registrar as the case may be:

Provided that the e-Forms or documents identified as informatory in nature and filed under Straight Through Process (STP) may be examined by the Registrar any time after its filing.

(6) Where the Registrar, on examining any application or e-Form or document referred to in sub-rule (5), finds it necessary to call further information or finds such application or e-Form or document to be defective or incomplete in any respect, he shall give intimation of such information called for or defects or incompleteness noticed electronically, by placing it on the website and also by e-mail on the last intimated e-mail address of the person or the limited liability partnership, which has filed such application or e-Form or document, directing him or it to furnish such information or to rectify such defects or incompleteness or to re-submit such application or e-Form or document within the period allowed under sub-rule (7):

Provided that in case the e-mail address of the person or the limited liability partnership in question is not available, such intimation shall be given by the Registrar by post at the last intimated address given in Form 12, or registered office address of the limited liability partnership or the address of such person, as the case may be. The Registrar shall preserve the facts of such intimation in the electronic record.

(7) The Registrar shall allow such period or periods but not exceeding thirty days in aggregate to such person or LLP which has filed such application or e-Form or document under sub-rule (5) for furnishing further information or for rectification of the defects or incompleteness or for re-submission of such application or e-Form or document.

(8) In case where such further information called for has not been provided or has been furnished partially or has not been provided or defects or incompleteness has not been rectified or has been rectified partially or has not been rectified to the satisfaction of the Registrar within the period allowed under sub-rule (7), the Registrar shall either reject or treat and label such application or e-Form or document as the case may be as "invalid" in the electronic record, and shall not take on record such invalid application or e-Form or document and shall inform such person or limited liability partnership as the case may be in the manner specified in sub-rule (6).

(9) Where any document has been recorded as invalid by the Registrar, such document may be rectified by the limited liability partnership only through fresh filing with payment of fee and additional fee as applicable, without prejudice to any other liability under the Act.

(10) Save as otherwise provided in the Act, the Registrar shall not keep any document pending for approval and registration or for taking on record or for rejection or otherwise for more than one hundred twenty days, from the date of its filing.

(11) The Registrar in case finds any e-Form or document filed under Straight Through Process (STP), referred to in proviso under sub-rule (5), as defective or incomplete in any respect, at any time, he shall treat and label such e-Form or document as "defective" in the electronic registry and shall also issue a notice pointing out such defects or incompleteness in such e-Form or document at the last intimated e-mail address (if available) of the person or the LLP which has filed the document and also in writing by post at the address of such person or address of such LLP or registered office address of LLP, calling upon such person or LLP to file such e-Form or document afresh with fee and additional fee as applicable, after rectifying such defects or incompleteness within a period of thirty days from the date of such notice.

CHAPTER XIV
STRIKING OFF NAME OF DEFUNCT LLP

37. (1) Where a limited liability partnership is not carrying on any business or operation—

- (a) for a period of two years or more and the Registrar has reasonable cause to believe the same, for the purpose of taking suo motu action for striking off the name of the LLP; or
- (b) for a period of one year or more and has made an application in Form 24 to the Registrar, with the consent of all partners of the limited liability partnership for striking off its name from the register,

the Registrar shall send a notice to the limited liability partnership and all its partners, of his intention to strike off the name of the limited liability partnership from the register and requesting them to send their representations along with copies of the relevant documents, if any, within a period of one month from the date of the notice:

Provided that no such notice by Registrar shall be required under clause (b):

Provided further that where the limited liability partnership is regulated under a special law, the application for removal of its name shall be accompanied by approval of the regulatory body constituted or established under that law.

²²[(1-A) The limited liability partnership referred to in clause (b) of sub-rule (1) of Rule 37 shall,—

- (I) file overdue returns in Form 8 and Form 11 up to the end of the financial year in which the limited liability partnership ceased to carry on its business or commercial operations before filing Form 24;
- (II) enclose along with Form 24,—
 - (a) a statement of account disclosing nil assets and nil liabilities, certified by a Chartered Accountant in practice made up to a date not earlier than thirty days of the date of filing of Form 24;
 - (b) an affidavit signed by the designated partners, either jointly or severally, to the effect,—
 - (i) that the Limited Liability Partnership has not commenced business or where it commenced business, it ceased to carry on such business from(dd/mm/yyyy);
 - (ii) that the limited liability partnership has no liabilities and indemnifying any liability that may arise even after striking off its name from the Register;
 - (iii) that the Limited Liability Partnership has not opened any Bank Account and where it had opened, the said bank account has since been closed together with certificate(s) or statement from the respective bank demonstrating closure of Bank Account;

- (iv) that the Limited Liability Partnership has not filed any Income tax return where it has not carried on any business since its incorporation, if applicable.
- (c) a copy of the acknowledgement of the latest Income tax return filed under the Income Tax Act, 1961 (43 of 1961) and the rules made thereunder for the time being in force, where the limited liability partnership has carried out any business and has filed such return.
- (d) copy of the initial limited liability partnership agreement, if entered into and not filed, along with changes thereof in cases where the Limited Liability Partnership has not commenced business or commercial operations since its incorporation.

Explanation.—The date of cessation of commercial operation is the date from which the Limited Liability Partnership ceased to carry on its revenue generating business and the transactions such as receipt of money from debtors or payment of money to creditors, subsequent to such cessation will not form part of revenue generating business.]

(2) A notice issued under sub-rule (1) or contents of an application made by the LLP shall also be placed on the website of the Ministry of Corporate Affairs for the information of the general public for a period of one month.

(3) At the expiry of the time mentioned in the notice under sub-rule (1), or one month under sub-rule (2) above, the Registrar may, by an order, unless cause to the contrary is shown by the limited liability partnership, or the Registrar is satisfied that the name should not be struck off from the register, strike its name off the register, and shall publish notice thereof in the Official Gazette, and on the publication in the Official Gazette of this notice, the limited liability partnership shall stand dissolved.

(4) The Registrar, before passing an order under sub-rule (3), shall, where he has sufficient cause to believe that the limited liability partnership has any asset or liability, satisfy himself that sufficient provision has been made for the realization of all amount due to the limited liability partnership and for the payment or discharge of its liabilities and obligations by the limited liability partnership within a reasonable time and, if necessary, obtain necessary undertakings from the designated partner or partner or other persons in charge of the management of the limited liability partnership:

Provided that notwithstanding the undertakings referred to in this sub-rule, the assets of the limited liability partnership shall be made available for the payment or discharge of all its liabilities and obligations even after the date of the order removing the name of the limited liability partnership from the register.

(5) The liability, if any, of every designated partner of the limited liability partnership dissolved under sub-rule (3), shall continue and may be enforced as if the limited liability partnership had not been dissolved.

(6) Nothing in this rule shall affect the power of the Tribunal to wind up a limited liability partnership the name of which has been struck off the register.

Explanation.—In computing the period of 30 days from the date of order, the requisite time for obtaining a certified copy of order shall be excluded.

CHAPTER XV

CONVERSION FROM FIRM TO LIMITED LIABILITY PARTNERSHIP

38. (1) For the purposes of the Second Schedule, an application shall be made in the format provided in Part A of Form 17 together with the statement of partners in format provided in Part B of Form 17 along with the fee as mentioned in Annexure 'A'.

(2) The Registrar shall, on conversion of the firm into the limited liability partnership shall issue a certificate of registration under his seal in Form 19.

(3) For the purposes of Para 5 of the Second Schedule, the limited liability partnership shall inform the concerned Registrar of Firms about conversion of firm into limited liability partnership in Form 14.

CHAPTER XVI

CONVERSION FROM PRIVATE COMPANY
TO LIMITED LIABILITY PARTNERSHIP

39. (1) For the purposes of the Third Schedule, an application shall be made in the format provided in Part A of Form 18 together with the statement of shareholders in format provided in Part B of Form 18 along with the fee as mentioned in Annexure 'A'.

(2) The Registrar shall, on conversion of any private company into limited liability partnership shall issue a certificate of registration under his seal in Form 19.

(3) ²³[* * *]

CHAPTER XVII

CONVERSION FROM UNLISTED PUBLIC
COMPANY TO LIMITED LIABILITY PARTNERSHIP

40. (1) For the purposes of the Fourth Schedule, an application shall be made in the format provided in Part A of Form 18 together with the statement of shareholders in format provided in Part B of Form 18 along with the fee as mentioned in Annexure 'A'.

(2) The Registrar shall, on conversion of any unlisted public company into limited liability partnership shall issue a certificate of registration under his seal in Form 19.

(3) ²⁴[* * *]

CHAPTER XVIII

COMPOUNDING OF OFFENCES

41. (1) Every application for the compounding of an offence shall be made in Form 31 to the Registrar who shall forward the same, together with his comments thereon, to the Central Government.

23. Omitted by G.S.R. 786(E), dated 15-10-2015 (w.e.f. 19-10-2015). Prior to omission it read as:

"(3) For the purposes of Para 4 of the Third Schedule, the limited liability partnership shall inform the concerned Registrar of Companies about conversion of private company into limited liability partnership in Form 14."

24. Omitted by G.S.R. 786(E), dated 15-10-2015 (w.e.f. 19-10-2015). Prior to omission it read as:

"(3) For the purposes of Para 5 of the Fourth Schedule, the limited liability partnership shall inform the concerned Registrar of Companies about conversion of unlisted public company into limited liability partnership in Form 14."

(2) Where any offence is compounded before the institution of any prosecution, no prosecution shall be instituted in relation to such offence, against the offender in relation to whom the offence is so compounded.

(3) Where the composition of any offence is made after the institution of any prosecution, such composition shall be brought by the Registrar in writing, to the notice of the court in which the prosecution is pending.

(4) Where any offence is compounded under Section 39, whether before or after the institution of any prosecution, intimation thereof shall be given by the LLP to the Registrar in Form 22 within seven days from the date on which the offence is so compounded.

(5) The Central Government while dealing with an application for the compounding of the offence for a default in compliance with any provision of the Act which requires a LLP or its partner or partners or designated partner or designated partners to file or register with, or send to, the Registrar any return, statement of account and solvency or other document, may, if it thinks fit to do so, direct, before allowing compounding under this rule, by order, any partner or designated partner of the LLP to file or register with, or on payment of the fee, and the additional fee, required to be paid under Section 69, such return, statement of account and solvency or other document within such time as may be specified in the order.

²⁵[RUN-LLP

 सत्यमेव जयते		RUN-LLP Reserve Unique Name- LLP
Service Request Number:	Dated:	
LLP details		
☐ New Request		☐ Resubmission
SRN		
		Pre-Fill
New Incorporation / Conversion		
▼		
CIN		
LLPIN		
Proposed Name 1		
Proposed Name 2		

25. "Forms 1 & 2" Subs. by S.O. 896(E), dated 18-9-2018 (w.e.f. 2-10-2018).

Auto Check	
Comments 	
Choose File No file chosen	
Once you have submitted the name reservation request it will then be checked and, if found feasible, approved by the Central Registration Centre (CRC). You will receive an email from the CRC advising the outcome of the name reservation request.	

FiLLiP

FiLLiP	
 सत्यमेव जयते	(Form for incorporation of Limited Liability Partnership)
[Pursuant to rule 8 and rule 11 and rule 18 of Limited Liability Partnership Rules, 2009]	

Note - All fields marked in * are to be mandatorily filled.

Part A: Incorporation document

*Whether name is already approved by Registrar of Companies O Yes O No

1. Service Request Number (SRN) of RUN-LLP
2. *(a) New Incorporation / Conversion
 (b) CIN
3. *Address of registered office of the LLP

*Line I			
Line II			
*City		*District	
*State		*PIN Code	
*Country		ISO country code	
Phone		Fax	
- *e-mail ID
4. Name of the office of Registrar in which the proposed LLP is to be registered
5. Business activities to be carried out by the LLP on incorporation

(Note: In case business activities consists of banking, insurance, venture capital, mutual fund, stock exchange, asset management, architect, architecture, merchant banking, securitization and reconstruction, chit fund and non banking financial activities, a copy of the in-principle approval of the regulatory authority should be attached)

6. *Based on business activities, main division of industrial activity of the LLP as per NIC-2004

Description of main division of industrial activity

7. (a) *Total number of designated partners and partners of the LLP

	Having valid DIN/DPIN	Not having valid DIN/DPIN
Total number of Designated Partners (individual + nominees of bodies corporate)		
Number of individual designated partners		
Number of designated partners who are nominees of bodies corporate		
Total number of Partners (individual + body corporate)		
Number of individual partners		
Number of bodies corporate partners		

(b) Particulars of individual designated partners

*Designated partner identification number (DIN/DPIN)		Pre-Fill
*Name		
*Gender		*Date of Birth *Nationality
*Whether resident of India	O Yes O No	
*Occupation		
*email ID		
In case of company seeking conversion		
(i) Number of shares held		
(ii) Paid up value of shares held (in Rs)		
*Form of contribution		
*Monetary value of contribution (in Rs.)		
(in words)		
*Number of LLP(s) in which he/she is a partner		
*Number of company(s) in which he/she is a director		

*First Name	
Middle Name	
*Surname	
*Father's first name	

Father's middle name
 *Father's surname
 *Gender *Date of Birth *Nationality
 *Place of Birth
 *Whether citizen of India O Yes O No *Whether resident in India O Yes O No
 *Occupation type O Self Employed O Professional O Homemaker O Student O Serviceman
 *Area of Occupation
 If 'Others' selected, please specify
 *Educational Qualification
 * ☐ PAN ☐ Passport number
 *email ID
 Permanent Address
 *Line I
 Line II
 *City
 *State/ Union Territory *Pin code
 *ISO Country code Country
 *Phone (with STD/ISD code) -
 *Whether present residential address same as permanent residential address O Yes O No
 Present address
 *Line I
 Line II
 *City
 *State/ Union Territory *Pin code
 *ISO Country code Country
 *Phone (with STD/ISD code)
 *Duration of stay at present address Years Months
 If Duration of stay at present address is less than one year then address of previous residence
 *Proof of identity *Residential Proof
 Voter's identity card number
 Driving license number
 Aadhaar Number
 Submit the proof of identity and proof of address under attachments.
 In case of company seeking conversion
 (i) Number of shares held (ii) Paid up value of shares held (in Rs)
 *Form of contribution
 *Monetary value of contribution (in Rs.)
 (in words)
 *Number of LLP(s) in which he/ she is a partner
 *Number of company(s) in which he/ she is a director

(c) Particulars of bodies corporate and their nominees as designated partners

*Type of body corporate		
* Corporate identity number(CIN) or foreign company registration number(FCRN) or Limited liability partnership identification number(LLPIN) or Foreign limited liability partnership identification number(FLLPIN) any other registration number		Pre-Fill
*Name of the body corporate		
Registered office address or Principal place of business in India or Principal place of business outside In		
*Line I		
Line II		
*City		
*State/ Union Territory		*Pin code
*ISO Country code		
Country		
*Phone (with STD/ISD code)	-	
Fax		
*email id		
In case of company seeking conversion		
(i) Number of shares held		(ii) Paid up value of shares held (in Rs)
*Form of contribution		
*Monetary value of contribution (in Rs.) (in words)		
*Number of LLP(s) in which he/ she is a partner		
*Number of company(s) in which he/ she is a director		
Name and particulars of the person signing on behalf of the body corporate as nominee		
*Designated partner identification number (DIN/DPIN)		
*Name		
*Gender		*Date of Birth *Nationality
*Whether resident of India	O Yes O No	
*Occupation		
*email ID		
*Designation & Authority in body corporate		

*Type of body corporate		
* Corporate identity number(CIN) or foreign company registration number(FCRN) or Limited liability partnership identification number(LLPIN) or Foreign limited liability partnership identification number(FLLPIN) any other registration number		Pre-Fill
*Name of the body corporate		

Registered office address or Principal place of business in India or Principal place of business outside India			
*Line I			
Line II			
*City			
*State/ Union Territory		*Pin code	
*ISO Country code			
Country			
*Phone (with STD/ISD code)		-	
Fax			
*email id			
In case of company seeking conversion			
(i) Number of shares held		(ii) Paid up value of shares held (in Rs)	
*Form of contribution			
*Monetary value of contribution (in Rs.)			
	(in words)		
*Number of LLP(s) in which he/ she is a partner			
*Number of company(s) in which he/ she is a director			
Name and particulars of the person signing on behalf of the body corporate as nominee			
*First Name			
Middle Name			
*Surname			
*Father's first name			
Father's middle name			
*Father's surname			
*Gender		*Date of Birth	
		*Nationality	
*Place of Birth			
*Whether citizen of India	☐ Yes ☐ No	*Whether resident in India	☐ Yes ☐ No
*Occupation type	☐ Self Employed ☐ Professional ☐ Homemaker ☐ Student ☐ Serviceman		
*Area of Occupation			
If 'Others' selected, please specify			
*Educational Qualification			
* ☐ PAN ☐ Passport number		Verify Details	
*email ID			
Permanent Address			
*Line I			
Line II			
*City			
* State/ Union Territory		*Pin code	
*ISO Country code		Country	

*Phone (with STD/ISD code), -

*Whether present residential address same as permanent residential address ☐ Yes ☐ No

Present address

*Line I

Line II

*City

*State/ Union Territory *Pin code

*ISO Country code, Country

*Phone (with STD/ISD code

*Duration of stay at present address Years Months

If Duration of stay at present address is less than one year then address of previous residence

*Proof of identity *Residential Proof

Voter's identity card number

Driving license number

Aadhaar Number

Submit the proof of identity and proof of address under attachments.

(d) Particulars of individual partner(s)

*O Income tax permanent account number

(Income-tax PAN) or O Passport number or O DIN/ DPIN

*Name of partner

*Father's Name

*Nationality

*Whether resident of India

*Date of Birth (DD/MM/YYYY)

*Occupation

* Permanent Residential Address

*Line I

Line II

*City *District

*State *Pin code

*Country ISO Country code

*Whether present residential address is same as the permanent residential address ☐ Yes ☐ No

*If no, present residential address:

*Line I

Line II

*City *District

*State *Pin code

*Country ISO Country code

Phone Fax

Mobile

* e mail ID

In case of company seeking conversion

(i) Number of shares held (ii) Paid up value of shares held (in)

*Form of contribution

*Monetary value of contribution (in Rs.)

(in words).

*Number of LLP(s) in which he/ she is a partner(m)

*Number of company(s) in which he/ she is a director

(e) Particulars of bodies corporate as partner(s)

*Type of body corporate

* CIN or FCRN or LLPIN or FLLPIN or any other identification number **Pre-Fill**

*Name of body corporate

*Country where Registered

*Full address of the registered office or principal place of business in India

*ISO Country code Phone Fax

*email ID

In case of company seeking conversion

(i) Number of shares held (ii) Paid up value of shares held (in Rs.)

*Form of contribution

*Monetary value of contribution (in Rs.)

(in words).

Name and particulars of the person signing on behalf of the body corporate as nominee

*O Income tax permanent account number **Verify Income Tax PAN/Pre -Fill**

(Income-tax PAN) or O Passport number or O DIN/ DPIN

*Name of Nominee

*Father's Name

*Nationality

*Whether resident of India ☐ Yes ☐ No

*Date of Birth (DD/MM/YYYY)

*Occupation

*Designation & Authority in body corporate

* Permanent Residential Address

*Line I

Line II

*City *District

*State *Pin code

*Country ISO Country code

*Whether present residential address is same as the permanent residential address ☐ Yes ☐ No

*If no, present residential address:

*Line I

Line II

*City *District

*State *Pin code

*Country ISO Country code

Phone Fax

Mobile

* e mail ID

8. *Particulars of the proposed or approved name

Proposed or approved name	
Significance of abbreviated or coined word in the proposed name	
State the name of the vernacular language(s) if used in the proposed name and meaning thereof	

9. (a) Whether the proposed name is based on a trademark registered or is subject matter of an application pending for registration under the Trade Marks Act ☐ Yes ☐ No

(b)*If yes, furnish particulars of trade mark or application

10. *Total monetary value of contribution by partners in the LLP

(in Rs.) (in figures)

(in words)

11. *Whether addendum to FiLLiP is required to be filed (refer instruction kit for details) ☐ Yes ☐ No

12. We, the several partners whose names are subscribed below, are desirous of being formed into a LLP for carrying on a lawful business with a view to earn profit and have entered or agreed to enter into a LLP agreement in writing.

We respectively agree to contribute money or other property or other benefit or to perform services for the LLP in accordance with the LLP agreement, the particulars of which are stated against our respective names.

We hereby give our consent to become a partner/ designated partner/ nominee/ nominee & designated partner of the LLP pursuant to section 7(4) / 25(3)(c) of the Limited Liability Partnership Act, 2008.

(Attach details in respect of names of partners/ nominees/ witnesses and their signatures in the below format as Subscribers' sheet attachment)

Name of each partner/ designated partner/ nominee/ nominee & designated partner	Designation (Designated Partner /Partner/ nominee/nominee & designated partner)	Signature of partner/ designated partner/nominee & designated partner	Name, address and profession (along with professional membership number) of witness	Signature of witness

Note: Attach the details of company(s)/ LLP(s) in which partner/ designated partner is a director/ partner, as the case may be in the below format as an attachment

S.No.	CIN/ LLPIN	Name of Company/ LLP

Attachments

List of attachment

1. Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body

corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body corporate also on a letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf.

Attach

2. *Proof of address of registered office of LLP.

Attach

3. *Subscribers' sheet including consent.

Attach

4. In principle approval of regulatory authority, if required.

Attach

5. Detail of LLP(s) and/or company(s) in which partner/designated partner is a director/partner.

Attach

6. Approval of the owner of the trademark or the applicant of such application for registration of Trademark;

Attach

7. Copy of approval in case the proposed name contains any word(s) or expression(s) which requires approval from central government;

Attach

8. Copy of approval from the competent authority in case of collaboration and connection with the foreign country or place

Attach

9. Proof of identity and address of Applicant I

Attach

10. Proof of identity and address of Applicant II

Attach

11. Copy of Board resolution of the existing company or consent of existing LLP as a proof of no objection

Attach

12. Optional attachment(s) - if any

Attach

Remove Attachment

Verification:

*To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete. I further confirm that the proposed name is not undesirable, identical or too nearly resembles to that of any other partnership firm or limited liability partnership or body corporate or a registered trade mark or a trade mark which is subject of an application for registration of any other person under the Trade Marks Act, 1999.

Part B: Statement**Statement by a person who subscribed his name to the Incorporation document**

I, the designated partner of the LLP do state that

- (i) I am a person named in the incorporation document as a designated partner/partner of the limited liability partnership;
- (ii) the designated partner(s)/partner(s) have given their prior consent to act as designated partner(s)/partner(s);
- (iii) all the requirements of the Limited Liability Partnership Act, 2008 and the rules made thereunder in respect of Designated Partner Identification Number (DPIN), registration of the LLP and matters precedent or incidental thereto have been complied with;
- (iv) I make this statement conscientiously believing the same to be true.

DSC

To be digitally signed
by a designated partner

*DIN/DPIN/PAN of the designated partner

Statement by an Advocate/ Company Secretary/ Chartered Accountant/ Cost Accountant in practice

I

O Son O Daughter of

do state that

- (i) I am
 - ☐ Advocate
 - ☐ Cost Accountant in whole time practice
 - ☐ Chartered Accountant in whole time practice
 - ☐ Company Secretary in whole time practice

engaged in the formation of the limited liability partnership and my membership number or certificate of practice number with

(name of regulatory body) is

certificate of practice number in case of company secretary/ membership number in all other cases)

- (ii) all the requirements of the Limited Liability Partnership Act, 2008 and the rules made thereunder have been complied with, in respect of incorporation and matters precedent and incidental thereto;
- (iii) I make this statement conscientiously believing the same to be true

*Whether associate or fellow O Associate O Fellow

DSC BOX

Modify

Check Form

Prescrutiny

For office use only:

E form Service request number (SRN) e Form filing date DD/MM/YYYY

Digital signature of the Authorizing officer

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Date of signing

(DD/MM/YYYY)]

LLP FORM No. 3

[Pursuant Rule 21(1) & (2) of Limited Liability Partnership Rules, 2009]

Information with regard to Limited Liability Partnership Agreement and changes, if any, made therein*Note.*—All fields marked in * are to be mandatorily filled.

1. Form filed for ☐ Filing information with regard to initial LLP Agreement
☐ Filing information with regard to changes in LLP Agreement

2. Limited Liability Partnership Identification Number (LLPIN)
3. Name of the Limited Liability Partnership (LLP)
- 4 (a) Address of registered office of the LLP
- (b) e-mail ID

Part A — For filing information with regard to initial LLP Agreement

5. (i) *Place at which the initial Agreement is made
- (ii) *Date of Agreement (DD/MM/YYYY)
- (iii) Date of Ratification, in case initial Agreement was made prior to incorporation
6. Business activities to be carried on by LLP on incorporation
7. *Obligation to contribute
- (i) Total number of partners as on the date of filing the Form
- (ii) Details of each partner to contribute money or property or other benefit or to perform services and their profit sharing ratio

²⁶ [1]	2	3	4	5	6	7	8
Sl. No.	DPIN/ Income tax/PAN/ Passport number	Name of Partner	Name of Nominee in case of body corporate	Designation (Partner/ Designated Partner)	Form of Contribution	Monetary value of Contribution	% of profit sharing]

- (iii) Total Monetary value of partner's contribution in the LLP (in ₹) (in figures)

- (iv) Service Request Number (SRN) of details updated through the screen (if applicable)

8. *Mutual Rights and Duties of Partners

9. *Restrictions, if any, on the partners' authority

10. *Maintenance and Administration of LLP

- (i) Acts, matters or things, if any, which can be done only with the consent of all the partners/ consent of requisite number or percentage of partners

- (ii) Procedure for calling, holding and conducting meetings (where the decisions are to be made at meetings of partners.)

11. *Details of indemnity clause, if any

12. *Details of agreement relating to

- (a) admission of a new partner

- (b) retirement of a partner

- (c) cessation of a partner

- (d) expulsion of a partner

- (e) registration of a partner

13. *Clause relating to resolution of disputes

- (a) between the partners

- (b) between the partner and the LLP

14. Information relating to duration of LLP, if any

15. *Information relating to voluntary winding up

16. *Information of clauses in the agreement:

- (a) relating to Rule 16(2)

- (b) relating to Rule 17(1)

- (c) relating to Rule 20(1)

- (d) relating to Rule 24(18)

- (a)

17. Any other information of clause relating to the LLP Agreement not covered above

PART B: For filing information with regard to changes (addition, omission or alteration) in the LLP Agreement

18. *Date of modification of the agreement (DD/MM/YYYY)

19. *Whether change in agreement is on account of
- ☐ Change in business activities
 - ☐ Change in partner(s)
 - ☐ Change in partner's contribution and % of profit sharing
 - ☐ Change in details pertaining to each field at Serial Number 8 to 17

20(a). Description of business activities, after change

(b) Based on new/changed business activities, enter main division

of industrial activity of the
LLP as per NIC-2004

(c) Description of main division of industrial activity

21(a). Details of each partner's obligation to contribute money or property or the benefit or to perform services and their profit sharing ratio, after change in LLP agreement

Total number of
existing
designated
partners and
partners

Pre-Fill

Total number
of designated
partners and
partners
appointed

1	2	3	4	5	6	7	8
²⁷ [Type of change]	DPIN/ Income tax/ PAN/ Passport number	Name of Partner	Name of Nominee in case of body corporate	Designation (Partner/ Designated Partner)	Form of Contribution	Monetary value of Contribution	% of profit sharing]
O Deletion O change O no change				O DP O P			

(b) Details of designated partners and partners appointed

Pre-Fill All

1	2	3	4	5	6	7
²⁸ [Type of change]	DPIN/ Income tax/PAN/ Passport number	Name of Partner	Name of Nominee in case of body corporate	Form of Contribution	Monetary value of Contribution	% of profit sharing]
O DP O P						

Note.—In designation column, specify 'DP' in case of designated partner or 'P' in case of partner.

(c) SRN of details updated through the screen (if applicable)

27. Subs. by G.S.R. 593(E), dated 10-6-2016 (w.e.f. 10-6-2016).

28. Subs. by G.S.R. 593(E), dated 10-6-2016 (w.e.f. 10-6-2016).

(d) Total monetary value of contribution, after changes (in ₹) (in figures)

(i) Existing	
(ii) Addition	
(iii) Reduction	
(iv) Total (i+ii+iii)	
(v) Total (in words)	

22. Change in details pertaining to each field at Serial Numbers 8 to 17 separately

Attachments

1. Initial LLP Agreement
2. Supplementary/amended LLP agreement containing changes
3. Optional attachment(s) — if any

List of attachments

Statement

I, the designated partner of the LLP do state that

- (i) I am a person name in the Incorporation Document as a designated partner/I am a designated partner of the LLP;
- (ii) the particulars given above are in accordance with the initial LLP agreement/subsequent agreement relating to change in the LLP agreement;
- (iii) the original copy of LLP Agreement will be produced whenever called for;
- (iv) in case of change in contribution, the fees payable to Registrar has been/being paid;
- (v) I make this statement conscientiously believing the same to be true;
- (vi) I am authorised to sign this form.

To be digitally signed

by a designated partner

*DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

O Chartered Accountant (in whole-time practice) or
O Company Secretary (in whole time practice)

O Cost Accountant (in whole time practice)
or

*Whether associate or fellow O Associate

O Fellow

*Membership number or certificate of practice number

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Date of signing

(DD/MM/YYYY)

LLP FORM No. 4**[Pursuant to Rule 8, 10(8), 22(2) and 23(3) of Limited Liability Partnership Rules, 2009]****Notice of appointment, cessation, change in name/address/designation of a designated partner or partner and consent to become a partner/designated partner***Note.*—All fields marked in * are to be mandatorily filled.

Notice of appointment, cessation, change in name/address/designation of a designated partner or partner

1. *Limited Liability Partnership Identification Number (LLPIN)

Pre-Fill

2.(a) Name of the Limited Liability Partnership (LLP)

(b) Address of registered office of the LLP

(c) *e-mail ID

3(a). *Total number of designated partners' for whom this form (including addendum) is required to be filed

(b). *Total number of partners' for whom this form (including addendum) is required to be filed

(Refer instruction kit for details on filing the addendum form)

4. *Number of individual designated partner(s) for which this form is being filed

I. (a) *The form is being filed for ☐ Appointment ☐ Cessation ☐ Change in designation ☐ Change in name ☐ Change in address

(b) *Date of Event (DD/MM/YYYY)

(c) Changed designation (Category) (refer instruction kit for details)

(d) *In case of change in designation to Designated Partner, DPIN/Income-tax PAN/Passport number or partner

(e) *Designated Partner Identification Number (DPIN)

Pre-Fill

(f) Name

(g) Father's name

(h) (i) Permanent residential address

(ii) Present residential address

(i) Nationality

(j) Whether resident of India ☐ Yes ☐ No | (k) Date of Birth (DD/MM/YYYY)

(l) Occupation

(m) *Number of LLP(s) in which he/she is a partner

(n) *Number of company(s) in which he/she is a director

5. *Number of bodies corporate and their nominees as designated partners for which this form is being filed

I. (a) *The form is being filed for ☐ Appointment ☐ Change in nominee
☐ Change in designation ☐ Cessation
☐ Change in address of body corporate
☐ Change in name of body corporate
☐ Change in name of nominee
☐ Change in address of nominee

(b) *Date of Event (DD/MM/YYYY)

(c) *Type of body corporate

(d) *Corporate Identity Number (CIN) or
Foreign Company Registration Number (FCRN)
or Limited Liability Partnership Identification
Number (LLPIN) or Foreign Limited Liability
Partnership Identification Number (FLLPIN) or
any other identification number

(e) *Name of body corporate

(f) *Country where registered

(g) *Full address of the
registered office or principal
place of business in India
ISO country code Phone Fax
*e-mail ID

(h) Previous name, address of
the body corporate

(i) Name and particulars of the person signing on behalf of the body corporate as nominee

(i) *DPIN

(ii) Name

(iii) Father's Name

(iv)(a) Permanent
residential address

(b) Present residential
address

(v) Nationality

(vi) Whether resident of India ☐ Yes ☐ No

(vii) *Date of Birth (DD/MM/YYYY)

(viii) *Occupation

(ix) *Designation & Authority in body corporate

(x) Changed designation (refer instruction kit for details)
(Category)

(xi) DPIN/PAN/Passport Number of the previous nominee

(xii) Name of the previous nominee

6. *Number of individual partner(s) for which this form is being filed

I.

- (a) *The form is being filed for
- ☐ Appointment ☐ Cessation
- ☐ Change in name of partner
- ☐ Change in designation ☐ Change in address

(b) *Date of Event (DD/MM/YYYY)

(c) *O Income tax permanent account

number (Income tax PAN)

or

O Passport number or O DPIN

Verify Income tax PAN/Pre-Fill

(d) *Name of partner

(e) *Father's Name

(f) *Permanent Residential Address

Line I

Line II

*City

*District

*State

Pin code

ISO country code

*Country

(g) *Whether present residential address is same as the permanent residential address ☐ Yes ☐ No

(h) If no, present residential address:

Line I

Line II

*City

*District

*State

Pin code

*Country

ISO country code

Phone

Fax

Mobile

*e-mail ID

(i) Previous name/previous address

(j) *Whether resident in India ☐ Yes ☐ No

(k) *Nationality

(l) *Date of Birth (DD/MM/YYYY)

(m) *Occupation

(n) Changed designation (Category) (refer instruction kit for details)

(o) *Number of LLP(s) in which he/she is a partner

(p) *Number of company(s) in which he/she is a director

7. *Number of bodies corporate as partners and their nominees for which this form is being filed

I. (a) *The form is being filed for

☐ Appointment☐ Cessation☐ Change in nominee☐ Change in designation☐ Change in address of body corporate☐ Change in name of nominee☐ Change in name of body corporate☐ Change in address of nominee

(b) *Date of Event

(DD/MM/YYYY)

(c) *Type of body corporate

(d) *CIN or FCRN or LLPIN or FLLPIN

or any other identification number

Pre-Fill

(e) *Name of the body corporate

(f) *Country where registered

(g) *Full address of the registered office

ISO country code

Phone

Fax

*e-mail ID

(h) Previous name, address of the body corporate

(i) Name and particulars of the person signing on behalf of the body corporate as nominee

(i) *O Income tax PAN or

O Passport number or O DPIN

Verify Income tax PAN/Pre-Fill

(ii) ²⁹[Name of nominee]

(iii) *Father's Name

(iv) *Permanent Residential Address

Line I

Line II

*City

*District

*State

Pin code

ISO country code

*Country

(v) *Whether present residential address is same as the permanent residential address

☐ Yes ☐ No

If no, present residential address:

*Line I

29. Subs. for "*Name of partner" by G.S.R. 593(E), dated 10-6-2016 (w.e.f. 10-6-2016).

Line II			
*City		*District	
*State		Pin code	
*Country			
ISO country code		Phone	Fax
Mobile			
*e-mail ID			
(vii) Previous name/			
Previous address			
(viii) *Whether resident in India	☐ Yes ☐ No	(ix) Nationality	
(x) *Date of Birth		(DD/MM/YYYY)	
(xi) *Occupation			
(xii) *Designation & Authority in body corporate			
(xiii) Changed designation (Category)		(refer instruction kit for details)	
(xiv) Income tax PAN/Passport number/DPIN of the previous nominee			
(xv) Name of the previous nominee			

8. *Whether addendum to e-Form 4 is required to be filed (refer instruction kit for details) ☐ Yes ☐ No

Note.— Attach the consent to become a partner/designated partner in the following format as an attachment:

We, the several partners whose names are subscribed below, hereby give our consent to become a partner/designated partner/nominee/nominee & designated partner of the LLP pursuant to Section 7(4)/25(3)(c) of the Limited Liability Partnership Act, 2008.

We respectively agree to contribute money or other property or other benefit or to perform services for the LLP in accordance with the LLP agreement, the particulars of which are stated against our respective names.

Name of each partner/ designated partner/ nominee/ nominee and designated partner	Designation (Designated Partner/Partner/ nominee/ nominee and designated partner)	Name of the body corporate in case of nominee of body corporate	Date of passing resolution for appointment of nominee	Signature of partner/nominee

Note.— Attach the details of company(s)/LLP(s) in which partner/designated partner is a director/partner, as the case may be in the below format as an attachment

Sl. No.	CIN/LLPIN	Name of Company/LLP

Attachment

1. Consent to act as partner/designated partner
2. Evidence of cessation
3. Affidavit or any other proof of change of name
4. Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/authorisation of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf
5. Detail of LLP(s) and/or company(s) in which partner/designated partner is a partner/director
6. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

Attach

Attach

List of attachment

Remove attachment

Statement

- ☐ *To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.
- ☐ *I, being a designated partner of the LLP, am authorised to sign and submit this form.

To be digitally signed by a designated partner

*DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of _____ and found them to be true and correct, I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole time practice) or ☐ Cost accountant (in whole time practice) or ☐ Company secretary (in whole time practice)

*Whether associate or fellow

☐ Associate☐ Fellow

*Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filling LLP.

OR

For office use only:

e-Form Service Request Number (SRN) _____ e-Form filing date _____ (DD/MM/YYYY)

Digital signature of the authorising officer

This e-Form is hereby registered

Conform Submission

Date of signing

(DD/MM/YYYY)

Addendum to LLP FORM 4

Notice of appointment, cessation, change in particulars of a partners

Note.—All fields marked in * are to be mandatorily filled

Notice of appointment, cessation, change in name/address/designation of a designated partner or partner

30[***]

31[1(a).

*Limited Liability Partnership Identification Number (LLPIN)

Pre-Fill

(b) Name of the Limited Liability Partnership (LLP)

2. *Number of individual designated partner(s) for which this form is being filed

- I. (a) *The form is being filed for ☐ Appointment ☐ Cessation
☐ Change in designation
☐ Change in name ☐ Change in address
- (b) *Date of Event (DD/MM/YYYY)
- (c) Changed designation (Category) (refer instruction kit for details)
- (d) *In case of change in designation to Designated Partner,
 DPIN/Income tax PAN/Passport Number of partner
- (e) *Designated Partner Identification Number (DPIN) Pre-Fill
- (f) Name
- (g) Father's Name
- (h) Permanent residential address
- (i) address
- (ii) Present residential address
- (i) Nationality
- (j) Whether resident in India ☐ Yes ☐ No
- (k) Date of Birth (DD/MM/YYYY)
- (l) *Occupation
- (m) *Number of LLP(s) in which he/she is a partner
- (n) *Number of company(s) in which he/she is a director

3. *Number of bodies corporate and their nominees as designated partners for which this form is being filed

- I. (a) *The form is being filed for ☐ Appointment ☐ Change in nominee
☐ Change in designation
☐ Cessation ☐ Change in address of body corporate
☐ Change in name of body corporate
☐ Change in name of nominee
☐ Change in address of nominee
- (b) *Date of Event (DD/MM/YYYY)
- (c) *Type of body corporate
- (d) *Corporate Identity Number (CIN) or Foreign
 Company Registration Number (FCRN) or

30. Omitted by G.S.R. 786(E), dated 15-10-2015 (w.e.f. 19-10-2015).

31. Entries 1 to 7 renumbered by G.S.R. 786(E), dated 15-10-2015 (w.e.f. 19-10-2015).

Limited liability partnership identification number (LLPIN) or Foreign limited liability partnership identification number (FLLPIN) or any other identification number			Pre-Fill
(e)	*Name of body corporate		
(f)	*Country where registered		
(g)	*Full address of the registered office or principal place of business in India		
	ISO country code		Phone Fax
	e-mail ID		
(h)	Previous name, address of the body corporate		
(i)	Name and particulars of the person signing on behalf of the body corporate as nominee		
	(i) *DPIN		Pre-Fill
	(ii) Name		
	(iii) Father's Name		
	(iv) Permanent residential address		
	(b) Present residential address		
	(v) Nationality		
	(vi) Whether resident of India	O Yes O No	
	(vii) Date of Birth		(DD/MM/YYYY)
	(viii) *Occupation		
	(ix) *Designation & Authority in body corporate		
	(x) Changed designation (Category)		(refer instruction kit for details)
	(xi) DPIN/PAN/Passport Number of the previous nominee		
	(xii) Name of the Previous nominee		

4. *Number of individual partner(s) for which this form is being filed

- I. (a) *The form is being filed for
- ☐ Appointment ☐ Cessation
- ☐ Change in name of partner
- ☐ Change in designation ☐ Change in address
- (b) *Date of Event (DD/MM/YYYY)

(c) *O Income tax permanent account number
(Income tax PAN) or O Passport number
or O DPIN

(d) *Name of partner

(e) *Father's Name

(f) *Permanent Residential Address
Line I
Line II
*City *District
State Pin code ISO country code
*Country

(g) *Whether present residential address is same as the permanent residential address
☐ Yes ☐ No

(h) If no, present residential address:
Line I
Line II
*City *District
*State *Pin Code
*Country
ISO country code Phone Fax
Mobile
*e-mail ID

(i) Previous name/Previous address

(j) *Whether resident in India ☐ Yes ☐ No

(k) *Nationality

(l) *Date of Birth (DD/MM/YYYY)

(m) *Occupation

(n) Changed designation (Category) (refer instruction kit for details)

(o) *Number of LLP(s) in which he/she is a partner

(p) *Number of company(s) in which he/she is a director

5. *Number of bodies corporate as partners and their nominees for which this form is being filed

I.

(a)	*The form is being filed for	☐ Appointment ☐ Cessation ☐ Change in nominee ☐ Change in designation ☐ Change in address of body corporate ☐ Change in name of nominee ☐ Change in name of body corporate ☐ Change in address of nominee
(b)	*Date of Event	(DD/MM/YYYY)
(c)	*Type of body corporate	
(d)	*CIN or FCRN or LLPIN or FLLPIN or any other identification number	Pre-Fill
(e)	*Name of body corporate	
(f)	*Country where registered	
(g)	*Full address of the registered office	
	ISO country code	Phone Fax
	*e-mail ID	
(h)	Previous name, address of the body corporate	
(i)	Name and particulars of the person signing on behalf of the body corporate as nominee	
(i)	*(Income tax PAN) or O Passport number or O DPIN	Verify Income tax PAN/Pre-Fill
(ii)	³² [Name of nominee]	
(iii)	*Father's Name	
(iv)	*Permanent Residential Address	
	Line I	
	Line II	
	*City	*District
	State	Pin code ISO country code
	*Country	
(v)	*Whether present residential address is same as the permanent residential address ☐ Yes ☐ No	
(vi)	If no, present residential address:	
	Line I	

Line II			
*City		*District	
*State		*Pin Code	
*Country			
ISO country code		Phone	Fax
Mobile			
*e-mail ID			
(vii) Previous name/Previous address			
(viii) *Whether resident in India	☐ Yes ☐ No		
(ix) *Nationality			
(x) *Date of Birth	(DD/MM/YYYY)		
(xi) *Occupation			
(xii) *Designation & Authority in body corporate			
(xiii) Changed designation (Category)	(refer instruction kit for details)		
(xiv) Income tax PAN/passport number/DPIN of the previous nominee			
(xv) Name of the previous nominee			

6.] *Whether another addendum to e-Form 4 is required to be filed (refer instruction kit for details) ☐ Yes ☐ No

Note.— Attach the consent to become a partner/designated partner in the following format as an attachment:

We, the several partners whose names are subscribed below, hereby give our consent to become a partner/designated partner/nominee/nominee & designated partner of the LLP pursuant to Section 7(4)/25(3)(c) of the Limited Liability Partnership Act, 2008.

We respectively agree to contribute money or other property or other benefit or to perform services for the LLP in accordance with the LLP agreement, the particulars of which are stated against our respective names.

Name of each partner/ designated partner/ nominee/ nominee and designated partner	Designation (Designated Partner/Partner/ nominee/ nominee and designated partner)	Name of the body corporate in case of nominee of body corporate	Date of passing resolution for appointment of nominee	Signature of partner/nominee

Note.— Attach the details of company(s)/LLP(s) in which partner/designated partner is a director/partner, as the case may be in the below format as an attachment

Sl. No.	CIN/LLPIN	Name of Company/LLP

Attachments

1. Consent to act as partner/designated partner
2. Evidence of cessation
3. Affidavit or any other proof of change of name
4. Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/authorisation of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf
5. Detail of LLP(s) and/or company(s) in which partner/designated partner is a partner/director
6. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

Attach

Attach

List of attachments

Remove attachment

Statement

- ☐ *To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.
- ☐ *I, being a designated partner of the LLP, am authorised to sign and submit this form.

To be digitally signed by a designated partner

*DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole time practice) or ☐ Cost accountant (in whole time practice) or
☐ Company secretary (in whole time practice)

*Whether associate or fellow ☐ Associate ☐ Fellow

*Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP.

OR

For office use only:

e-Form Service Request Number (SRN)

e-Form filing date (DD/MM/YYYY)

Digital signature of the authorising officer

This e-Form is hereby registered

Confirm submission

Date of signing (DD/MM/YYYY)**33 [LLP FORM NO. 5]**

[Pursuant to Rule 20(2) of Limited Liability Partnership Rules, 2009]

**Notice for change of name****Note - All fields marked in * are to be mandatorily filled.**1. *Limited Liability Partnership Identification number (LLPIN) **Pre-Fill**2.(a). Name of the Limited Liability Partnership (LLP) (b) Address of the registered office of the LLP (c) *e-mail ID of the company 3. *Service Request Number (SRN) of RUN-LLP **Pre-Fill**4. New name of LLP after change

5. Whether change in name is due to change in business of the LLP O Yes O No

If yes, mention new/changed business of LLP If no, give other reasons for change of name

6. Whether change in name is

- ☐ based on the procedure laid down in the LLP agreement
- ☐ with consent of partners
- ☐ based on the direction from Central Government

7. SRN of Form 3 (in case change of name is due to change in business of LLP) 8. *Date on which consent of partner(s) was taken under sub-rule(1) of Rule 20 (DD/MM/YYYY)**Attachments**

- Copy of the minutes of decision/resolution/consent of partners
- The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any.
- If change is due to a direction received from the Central Government/Registrar, then a copy of such direction.
- Optional attachment —if any

Attach**Attach****Attach****Attach****List of attachments**

Remove attachment

Statement

- ☐ *To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.
- ☐ *I, being a designated partner of the LLP, am authorised to sign and submit this form.

To be digitally signed by a
designated partner

DSC BOX

*DIN/DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars (including attachment(s)) from the books and records of

and found them to be true and correct. I further certify that all the required attachment(s) have been completely attached to this form.

☐ Chartered accountant in whole-time practice ☐ Cost accountant in whole-time practice

☐ Company secretary in whole-time practice

*Whether associate or fellow ☐ Associate ☐ Fellow

DSC BOX

*Membership number or Certificate of practice number

Modify

Check Form

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For office use only:

E form Service request number (SRN) e Form filing date DD/MM/YYYY

Digital signature of the

Authorizing officer

This e-Form is hereby approved

DSC BOX

Confirm Submission

This e-Form is hereby rejected

DSC BOX

Date of signing

(DD/MM/YYYY).]

FORM 6
[See Rule 22(1)]

*Intimation of particulars of name and
address of a partner/change in such
particulars by a partner to the LLP*

Note.—All fields marked in *are to be mandatorily filled

- *This form is being filed for intimating to the LLP ☐ Particulars ☐ Change in particulars
- Type of partner: ☐ Individual ☐ Body Corporate

PART A

- In case of partner is an individual

(i) Applicant's name

(ii) ☐ Father's ☐ Husband's Name

(iii) *Whether citizen of India ☐ Yes ☐ No

(iv) Nationality

(v) *Whether resident in India ☐ Yes ☐ No

(vi) *Date of Birth

(DD/MM/YYYY)

(vii) *Gender ☐ Male ☐ Female

(viii) *Income Tax Permanent Account Number (PAN)

(ix) Voter's identity card number

(x) Passport Number

(xi) Others (Please specify)

***Permanent Residential Address**

*Line 1

Line 2

*City

*State

*Country

Phone

District

*Pin Code

Fax

(with STD Code)

(with STD Code)

Mobile

*E-mail Id

(xiii) *Whether present residential address is same as the permanent residential address: ☐ Yes
☐ No

If no, present residential address

*Line 1

Line 2

*City

*State

*Country

Phone

District

*Pin Code

Fax

(with STD Code)

(with STD Code)

Mobile

*E-mail Id

If already a partner of limited liability partnership (LLP) or director of a company, specify the following. (In case partner or director in more than five LLP(s) and companies each, attach separate sheet as an attachment)

(xiv) (a) *Number of LLPs in which he is a partner

(a) Name:

(b) LLPIN:

(c) Address of the LLP

(b) *Number of companies in which he is a director

(a) Name:

(b) CIN

(c) Address of the company

PART B

4. In case partner is a body corporate

(i) *Type of body corporate

(ii) *Identification Number (Drop Down)

(iii) *Country where registered

(iv) *Full address of registered office

*Line 1			
*Line 2			
*City		District	
*State		*Pin Code	
*Country		*ISO Country Code	
Phone		Fax	
(with STD Code)		(with STD Code)	
Mobile			

If the body corporate is already a partner of limited liability partnership (LLP), specify the following. (In case partner in more than five LLP(s), attach separate sheet as an attachment)

(v) (a) *Number of LLPs in which the body corporate is a partner (a) Name: (b) LLPIN:

(c) Address of the LLP

(vi) *Name and particulars of the person signing on behalf of the body corporate as nominee

(a) *Name (b) *Designation & Authority

(c) *O Father's O Husband's Name

(d) *Nationality (e) *Date of Birth (DD/MM/YYYY)(f) *Occupation (g) *Income Tax Permanent Account Number(PAN) (h) Passport Number (i) *Whether resident in India ☐ Yes ☐ No

(j) *Permanent Residential Address

*Line 1			
*Line 2			
*City		District	
*State		*Pin Code	
*Country		*ISO Country Code	
Phone		Fax	
(with STD Code)		(with STD Code)	
Mobile		*E-mail Id	

(k) *Whether present residential address is same as the permanent residential address:
☐ Yes ☐ No

(l) If no, present residential address

*Line 1			
*Line 2			
*City		District	
*State		*Pin Code	
*Country		*ISO Country Code	
Phone		Fax	
(with STD Code)		(with STD Code)	
Mobile		*E-mail Id	

PART C

5. Intimation of charge in particulars relating to name and/or address of the partner

(i) SRN of Form 10

(ii) Particulars in respect of change of name

Changed Name

(iii) Particulars in respect of change of address

(a) *Permanent Residential Address

*Line 1			
*Line 2			
*City		District	
*State		*Pin Code	
*Country		*ISO Country Code	
Phone		Fax	
(with STD Code)		(with STD Code)	
Mobile		*E-mail Id	

(b) *Whether present residential address is same as the permanent residential address:
☐ Yes ☐ No

(I) If no, present residential address

*Line 1			
*Line 2			
*City		District	
*State		*Pin Code	
*Country		*ISO Country Code	
Phone		Fax	
(with STD Code)		(with STD Code)	
Mobile		*E-mail Id	

The following documents in support of the above are enclosed

--

Statement

	son/daughter of	
--	-----------------	--

declare and verify that the information given in the form and the documents enclosed are correct and complete

Signature of the applicant

Date:

Place:

FORM 7³⁴
[See Rule 10]

*Application for allotment
of Designated Partner
Identification Number*

Note.—All fields marked in *are to be mandatorily filled

1. DIN (if allotted)
2. *Applicant's name (enter full name and do not use abbreviations)
3. *Whether nominee of a body corporate ☐ Yes ☐ No

Affix a latest passport size photograph

If yes, the details of the body corporate

- (i) *Type of body corporate
- (ii) *Identification Number (Drop Down)
- (iii) *Name of body corporate
- (iv) Address of the registered office of the body corporate

*Line 1
 *Line 2
 *City District
 *State *Pin Code
 *Country *ISO Country Code
 Phone Fax

(with STD Code)

(with STD Code)

Mobile *E-mail Id

4. *Whether resident in India ☐ Yes ☐ No
5. *Nationality
6. *Occupation
7. *Date of Birth (DD/MM/YYYY)
8. *Gender
9. *Place of birth
10. * O Father's O Husband's Name
11. *Provide valid number of at least one of the following (refer Column 14 & general guidelines):
 - (i) Income Tax Permanent Account Number (PAN)
 - (ii) Voter's identity card number

34. Form 7 and Form 10 shall stand deleted [Vide G.S.R. 506(E), dated July 5, 2011 (w.e.f. 9-7-2011)].

(iii) Passport Number

(iv) Driving licence number

12. *Permanent Residential Address

*Line 1

*Line 2

*City

*State

*Country

Phone

(with STD Code)

Mobile

District

*Pin Code

*ISO Country Code

Fax

(with STD Code)

*E-mail Id

13. *Whether present residential address is same as the permanent residential address: ☐ Yes ☐ No

(I) If no, present residential address

*Line 1

*Line 2

*City

*State

*Country

Phone

(with STD Code)

Mobile

District

*Pin Code

*ISO Country Code

Fax

(with STD Code)

*E-mail Id

14. *Proof of identity & residence

Proof of identity along with photo and signature
Tick against the document being attached
(details of which given in Column 11)

☐ Passport☐ Election (voter identity) card☐ Driving licence☐ Income Tax PAN card

Proof of residence

Tick against the document being attached
(furnished any of the following)

☐ Passport☐ Election (voter identity) card☐ Ration card☐ Driving licence☐ Electricity bill☐ Telephone bill☐ Bank account statement☐ Others-Please specify

Attachments

1. Proof of Identity
2. Proof of residence
3. Attested Photo & Signatures
4. Optional Attachment

Attach

Attach

Attach

Attach

List of attachments

Remove attachment

Statement

I O Son O Daughter of
 resident of

hereby declare and verify that the information given in this application and the documents attached is correct and complete. I confirm that I do not possess and have not been allotted another Designated Partner Identification Number by the Central Government. I also confirm that no other application submitted by me is pending for allotment of Designated Partner Identification Number

To be digitally signed by Applicant

Date:

Place:

General Guidelines for DPIN Applications**1. Filing of DPIN application**

Every individual or nominee of a body corporate who is intending to be appointed as designated partner of a Limited Liability Partnership shall submit an application electronically to the Central Government for allotment of Designated Partner Identification Number.

2. Attestation/Certification of proof of identity, residence, photograph and signature of the applicant

(i) For making an application, the applicant shall attach

- (a) attested or certified copy of the proof of identity containing self-photograph, date of birth and fathers' name;
- (b) attested or certified copy of the proof of residence;
- (c) attested recent self-photograph pasted on a plain paper and mentioning on that paper his or her name and affixing his or hers two signatures thereon.

(ii) In case the applicant is a foreign national, a copy of the valid passport shall be proof of identity.

(iii) In case the applicant is nominee of a body corporate, a copy of resolution/authorization on the letterhead of the body corporate mentioning the name and address of an individual nominated to act as designated partner on its behalf shall also be attached.

3. Authorities for attestation/certification

(i) (a) Gazetted Officer of the Central or State Government

(b) Notary Public

(c) Company Secretary, Chartered Accountant, Cost & Works Accountant holding a certificate of practice under the Company Secretaries Act, 1980, Chartered Accountants Act, 1949, and the Cost & Works Accountants Act, 1959

(ii) In the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, the documents referred in Para 2 above, shall be duly certified and the provisions of sub-rule (2) of Rule 34 of LLP rules shall apply mutatis mutandis for this purpose. (Copy of sub-rule (2) of Rule 34 is available in the instruction kit)

4. Particulars of the attesting/certifying authority

The attesting authority must indicate the following while attesting the documents:

- (i) Name in full in capitals of the attesting authority,
- (ii) Registration Number, and
- (iii) Name of the ministry/department where the Gazetted Officer is employed,
- (iv) Seal/Stamp

5. Language of proofs for identity and residence

In case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English shall be attached

6. Father's Name

In case the proof of identity does not indicate the father's name then additional proof of father's name duly certified/attested, should be attached

7. Proof of residence

In case the addresses given in Columns 12 & 13 are different, then please attach proof of residence for both the addresses. Further, in case proof of identity attached matches with the addresses given in Columns 12 & 13, then separate proof of residence need not be attached

For office use only

e-Form Service Request Number (SRN):

e-Form Filing Date:

Designated Partner's Identification Number (DPIN):

☐ This e-Form is hereby approved☐ This e-form is hereby rejected

Digital Signature of the authorizing officer

Submit to BO

Date of signing:

³⁵[LLP FORM No. 8

[Pursuant to Rule 24 of Limited Liability Partnership Rules, 2009]

Statement of Account & Solvency

Note.—All fields marked in * are to be mandatorily filled.

*Annual or Interim ☐ Annual ☐ Interim

*Statement of Account and Solvency as at 31st March/

*Limited Liability Partnership Identification Number (LLPIN)/Foreign Limited Liability Partnership Identification Number (FLLPIN)

Pre-Fill

Name of Limited Liability Partnership (LLP)/Foreign Limited Liability Partnership (FLLP)

Address of registered office of the LLP or principal place of business in India of the FLLP

*e-mail ID

Total monetary value of obligation of contribution as on above date (in ₹)

Part A: Statement of Solvency

- * ☐ We being the designated partners or authorised representatives of

do solemnly affirm and sincerely declare that we have made a full inquiry into the affairs of this Limited Liability Partnership/Foreign Limited Liability Partnership, and that, having done so, have formed the opinion that the LLP/FLLP, O is O is not able to pay its debts in full as they become due in the normal course of business.

- * ☐ We append a Statement of the Assets and Liabilities as at (DD/MM/YYYY) and Income and Expenditure for the period ended on (DD/MM/YYYY) being the latest practicable date before the making of this declaration.
- * ☐ We have already filed a statement indicating creation of charges or modification or satisfaction thereof till the present financial year.
- * ☐ We declare that the turnover O does not exceed O exceed 40 lakh
- * ☐ We declare that the obligation of contribution O does not exceed O exceed 25 lakh rupees
- * ☐ The partners/authorised representatives have taken proper care and responsibility for maintenance of adequate accounting records and preparation of accounts in accordance with the provisions of the LLP Act and the rules made thereunder.
- * ☐ We make this statement conscientiously believing it to be true, and by virtue of the provisions of the Limited Liability Partnership Act, 2008, the rules made thereunder.

Part B: *Statement of Account

Statement of Assets and Liabilities as at (DD/MM/YYYY)

(in ₹)

Particulars	Figures as at the end of the current reporting period	Figures as at the end of the previous reporting period
I. CONTRIBUTION AND LIABILITIES		
1. Partners' Funds		
Contribution received		
Reserves and Surplus (including surplus being the profit/loss made during year)		
2. Liabilities		
Secured loans		
Unsecured loans		
Short Term Borrowings		
Creditors/Trade payables – Advance from customers		
Other Liabilities (to specify) 		
Provisions		
for taxation		
for contingencies		
for insurance		

Other provisions (if any)		
TOTAL		
II. ASSETS		
Gross Fixed Assets (including intangible assets)		
Less: depreciation and amortisation		
Net fixed assets		
Investments		
Land and advances		
Inventories		
Debtors/Trade receivables		
Cash and cash equivalents		
Other assets (to specify) 		
TOTAL		

Note.—Please attach statements of contingent liabilities not provided for, as an attachment

(In ₹)

***Statement of Income and Expenditure**

Particulars	Figures for the period(Current reporting period)	Figures for the period(Previous reporting period)
	From (DD/MM/YYYY) To (DD/MM/YYYY)	From (DD/MM/YYYY) To (DD/MM/YYYY)
Income		
Gross turnover		
Less: Excise duty or service tax		
Net Turnover details		
Domestic turnover		
(i) Sale of goods manufactured		
(ii) Sale of goods traded		
(iii) Sale or supply of services		
Export turnover		
(i) Sale of goods manufactured		
(ii) Sale of goods traded		
(iii) Sale or supply of services		
Other Income		
Increase/(decrease) in stocks [including for raw		

materials, work in progress and finished goods]		
Total income		
Expenses		
Raw material consumed		
Purchases made for re-sale		
Consumption of stores and spare parts		
Power and fuel		
Personnel Expenses		
Administrative expenses		
Payment to auditors		
Selling expenses		
Insurance expenses		
Depreciation and amortisation		
Interest		
Other expenses		
Total expenditure		
Net profit or Net Loss (before taxes)		
Provision for Tax		
Profit after Tax		
Profit transferred to Partners' account		
Profit transferred to Reserve and Surplus		

Attachments

1. *Disclosures under Micro, Small and Medium Enterprises Development Act, 2006
2. Statement of contingent liabilities not provided for, if any
3. Optional attachment(s) — if any

Attach

Attach

Attach

List of attachments

Remove attachment

Signature of Designated Partners of LLP or authorised representatives of a Foreign LLP

*DPIN/Income tax PAN

Signature of Designated Partners of LLP or authorised representatives of a Foreign LLP

*DPIN/Income tax PAN

*Certificate by

O Designated partner or

O Authorised representative or

O Auditor

It is hereby certified that I have verified the particulars contained in the Statement of Account and Solvency including the Statement of assets and liabilities as at (DD/MM/YYYY) and the income and expenditure for the period ending (DD/MM/YYYY) from the accounting records and other books and papers of

and found them to be true and fair.

*DPIN/Income tax PAN/Membership number

Pre-Fill

*Name of the designated partner/authorised representative/auditor

*Address

*Line I

Line II

*City

District

*State

*Pin Code

*Country

Phone

Fax

ISO country code

*e-mail ID

To be digitally signed by

Designated Partner/Authorised representative/Auditor

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole time practice) or ☐ Cost accountant (in whole time practice)

or

☐ Company secretary (in whole time practice)

*Whether associate or fellow

☐ Associate

☐ Fellow

*Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP.

Appendix to Statement of Account and Solvency

Particulars for creation or modification or satisfaction of charges by an LLP

1. *Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)

Pre-Fill

2.(a) Name of the LLP/
FLLP

(b) Address of
registered office
of the LLP or
principal place of
business in India of
the FLLP

(c) *e-mail ID

- 3.(a) *This form is for ☐ Creation of charge ☐ Modification of charge ☐ Satisfaction of charge
- (b) Charge identification number of the charge to be modified or satisfied
- (c) Whether charge is modified in favour of asset reconstruction company (ARC) or assignee ☐ Yes ☐ No
- (d) Whether charge holder is authorised to assign the charge as per the charge agreement ☐ Yes ☐ No
4. *Type of charge ☐ Immovable property ☐ Ship ☐ Any interest in immovable property
- ☐ Goodwill ☐ Book debts ☐ Trade marks
- ☐ Patent, licence under a patent ☐ Floating charge
- ☐ Movable property (not being pledge)
- ☐ Copyright or licence under copyright
- ☐ If others, specify

- 5.(a) *Whether consortium finance is involved ☐ Yes ☐ No
- (b) *Whether joint charge is involved ☐ Yes ☐ No
6. *Number of charge holder

7. Particulars of charge holders

*Category

If others, specify

CIN, in case charge holder or ARC or assignee is a company

*Name

*Address

*Line I

Line II

*City

District

*State

*Pin Code

*Country

Phone

Fax

ISO country code

*e-mail ID

8. *Nature or description of instrument(s) creating or modifying the charge

- 9(a). Date of instrument creating the charge (DD/MM/YYYY)

- (b) Date of the instrument modifying the charge (DD/MM/YYYY)

- 10(a) *Whether charge created or modified outside India ☐ Yes ☐ No

- (b) In case charge created or modified outside India on the (DD/MM/YYYY)
property situated outside India, the date of receipt of the documents in India

- 11(a) Amount secured by the charge

(In case the amount is in foreign currency, rupee equivalent to be stated) (in ₹)

(In case of modification of charge, enter the amount secured by the charge after such modification)

- (b) Amount secured by the charge in words

- (c) in case amount secured by the charge is in foreign currency, mention details

12. Brief particulars of the principal terms and conditions and extent and operation of the charge

- (a) *Rate of Interest

- (b) *Terms of repayment

- (c) *Margin

- (d) Extent and operation of the charge

- (e) Others

13. In case of acquisition of property, subject to charge, furnish the following details relating to existing charge on the property so acquired

- (a) Date of instrument creating or evidencing the charge (DD/MM/YYYY)

- (b) Description of the Instrument creating or evidencing the charge

- (c) Date of acquisition of the property (DD/MM/YYYY)

- (d) Amount of the change (in ₹)

- (e) Particulars of the property charged

14. *Short particulars of the property charged (including location of the property)

15. (a) *Whether any of the property or interest therein under reference is not registered in the name of the LLP ☐ Yes ☐ No

- (b) If yes, in whose name it is registered

Note.—If more than one charge holder involved, details of extent of charge, particulars of property charged, amount secured to be provided in attachment.

16. Particulars of present modification

17. Date of satisfaction in full

 (DD/MM/YYYY)

Attachments

List of attachments

1. Instrument of creation or modification
2. Instrument evidencing creation or modification of charge
in case of acquisition of property which is already subject to charge
3. Particulars of all joint charge holders
4. Letter of charge holder stating that the amount has been satisfied
5. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

Attach

Remove attachment

To be digitally signed by

Designated partner or Authorised representative

DPIN Income tax PAN

Verification

I/We confirm that the attached charge instrument(s) or document(s) are true copies of the original which is/are available with the charge holder and all the information and particulars mentioned above are derived there from and are concisely and correctly stated

I/We am/are duly authorised to sign this form

To be digitally signed by

*Designation

Charge holder

To be digitally signed by

Designation

ARC or assignee

Certificate

It is hereby certified that I have verified the above particulars [including attachment (s)] from the records of

and found them to be true and correct. I further certify that all the required attachment(s) have been completely attached to this form.

O Chartered accountant (in whole-time practice) or O Cost accountant (in whole-time practice) or
O Company secretary (in whole-time practice)

*Whether associate or fellow

O Associate

O Fellow

*Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

This e-form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP]

FORM 9

[See Rule 7 and 10(8)]

Consent to act as Designated Partner**Note:** All fields marked in *are to be mandatorily filled.

To

 Limited Liability Partnership

(Name and address of the limited liability partnership)

Date: DD/MM/YYYY

Subject: Consent to act as Designated Partner

I, hereby give my consent to act as designated partner of
 the (name of the LLP) pursuant to Section 7(3) of the Act.

Particulars

1. *Designated Partner Identification Number (DPIN)
2. *Name
3. *Father's/Husband's name
4. *Present residential address
5. *e-mail ID
6. Name of the Partnership Firm

Or

LLPIN and Name of Limited Liability Partnership

Or

CIN and Name of Company

Or

Name of any other body corporate
 whose nominee the designated partner is.

I hereby state that I satisfy the conditions and requirements for being eligible to be a designated partner
 and I have not been disqualified to act as a designated partner.

To be signed by the designated partner:
 DPIN

Date: Place:

³⁶[FORM 10³⁷
 [See Rule 10(9)]]

*Intimation of changes in
 particulars by Designated
 Partners*

Note.—All fields marked in *are to be mandatorily filled

1. *Designated Partner Identification Number (DPIN)
2. Name of the Designated Partner:
3. *Please identify and tick the particulars to be changed:

36. Subs. by G.S.R. 914(E), dated 15-11-2010 (w.e.f. 6-12-2010).

37. Form 7 and Form 10 shall stand *deleted* [Vide G.S.R. 506(E), dated July 5, 2011 (w.e.f. 9-7-2011)].

- ☐ Applicant's Name
☐ Father's/Husband's Name
☐ Nationality
☐ Residency
☐ Date of birth
☐ Gender
☐ Income Tax permanent account number (PAN)
☐ Voter's identity card number
☐ Passport number
☐ Driving licence number
☐ Residential Address
☐ Other (please specify)

Affix a latest passport
size photograph

4. *Please fill the particulars required to be changed

- (i) Applicant's name (enter full name and do not use abbreviations)

- (ii) ☐ Father's ☐ Husband's Name

- (iii) Whether resident in India ☐ Yes ☐ No

- (iv) Nationality

- (v) Date of Birth

 (DD/MM/YYYY)

- (vi) Gender

- (vii) Income Tax permanent account number (PAN)

- (viii) Voter's identity card number

- (ix) Passport Number

- (x) Driving licence number

- (xi) Permanent Residential Address

*Line 1

*Line 2

*City District

*State *Pin Code

*Country *ISO Country Code

*Phone Fax

(with STD Code)

Mobile *Email Id

- (xii) Whether present residential address is same as the permanent residential address: ☐ Yes
☐ No

If no, present residential address

*Line 1

*Line 2

*City District

*State		*Pin Code	
*Country		*ISO Country Code	
*Phone		Fax	
(with STD Code)			
Mobile		*Email Id	

5. *Proof of Identity and Residence

Proof of Identity along with photo and signature

Tick against the document being attached (furnish any of the following)

- ☐ Passport
☐ Election (voter identity) card
☐ Driving licence
☐ Income Tax PAN Card

Proof of residence

Tick against the document being attached (furnish any of the following)

- ☐ Passport
☐ Election (voter identity) card
☐ Ration card
☐ Driving licence
☐ Electricity bill
☐ Telephone bill
☐ Bank account statement
☐ Others — Please specify

Attachments*

- (1) Proof of changes in Identity
 (2) Proof of changes in residence
 (3) Photo
 (4) Optional Attachment

Attach

Attach

Attach

Attach

List of attachments

Remove Attachment

Statement

I O Son O Daughter O Wife of
 resident of

hereby declare and verify that the information given in this application and the documents enclosed is correct and complete

*To be digitally signed by the *DPIN
 Designated Partner

Date: Place:

Modify

Check Form

Submit

General Guidelines for filing Form

1. Attestation/Certification of proof of identity, residence of the applicant

(i) The applicant should attach

(a) attested or certified copy of the proof of identity containing self-photograph, date of birth and father's/husband's name;

(b) attested or certified copy of the proof of residence;

- (ii) In case of a foreign national, a copy of the valid passport shall be proof of identity.
- (iii) In case the applicant is nominee of a body corporate, a copy of resolution/authorization on the letterhead of the body corporate mentioning the name and address of an individual nominated to act as designated partner on its behalf shall also be attached.
2. Authorities for attestation/certification
- (i) (a) Gazetted Officer of the Central or State Government
(b) Notary Public
(c) Company Secretary, Chartered Accountant, Cost and Works Accountant holding a certificate of practice under the Company Secretaries Act, 1980, Chartered Accountants Act, 1949, and the Cost and Works Accountants Act, 1959.
- (ii) In the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, the documents referred in Para 2 above, shall be duly certified and the provisions of sub-rule (2) of Rule 34 of Limited Liability Partnership Rules shall apply mutatis mutandis for this purpose. (Copy of sub-rule (2) of Rule 34 is available in the instruction kit)
3. Particulars of the attesting/certifying authority
- The attesting authority must indicate the following while attesting the documents:
- (i) Name in full in capitals of the attesting authority,
(ii) Registration Number, and
(iii) Name of the ministry/department where the Gazetted Officer is employed,
(iv) Seal/Stamp
4. Language of proofs for identity and residence
- In case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same in Hindi or English shall be attached.
5. Father's/Husband's Name
- In case the proof of identity does not indicate the father's/husband's name then additional proof of father's/husband's name, duly certified/attested, should be attached.
6. Proof of residence
- In case the addresses given in column 3(xi) and (xii) are different, then please attach proof of residence for both the addresses. Further, in case proof of identity attached matches with the addresses given in column 3(xi) and (xii) then separate proof of residence need not be attached.

For office use only

eForm Service Request Number (SRN):

eForm Filing Date:

☐ This e-Form is hereby approved

☐ This e-form is hereby rejected

Digital Signature of the authorising officer

Submit to BO

Date of signing:

³⁸[LLP FORM No. 11**[Pursuant to Rule 25(1) of Limited Liability Partnership Rules, 2009]****Annual Return of Limited Liability Partnership (LLP)***Note.*—All fields marked in *are to be mandatorily filled.

1. *Annual return made up to 31st day of March of Year
(a)
- (b) *Start date of financial year for which annual return is being filed (DD/MM/YYYY)
2. *Limited Liability Partnership Identification Number (LLPIN)
3. Name of the Limited Liability Partnership (LLP)
- 4(a) Address of the registered office of the LLP
- (b) *e-mail ID
5. Other address if declared under Section 13(2) for service of documents
6. Business Classification
7. Principal business activities of the LLP
8. Details as on 31st March of the period for which annual return is being filed
 - (a) Total number of designated partners (b) Total number of partners
 - (c) Total obligation of contribution of partners of the LLP (in ₹)
 - (d) *Total contribution received from all partners of the LLP (in ₹)

Note.—'Contribution received' to be entered in corresponding Form 8 should be same as the value entered in Filed 8(d) above.

9. Service Request Number (SRN) of the partners' details validated through the screen (if applicable)
10. Detail of individual (s) as partner (including Designated Partner)

Designation			
Designated Partner Identification Number (DPIN)/Income tax permanent account number (Income tax PAN)/Passport Number		Pre-Fill	
Name			
Father's Name			
Permanent Residential Address			
Present Residential Address			
Nationality		Date of Appointment	(DD/MM/YYYY)
Date of Cessation		(DD/MM/YYYY)	
Date of change in designation		(DD/MM/YYYY)	
Previous Designation			
Previous Name, if any			
Obligation of contribution (in ₹)		*Contribution received and accounted for (in ₹)	
*Whether resident in India	O Yes O No		

*Number of limited liability partnership(s) in which he/she is a partner

*Number of Company(s) in which he/she is a director

11. Details of bodies corporate as partner (including Designated Partner)

Type of body corporate			
Corporate Identity Number (CIN) or Foreign company registration number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or any other identification number			Pre-Fill
Name of the Body Corporate			
Full address of the registered office or principal place of business in India			
Country where registered			
Obligation of contribution		* Contribution received and accounted for	
(in ₹)		(in ₹)	
Name and particulars of person signing on behalf of body corporate as nominee			
Category			
DPIN/Income tax PAN/Passport number			
Name			
Father's Name			
Permanent Residential Address			
Present Residential Address			
Nationality		Date of Appointment	(DD/MM/YYYY)
Date of Cessation		(DD/MM/YYYY)	
Date of change in designation		(DD/MM/YYYY) Previous Designation	
Previous Name, if any			
*Whether resident in India	☐ Yes ☐ No		
*Number of LLP(s) in which he/she is a partner			
*Number of Company(s) in which he/she is a director			

Note.—Provide the detail of the LLPs (LLPIN and name of LLP) and companies (CIN, DIN and name of company) as an attachment.

12. Summary of partners and designated partners as on 31st March of the period for which annual return is being filed

Sl. No.	Category	Number of Partners	Number of Designated Partners	Total
---------	----------	--------------------	-------------------------------	-------

			Resident in India	Others	
(i)	Individuals				
(ii)	LLPs				
(iii)	Companies				
(iv)	Foreign LLPs				
(v)	Foreign Companies				
(vi)	LLPs incorporated outside India				
³⁹ [(vii)]	Companies Incorporated outside India or Companies registered in Sikkim]				
	Total				

13. Particulars of penalties imposed on the

(i) Limited Liability partnership

Number of rows required

Section Number	Offence	Penalty Imposed

(ii) Partners/Designated partners

Number of rows required

Pre-Fill All

1	2	3	4	5	6
⁴⁰ [DPIN/Income tax PAN/ Passport number]	Name of Partner/ Designated Partner	Name of Nominee in case of body corporate	Section Number	Offence	Penalty imposed]

14. Particulars of compounding offences

Number of rows required

Section Number	Offence	Date of compounding of offence

15. *Whether turnover of the LLP exceeds 5 crores ☐ Yes ☐ No

Note.—Attach the details of company(s)/LLP(s) in which partner/designated partner is a director/partner, as the case may be in the below format as an attachment

Sl. No.	CIN/LLPIN	Name of Company/LLP

Attachments

- Details of LLP and/or company in which partner/designated partner is a director/partner
- Optional attachment(s) — if any

Attach

Attach

List of attachments

Remove attachment

39. Subs. by G.S.R. 692(E), dated 14-9-2012 (w.e.f. 16-9-2012).

40. Subs. by G.S.R. 593(E), dated 10-6-2016 (w.e.f. 10-6-2016).

Verification

☐ *To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete

To be digitally signed by a designated partner

*DPIN of the designated partner

Certificate

☐ I certify that Annual Return contains true and correct information

To be digitally signed by a designated partner

DPIN of the designated partner

OR

☐ It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all the required attachment(s) have been completely attached to this form.

Company Secretary in practice

Certificate of Practice Number

Whether associate or fellow

☐ Associate

☐ Fellow

Modify

Check Form

Pre-scrutiny

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP

LLP FORM No. 12

[Pursuant to Rule 16(3) of Limited Liability Partnership Rules, 2009]

Form for intimating other address for service of documents

Note.—All fields marked in * are to be mandatorily filled.

1. *Limited Liability Partnership

Pre-Fill

Identification Number (LLPIN)

2. Name of the Limited Liability Partnership (LLP)

3. Address of registered office of the LLP

*e-mail ID

4. Pursuant to Section 13(2) of the Limited Liability Partnership Act, 2008, the above named LLP declares the following address, other than the address of its registered office, for serving a document on it or its partner or designated partner

*Other

Address *Line I

Line II

*City

*District

*State

*Pin Code

Country

ISO Country Code

Phone

Fax

- e-mail ID
5. *Date on which consent of all partners is taken as per sub-rule (2) of Rule 16 (DD/MM/YYYY)

Attachments

1. Copy of the minutes of decision/ resolution/consent of requisite partners
2. *Proof of address
3. The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any
4. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

List of attachments

Remove attachment

Verification

*☐ To the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete.

*☐ I, being designated partner of the LLP, am authorised to sign and submit this form.

To be digitally signed by a designated partner

*DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or ☐ Company secretary (in whole-time practice)

*Whether associate or fellow ☐ Associate ☐ Fellow

*Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP]

FORM 13

[Refer Section 24(1) of the Act]

Specimen of notice of cessation by a ceasing partner to other Partners

Note: All fields marked *are to be mandatorily filled.

To

All Partners

All Partners

..... Limited Liability

..... Limited Liability

Partnership
(Registered Address)

Partnership
(Other address declared by the Limited Liability
Partnership for service of documents)

Date (DDMMYYYY)

[Date should be at least 30 days before the date partner intends to resign]

In accordance with the provisions of Section 24(1) of the Limited Liability
Partnership Act, 2008, I (Name of Partner)

do hereby give notice of my intention to resign as a partner of the
(name of the LLP) with effect from (DDMMYYYY)

Name of the partner

Address

#Name of the Authorised Signatory

Signatures

#Applicable where the partner is a body corporate. Copy of authorization to be attached.

Date:

Place:

⁴¹[FORM 14

[See Rule 33]

*Form for intimating the Registrar of Firms, of
conversion of the firm into limited liability partnership*

Note—All fields marked in * are to be mandatorily filled.

PART A

Conversion of firm into limited liability partnership

1. *Name of the Firm

2. *Principal address of the
firm

3. *Whether the firm is registered under the Partnership Act, 1932 Yes ☐ No ☐

If yes, date of registration

Registration No.

If no, then whether the firm is registered under any other law ☐ Yes ☐ No ☐

If yes, name of the Statute

Date of registration

Registration No.

PART B

Particulars of the Limited Liability Partnership into which the aforesaid firm has been converted

1. *LLPIN
2. *Name of the Limited liability partnership
3. *Date of Incorporation (DD/MM/YYYY)
4. *Address of the registered office
 - *Line I
 - *Line II
 - *City
 - *State
 - *ISO Country Code *PIN code
 - Phone (with ISD Code) Fax
 - *Email

Attachments

1. Copy of the certificate of incorporation of Limited Liability Partnership
2. Optional Attachment(s), if any

*Certificate

I partner of the
 (name of the LLP)
 hereby give notice of conversion of the

(name of pre-converted firm) into the said limited liability partnership on
 day of

*Signature of the Partner of LLP

*DIN/DPIN No.

*Date

*Place

 1

⁴²[LLP FORM No. 15
 [Pursuant to Rule 17 of
 Limited Liability
 Partnership Rules, 2009]

Notice for change of place of registered office

Note.—All fields marked in * are to be mandatorily filled.

1. *Limited Liability Partnership Identification Number (LLPIN)
- 2.(a) Name of the Limited Liability Partnership (LLP)
- (b) Present Address of the registered office of the LLP

3.(a) *New address of registered office of the LLP

*Line I

Line II

(b) *City

(c) *District

(d) *State

(e) *Pin Code

(f) Country

(g) ISO Country Code

(h) Phone

(i) Fax

(j) *e-mail ID

4. *Name of the office of new registrar

5. *The full address of the police station under whose jurisdiction the new registered office address of the limited liability partnership situated

(a) Name

(b) *Address *Line I

Line II

(c) *City/Town/Village

(d) *Teshil

(e) *District

(f) *State

(g) *Pin Code

6. *Particulars of prosecutions initiated against or show cause notices received by the LLP for alleged offences under the Act

7. *Change of place of registered office is—

☐ Within the same city/town/village.☐ From one place to another place within the same State.☐ Within the State from the jurisdiction of one Registrar to the jurisdiction of another Registrar.☐ Change of place of the registered office from one State to another State.8. Dates of publication of public notice in the newspapers (DD/MM/YYYY)

(Applicable where change of place of the registered office is from one State to another).

9. *Date on which consent has been taken under sub-rule (1) of Rule 17 (DD/MM/YYYY)

Attachments

List of attachment

1. Proof of changed address of registered office
2. Copy of the minutes of decision/resolution/ consent of partners
3. The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any
4. Copies of public notice, if applicable
5. Consent of secured creditors, if applicable
6. Optional attachment(s) — if any

Verification

* ☐ To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete

* ☐ I, being a designated partner of the LLP, am authorised to sign and submit this form.

To be digitally signed by a designated partner

*DPIN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the records of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant (in whole-time practice) or ☐ Cost accountant (in whole-time practice) or

☐ Company secretary (in whole-time practice)

*Whether associate or fellow ☐ Associate ☐ Fellow

*Membership number or certificate of practice number

This e-Form has been taken on file maintained by the registrar through electronic mode and on the basis of statement of correctness given by the filing LLP

OR

For office use only:

e-Form Service Request Number (SRN) e-Form filing date (DD/MM/YYYY)

Digital signature of the authorising officer

This e-Form is hereby registered

Date of signing

(DD/MM/YYYY)



⁴³[GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

Central Registration Centre

FORM 16

[Refer Rule 11(3) of the Liability Partnership Rules, 2009]

CERTIFICATION OF INCORPORATION

LLP Identification Number:

It is hereby certified that is incorporated pursuant to Section 12(1) of the Limited Liability Partnership Act 2008.

Given under my hand at Manesar this day of Two Thousand

For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the LLP on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the LLP can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar Office:

LLP FORM No. 17

[Pursuant to Rule 38(1) of Limited Liability Partnership Rules, 2009]



Application and statement for the conversion of a firm into Limited Liability Partnership (LLP)

Note - All fields marked in * are to be mandatorily filled.

Part A: Application

1. Service Request Number of RUN-LLP **Pre-Fill**
2. Name of the Limited Liability Partnership LLP
3. * Name of the firm
4. Principal address of the firm

*Line I			
Line II			
*City		*District	
*State		*Pin code	
*Country		ISO Country code	
Phone		Fax	
*e-mail ID			
5. *Whether the firm is registered under the Partnership Act, 1932. O Yes O No

(a)

If yes, date of registration (DD/MM/YYYY) Registration No.

If no, whether the firm is registered under any other law O Yes O No

If yes, the name of the Statute under which registered

If yes, date of registration (DD/MM/YYYY) Registration No.

(b) *Date of agreement by which firm was formed (DD/MM/YYYY)
6. *Total number of partners in the firm

7. *Total capital contribution in the firm (in Rs.)
8. Total number of partners in the LLP
9. * Whether all the partners of firm have given their consent for conversion of the firm ☐ Yes ☐ No into the limited liability partnership. (attach the copy of the consent.)
10. *Whether all the partners of the limited liability partnership comprise all the ☐ Yes ☐ No shareholders of the company and no one else.
11. *Whether up to date Income-tax return is filed under the Income-tax Act, 1961. ☐ Yes ☐ No
If Yes, indicate the financial year end date upto which such return has been filed
(DD/MM/YYYY)
12. *Whether any proceeding by or against the company is pending in any Court ☐ Yes ☐ No or Tribunal or any other Authority.
If yes, particulars of such proceedings in the following manner
Number of proceedings
Name of Court/Tribunal/Authority
Particulars
13. *Whether any earlier application for conversion of the said firm into limited liability ☐ Yes ☐ No partnership was refused by the Registrar.
If yes, give SRN of earlier Form 17 and the reasons for refusal:—
(a) SRN
(b) Reasons for refusal of earlier Form 17:
14. *Whether any conviction, ruling, order, judgment of any Court, Tribunal or other ☐ Yes ☐ No authority in favour of or against the firm are subsisting.
If yes, details thereof in following manner:—
Number of proceeding
Section and the title of relevant Act
Particulars
Name of Court/Tribunal/Authority
15. (a). *Whether there are any secured creditors ☐ Yes ☐ No
(b) Whether consent of all the secured creditors for conversion of the firm into limited partnership has been obtained ☐ Yes ☐ No
If Yes, attach the list and consent of such creditors
16. *Whether any clearance, approval or permission for conversion of the ☐ Yes ☐ No company into limited liability partnership is required from any body/ authority
If Yes, whether the applicable approvals from the concerned body/authority or authorities have been obtained. ☐ Yes ☐ No

Part B- Statement**Declaration**

☐ *I, I, partner of

registered under the Indian Partnership Act, 1932 or under

 at _____ (name of the place) in the
 State/UT of _____ Territory) on _____
 (DD/MM/YYYY) registration number _____ and also named in the incorporation document of

 as a partner or designated partner give my consent for the conversion of the said firm M/s

 into the limited liability partnership.

- ☐ *2. I state that I shall be personally liable (jointly and severally with the limited liability partnership) for the liabilities and obligations of the firm which were incurred prior to the conversion or which arose from any contract entered into prior to the conversion.
- ☐ *I further state as under:
- (i) that all the requirements of the Limited Liability Partnership Act, 2008 and the rules made thereunder have been complied with, in respect of conversion of private company/ unlisted public company into limited liability partnership and matters precedent and incidental thereto;
 - (ii) that all the partners of the limited liability partnership comprise all the partners of the firm and no one else;
 - (iii) that the applicable clearances, approvals or permissions for conversion of the firm into a limited liability partnership from any body/ authority have been obtained.
 - (iv) that the consent of all the secured creditors for conversion of the firm into limited liability partnership has been obtained;
 - (v) that to the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

Attachments

- | | | |
|--|---------------------------------------|---|
| 1. *Statement of consent of partners of the firm. | <input type="button" value="Attach"/> | List of attachment
<div style="border: 1px solid black; height: 150px; width: 100%;"></div> |
| 2. *Statement of Assets and Liabilities of the firm duly certified
As true and correct by the Chartered Accountant in practice. | <input type="button" value="Attach"/> | |
| 3. Copy of acknowledgement of latest income tax return | <input type="button" value="Attach"/> | |
| 4. *List of all the secured creditors along with their consent to the conversion. | <input type="button" value="Attach"/> | |
| 5. Approval from any other body/authority. | <input type="button" value="Attach"/> | |
| 6. Optional attachment(s)- if any | <input type="button" value="Attach"/> | |

To be digitally signed
by a designated partner

*DIN/DPIN/PAN of the designated partner

Certificate

It is hereby certified that I have verified the above particulars from the books and records of

and found them to be true and correct.

I further certify that all required attachment(s) have been completely attached to this form.

*O Chartered accountant in whole-time practice O Cost accountant in whole-time practice

O Company secretary in whole-time practice

*Whether associate or fellow O Associate O Fellow

*Membership number or Certificate of practice number

DSC BOX

Modify

Check Form

Prescrutiny

For office use only:

E form Service request number (SRN) e Form filing date DD/MM/YYYY

Digital signature of the
Authorizing officer

This e-Form is hereby approved

DSC BOX

Confirm Submission

This e-Form is hereby rejected

DSC BOX

Date of signing

(DD/MM/YYYY)

LLP FORM No. 18

[Pursuant to Paragraphs 2 and 3 of Third Schedule, Paragraphs 2, 3 and 4 of Fourth Schedule of the Act and Rule 39(1) and 40(1)] of Limited Liability Partnership Rules, 2009]



Application and Statement for conversion of a private company / unlisted public company into limited liability partnership (LLP).

Note - All fields marked in * are to be mandatorily filled.

Part A- Application

1. Service Request Number (SRN) of RUN-LLP **Pre-Fill**
2. *Name of the proposed LLP
3. *Corporate Identity Number (CIN) **Pre-Fill**
4. Name of the Company
5. Date of incorporation (DD/MM/YYYY)
6. Name of office of Registrar of Companies
7. (a) Address of the registered office of the company
(b) *e-mail ID of the company
8. *Total number of shareholders 9. Total number of partners in the LLP
10. *Whether all the shareholders of the company have given their consent for conversion of the company into the limited liability partnership. O Yes O No
11. *Whether all the partners of the limited liability partnership comprise all the shareholders of the company and no one else. O Yes O No
12. *Whether any security interest in the assets of the company is subsisting or in force. O Yes O No
If yes, give details

- 13.*Whether up to date Income-tax return is filed under the Income-tax Act, 1961 ☐ O Yes O No
If yes, indicate the financial year end date upto which such return is filed ☐ (DD/MM/YYYY)

- 14.*Whether any prosecution initiated against or show cause notice received ☐ O Yes O No
by the company for alleged offences under the Companies Act, 2013.

If yes, give details in the following manner

Number of cases

Date of issue of show cause notice	
Section of the Companies Act under which action being initiated	
Status (reply sent or under examination by concerned Authority)	

- 15.*Whether any proceeding by or against the company is pending in any Court ☐ O Yes O No
or Tribunal or any other Authority.

If yes, give details in the following manner:—

Number of proceedings

Name of Court or Tribunal Or Authority	
Particulars of such proceedings	

- 16.*Whether any earlier application for conversion of the said company into limited liability partnership was refused by the Registrar. ☐ O Yes O No

If yes, give SRN of earlier Form 18 and the reasons for refusal:

(i) SRN

(ii) Reasons

- 17.*Whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favour of or against the company is subsisting. ☐ O Yes O No

If yes, details thereof in following manner:—

Number of proceeding

Section and the title of relevant Act	
Particulars	
Name of Court or Tribunal or Authority	

- 18.(a) *Whether there are any secured creditors ☐ O Yes O No

(b) Whether consent of all the secured creditors for conversion of the company into limited partnership has been obtained ☐ O Yes O No

If Yes, attach the list and consent of such creditors

- 19.*Whether any clearance, approval or permission for conversion of the company into limited liability partnership is required from any body/ authority ☐ O Yes O No

If Yes, whether the applicable approvals from the concerned body/authority have ☐ O Yes O No

been obtained

20. *Whether up to date documents including latest balance sheet and annual returns under Companies Act, 2013 have been filed.

O Yes O No

Part B- Statement

Declaration

- ☐ *I, the shareholder of

and also named in the incorporation document of

as a partner or designated partner give my consent for the conversion of the said company

into the limited liability partnership

- ☐ *I state as under:

- (i) that all the requirements of the Limited Liability Partnership Act, 2008 and the rules made thereunder have been complied with, in respect of conversion of private company/ unlisted public company into limited liability partnership and matters precedent and incidental thereto;
- (ii) that all the partners of the limited liability partnership comprise all the shareholders of the company and no one else;
- (iii) that the applicable clearances, approvals or permissions for conversion of the company into a limited liability partnership from any authority/ authorities have been obtained.
- (iv) that the consent of all the secured creditors for conversion of the company into limited liability partnership has been obtained;
- (v) that all the documents due for filing including latest balance sheet and annual return have been filed under the provision of the Companies Act, 2013;
- (vi) that to the best of my knowledge and belief, the information given in this form and its attachments is correct and complete.

Attachments

1. *Statement of shareholders.
2. *Statement of Assets and Liabilities of the company duly certified as true and correct by the auditor.
3. List of all the secured creditors along with their consent
4. Approval from any other body/authority.
5. *Copy of acknowledgement of latest income tax return.
6. Optional attachment(s)- if any

Attach

Attach

Attach

Attach

Attach

List of attachment

Remove attachment

To be digitally signed
by a designated partner

* DIN/DPIN/PAN of the designated partner

DSC BOX

Certificate

It is hereby certified that I have verified the above particulars from the books and records of

and found them to be true and correct.

I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered accountant in whole-time practice ☐ Cost accountant in whole-time practice

☐ Company secretary in whole-time practice

*Whether associate or fellow ☐ Associate ☐ Fellow

*Membership number or Certificate of practice number

DSC BOX

Modify

Check Form

Prescrutiny

For office use only:

E form Service request number (SRN) e Form filing date DD/MM/YYYY

Digital signature of the Authorizing officer

This e-Form is hereby approved

DSC BOX

Confirm Submission

This e-Form is hereby rejected

DSC BOX

Date of signing

(DD/MM/YYYY)



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
Central Registration Centre

FORM 19

[Refer Rule 32(1) of the LLP Rules, 2009]

CERTIFICATE OF REGISTRATION ON CONVERSION
OF

.....
[Firm/Company]

to

.....
[Insert name of limited liability partnership]

LLP Identification Number:

It is hereby certified that is this day registered pursuant to Section 58(1) of the LLP Act 2008.

Given under my hand at Manesar this day of , Two Thousand

For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies

Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the LLP on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the LLP can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar Office:]

FORM 20

[See Rule 35(1)]

Limited liability partnership application No. of 20

Applicants

Affidavit in support of Summons

I, ... of solemnly affirm and state as follows:

1. I am the designated partner/partner of the said limited liability partnership, or the liquidator of the said limited liability partnership in liquidation.

(Where the application is not by the limited liability partnership or its liquidator, but by a partner or creditor, the above paragraph should be suitably altered.)

2. The limited liability partnership was incorporated on 20 The document now produced and shown to me is a copy of the incorporation document of the said limited liability partnership.

3. The registered office of the limited liability partnership is situated at.....

4. The limited liability partnership commenced the business of(e.g., manufacture of auto parts etc.) and has been carrying on the same, since.....

5. (Here set out in separate paragraphs the circumstances that have necessitated the proposed compromise or arrangement, the objects sought to be achieved by it, and the terms of the compromise or arrangement. A copy of the proposed compromise or arrangement should be marked as an exhibit and annexed to the affidavit).

8. (Here set out the class of creditors or partners with whom the compromise or arrangement is to be made; where the arrangement is between the limited liability partnership and its partners, it should be stated whether any creditors or class of creditors are likely to be affected by it.)

9. It may be necessary that a meeting (or meetings) of the creditors or partners (if the meeting is only to be of a class of creditors, it should be so stated), should be called to consider and approve the proposed compromise or arrangement.

10. It is suggested that the meeting (or meetings) may be held at the premises of the registered office of the limited liability partnership or at such other place as may be determined by the Tribunal, and on such date(s) and at such time(s) as this Tribunal may direct; and that a chairman may be appointed for the meeting (or for each of the meetings) to be held.

11. It is suggested that notice of the proposed compromise or arrangement and of the meeting may be published once in (here set out the newspapers) and in such other manner as the Tribunal may direct.

12. It is prayed that necessary directions may be given as to the issue and publication of notices and the convening, holding and conducting of the meeting(s) proposed above.

Solemnly affirmed.

Sd/- A.B.

Before me

Sd/-

Commissioner for Oaths

Date:

Place:

FORM 21

[See Rule 35(2)]

*Limited liability partnership application No.....of 20.....**.....Applicants**Summons for directions to convene a meeting under Section 60(1)*

Let all parties concerned attend the Member of the Tribunal in Chamber on day, the day of 20....., at o' clock in the noon on the hearing of the applicant of the abovenamed limited liability partnership [or of the applicant(s) abovenamed] for an order that a meeting (or separate meetings) be held at of [Here enter the class or classes of creditors or the partners of which the meetings have to be held] of the above limited liability partnership, for the purpose of considering, and if thought fit, approving, with or without modification, a scheme of compromise or arrangement proposed to be made between the limited liability partnership and the said (here mention the class or classes of creditors or partners) of the said limited liability partnership;

And that directions may be given as to the method of convening, holding and conducting the said meeting (s) and as to the notices and advertisements to be issued.

And that a chairman (or chairmen) may be appointed of the said meeting(s), who shall report the result thereof to the Tribunal.

Authorized representative for the applicant(s)

Officer of the Tribunal.

The affidavit of will be used in support of the summons.

Note: Where the limited liability partnership is not the applicant, the summons should be served on the limited liability partnership, or, where it is being wound up, on its liquidator.

Date:

Place:

⁴⁴[LLP FORM No. 22
[Pursuant to Rule 35(11),
35(17) and 41(4) of Limited
Liability Partnership Rules,
2009]

**Notice of intimation of Order
of Court/Tribunal/CLB/Central
Government to the Registrar**

Note.—All fields marked in * are to be mandatorily filled.

1. *Form filed for ☐ Limited Liability Partnership (LLP)

☐ Foreign Limited Liability Partnership (FLLP)

2. *Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Service Request Number (SRN) of Form 1

Pre-Fill

3.(a) Name of the Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP)

(b) Address of the registered office of the LLP or principal place of business in India of FLLP

(c) *e-mail ID

4.(a) *Order passed by

- (b) *Name of the court or Company Law Board (CLB) or any other competent authority
- (c) *Location
- (d) *Petition or application number
- (e) *Order number
5. *Date of passing the order (DD/MM/YYYY)
- 6.(a) *Section or rule reference
- (b) If others, mention
7. *Number of days within which order is to be filed with

 Registrar (To be entered pursuant to aforesaid sections or in terms of court order or CLB order or order of the competent authority, as the case may be)
8. *Date of application to court or CLB or the competent authority for issue of certified copy or order
 (DD/MM/YYYY)
9. *Date of issue of certified copy of order (DD/MM/YYYY)
10. Due date by which order is to be filed with Registrar (DD/MM/YYYY)
11. *Description of order
12. In case of compounding of offence, enter Service Request Number (SRN)(s) of Form 31
13. SRN of relevant form
 (Mention the SRN of relevant Form 22 or any other form; if applicable)
14. *Whether penalty involved or not ☐ Yes ☐ No
 If yes, SRN of payment of penalty

Attachments

1. Certified copy of the order
2. Optional attachment(s) — if any

Attach

Attach

List of attachments

Remove attachment

Verification

- ☐ To the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete. I have gone through the provisions of the Limited Liability Partnership Act, 2008 and the rules framed thereunder. I have been authorized to sign and submit this form.
- ☐ I, being a designated partner/authorized representative/administrator of the LLP/FLLP, am authorized to sign and submit this form.

To be digitally signed by

Particulars of the person signing and submitting the form

*Name

Capacity

*Designation

DPIN in case of Designated partner/DPIN or Income tax PAN in case of Authorised representative/Income tax PAN in case of others or /

LLP Administrator

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number (SRN)

e-Form filing date

(DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby registered

Conform submission

Date of signing

(DD/MM/YYYY)

LLP FORM No. 23

[Pursuant to Rule 19(1) of Limited Liability Partnership Rules, 2009]

Application for direction to Limited Liability Partnership (LLP) to change its name

Note.—All fields marked in * are to be mandatorily filled.

1. *Category of applicant

2. *Limited Liability Partnership Identification Number (LLPIN)

Pre-Fill

or Corporate Identity Number (CIN) or registration number of other entity seeking direction

3. *Name of the LLP/ Company/Applicant

4.(a) Address

Line I

Line II

(b) *City

(c) *District

(d) *State

(e) *Pin Code

(f) *Country

(g) ISO country code

(h) *e-mail ID

(i) Phone

(j) Fax

5. Details of the LLP against whom complaint is filed

(a) *LLPIN

Pre-Fill

(b) Name of the LLP

(c) Address of the registered office of the LLP

(d) e-mail ID

6. *Grounds of objection

Attachments

1. *Copy of the authority to make application
2. *Copy of incorporation/registration certificate of LLP or the company or registration certificate of other entity, if any
3. Optional attachment(s) — if any

Attach

Attach

Attach

List of attachments

Remove attachment

Verification

- *☐ To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete.
- *☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008, the rules framed thereunder.
- *☐ I have been authorized to sign and submit this application.

To be digitally signed by

Applicant or designated partner or managing director or director or manager or secretary

*Designation

*DPIN or DIN or Income tax PAN or

Membership number

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number (SRN)

e-Form filing date

(DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby approved

This e-Form is hereby rejected

Conform Submission

Date of signing

(DD/MM/YYYY)

⁴⁵[FORM 24]

[Pursuant to Rule 37(1)(b) and Rule 37(1-A)
of Limited Liability Partnership Rules, 2009]

Application to the Registrar for striking off Name

Note: All fields marked in *are to be mandatorily filled.

1. *Limited Liability Partnership Identification Number (LLPIN)

Pre-Fill

2. (a) Name of the Limited Liability Partnership (LLP)

- (b) Address of the registered office of the LLP

- (c) *e-mail ID

3. *Reasons for making the application

Text Box. (200 words).

4. *Whether up to date Income tax returns filed

Yes ☐ No ☐

5. *Date from which the LLP Ceased to carry on business

dd/mm/yyyy

Attachments

List of attachments

- (a) *Copy of authority to make the application duly signed by all partners

Attach

- (b) Copy of acknowledgement of latest Income tax Return

Attach

- (c) *Statement of Accounts disclosing Nil Assets and

Attach

- Nil Liabilities [sub-clause (a) of clause (II) of sub-rule (1-A) to Rule 37]

- (d) * Affidavit signed by designated partners

Attach

- (e) Optional attachment(s) - if any

Attach

Verification

Remove attachment

To the best of my knowledge and belief, the information given in the application and its attachments is correct and complete. I am aware that I shall be liable for prosecution under Section 37 of the LLP Act, 2008 if any part of the statements made or information furnished herein contain any misstatement which is false in any material particular or omission of any material fact.

To be digitally signed by a designated partner

*Designated Partner Identification Number (DPIN) of the designated partner

Modify

Check Form

Pre-scrutiny

For office use only:

E-Form Service Request Number (SRN)

e-Form filing date

(DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby approved

Conform Submission

This e-Form is hereby rejected

LLP FORM No. 25

[Pursuant to Rule 18(3) of Limited Liability Partnership Rules, 2009]

**Application for reservation/
renewal of name by a Foreign
Limited Liability Partnership
(FLLP)/Foreign Company**

Note.— All fields marked in * are to be mandatorily filled.

- Note.**— All fields marked in * are to be mandatorily filled.

1. *This form is for ☐ Reservation of name ☐ Renewal of Reservation
 Pre-Fill

2. Service Request Number (SRN) of reservation

3. *Name of the FLLP or Foreign company

4. *Registered office address or principal place of business address of the FLLP or foreign company

(a) *Address Line I
Line II

(b) *City

(c) *State

(d) *Country

(e) ISO country code (e) *Pin Code

(g) *e-mail ID

(h) Phone (i) Fax

5. *Name of the applicant

6.(a) *Address of the applicant

Line I
Line II

(b) *City (c) *District

(d) *State (e) *Pin Code

(f) *Country

(g) ISO country code

(h) *e-mail ID

(i) Phone (j) Fax

7. *Date of incorporation/registration (DD/MM/YYYY)

8. *Incorporation or registration number

9. Country of incorporation or registration

Attachments

1. ***Certified copy of the authority to submit the application**
2. **Certified copy of the incorporation or registration certificate**
3. **Optional attachment(s) — if any**

List of attachments

Remove attachment

Verification

- *☐ To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete.
- *☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008, the rules framed thereunder.
- *☐ I have been authorised to sign and submit this application.

To be digitally signed by applicant

For office use only:

e-Form Service Request Number (SRN)

e-Form filing date

(DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby approved

This e-Form is hereby rejected

Date of signing

(DD/MM/YYYY)

FORM 26

[See Rule 35(4)]

Form of Proxy.....
(Name of limited liability partnership)

I being a partner of the abovenamed limited liability partnership hereby appoint or failing him, ... as my proxy to vote for me on my behalf at the meeting of the partners of the limited liability partnership to be held on the day of 20

Signed this day of 20.....

Signature of Partner

Place:

⁴⁶[LLP FORM No. 27**[Pursuant to Rule 34(1) of Limited Liability Partnership Rules, 2009]****Form for registration of particulars by Foreign Limited Liability Partnership (FLLP)***Note.*— All fields marked in *are to be mandatorily filled.

1. *Name of the Limited Liability Partnership (LLP) incorporated or registered outside India

- 2(i) *Country where the foreign LLP is incorporated

- (ii) *Details of relevant Statute under which the limited liability partnership has been incorporated

- (iii) *Details of the authority under which limited liability partnership is establishing a place of business in India

3. *State of principal place of business in India
- 4.(i) *Date of establishment of principal place of business in India (DD/MM/YYYY)
- (ii) Date on which approval of Reserve Bank of India obtained (DD/MM/YYYY)

5. *Full address of the registered or principal office of the limited liability partnership incorporated or registered outside India

	Line I	
	Line II	
*City		
*State		
*Country		
ISO country code		Pin Code
*e-mail ID		

6. *Full address of the office of the limited liability partnership in India which is deemed as its principal place of business in India

	Line I			
	Line II			
*City		*District		
*State		*Pin code		
*Country		ISO country code		
*e-mail ID				

7. Numbers of partners and designated partners—

- (a) *Number of partners (b) *Number of designated partners

Note.—The details of all partners and designated partners of FLLP is to be provided as on attachment

8. Details of type of office and main division of business activity

- (a) *Type of office
- (b) If other, then provide details
- (c) *Main division of business activity to be carried out in India (based on relevant sub-class and description given in NIC-2004)

Description of the main division of business activity

9. Details of persons resident in India and authorized to accept on behalf of the limited liability partnership service of process and any notices or other documents required to be served on the limited liability partnership

Number of persons
authorised Particulars of
persons authorised

I.

* ☐ Designated Partner Identification Number (DPIN) or

* ☐ Income tax permanent account number

Verify Income tax PAN/Pre-Fill

(Income tax PAN)

Name of person resident in India authorised to accept on behalf of the foreign limited liability partnership

First Name

Last Name

Middle Name

Name of person resident in India

First Name

Last Name

Middle Name

*Designation

*Nationality

Where the Nationality of origin is different from the above mentioned nationality

Nationality of origin

*Date of Birth

(DD/MM/YYYY)

*Permanent Residential Address

Line I

Line II

*City

*State

*Pin code

ISO country code

*Country

*Whether present residential address is same as the permanent residential address: ☐ Yes ☐ No

If no, present residential address

Line I

Line II

*City

*State

*Pin Code

*Country

ISO Country code

Phone

Fax

*e-mail ID

*Number of LLP(s) in which the uthorized representative is a partner

*Number of Company(s) in which the uthorized representative is a director

Note.—Attach the details of company(s)/LLP(s) in which authorised representative is a director/partner, as the case may be in the below format as an attachment

Sl. No.	CIN/LLPIN	Name of Company/LLP

List of attachments

Attachments

1. *Copy of the incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub-rule (2) of Rule 34
2. *Extract of the Statute under which the foreign limited liability partnership has been set up
3. *Copy of authorized under which the foreign limited liability partnership is establishing the place of business in India
4. *Power or attorney(s) in favour of authorized representative
5. *Copy of approval of Reserve Bank of India for allowing the foreign limited partnership to establish place of business in India
6. *Details of partners and designated partners
7. If the above instrument is not in English then the translated version of the documents, certified in the manner specified in the sub-rule (5) of Rule 34
8. Details of LLP(s) and/or company(s) in which authorized representative is partner/director
9. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

Attach

Attach

Attach

Attach

Attach

Remove attachment

Verification

- *☐ To the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete.
- *☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008, the rules framed thereunder.
- *☐ I have been authorised to sign and submit this form.

To be digitally signed by

Authorised representative of foreign

Authorised representative of foreign

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number (SRN)

(DD/MM/YYYY)

Digital signature of the authorising officer

This e-Form is hereby registered

Conform Submission

Date of signing

(DD/MM/YYYY)

LLP FORM No. 28**[Pursuant to Rule 34(3) of Limited Liability Partnership Rules, 2009]****Alteration in the—**

- (A) the incorporation document, or other instrument constituting or defining the constitution of a limited liability partnership incorporated or registered outside India, or
- (B) the registered or principal office of a limited liability partnership incorporated or registered outside India; or
- (C) the partner or designated partner if any of a limited liability partnership incorporated or registered outside India.

Note.—All fields marked in * are to be mandatorily filled.

1. *Foreign Limited Liability Partnership Identification Number (FLLPIN)

Pre-Fill

2. Name of the Limited Liability Partnership (LLP) incorporated or registered outside India

3. *Financial year ended on

(DD/MM/YYYY)

4. The abovementioned foreign LLP having established a place of business in India at

*e-mail ID

hereby given you notice of the alteration in—

- ☐ the incorporation document, or other instrument constituting or defining the constitution of a limited liability partnership incorporated or registered outside India; or
- ☐ the registered or principal office of a limited liability partnership incorporated or registered outside India; or
- ☐ the partner or designated partner, if any of a limited liability partnership incorporated or registered outside India.
- (A) The incorporation document, or other instrument constituting or defining the constitution of a limited liability partnership incorporated or registered outside India

(i) A brief description of the alteration is given hereunder

(ii) Date of Alteration

(DD/MM/YYYY)

Note.—Certified copy of the decision and/or the copy of the amended document should be enclosed. If the decision is not in English a certified translation thereof must be enclosed.

- (B) The registered or principal office of a limited liability partnership incorporated or registered outside India

- (i) The registered/principal officer of the LLP in the country of incorporation has been shifted with effect from (DD/MM/YYYY)
- (ii) The new address is as under—

Line I

Line II

City

State Pin code ISO country code

Country

e-mail ID

- (C) The partner or designated partner of a limited liability partnership incorporated or registered outside India

(i) Number of partner(s) or designated partner(s) for which this form is being filed

Note.—The details of alteration in partners' and/or designated partners' are to be provided as an attachment.

Attachments

1. *Copy of the decision or other document through which alteration has been made
2. Copy of the amended incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub-rule (2) of Rule 34
3. If the above instrument is not in English then the translated version of the documents, certified in the manner specified in the sub-rule (5) of Rule 34
4. Copy of alteration in partner(s) and/or designated partner(s) details
5. Optional attachment(s) — if any

List of attachments

Verification

- *☐ To the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete.
- *☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008 and the rules framed thereunder in respect of establishment of place of business by a foreign Limited Liability Partnership.
- *☐ I am authorized to sign and submit this form.

To be digitally signed by

Authorised representative of foreign limited liability partnership

*DPIN or Income tax PAN of the authorised representative

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number
(SRN) Digital signature of the
authorising officer

e-Form filing date (DD/MM/YYYY)

This e-Form is hereby registered

Conform Submission

Date of signing

(DD/MM/YYYY)

LLP FORM No. 29**[Pursuant to Rule 34(3) and 34(8) of Limited Liability Partnership Rules, 2009]**

- (A) Alteration in the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India;
- (B) Alteration in the name or address of any of the persons authorised to accept service on behalf of a foreign limited liability partnership in India;
- (C) Alteration in the principal place of business of foreign limited liability partnership in India;
- (D) Cessation to have place of business in India.

Note.—All fields marked in * are to be mandatorily filled.

1. *Foreign Limited Liability Partnership Identification Number (FLLPIN)

Pre-Fill

2. Name of the Foreign Limited Liability Partnership (FLLP)

3. The abovementioned foreign LLP having established a place of business in India at

*e-mail ID

hereby given notice for—

- ☐ alteration in the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India
- ☐ alteration in the name or address of any of the persons uthorized to accept service on behalf of a foreign limited liability partnership in India
- ☐ alteration in the principal place of business of foreign limited liability partnership in India
- ☐ cessation to have place of business in India.

- (A) Alteration in the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India

1. *A brief description of the alteration is given hereunder

2. *Date of Alteration (DD/MM/YYYY)

3. *Whether there is any change in name of limited liability partnership incorporated or registered outside India ☐ Yes ☐ No

If yes, specify changed name

(B) Alteration in the name or address of any of the persons authorized to accept service on behalf of a foreign limited liability partnership in India

1. *Number of authorized persons for which form is being filed

I. Type of alteration ☐ Addition of a person authorised to accept service
☐ Modification to particulars of a person already authorised to accept service
☐ Deletion of a person authorised to accept service

*Date of alteration (DD/MM/YYYY)

*☐ Designated Partner Identification Number (DPIN) or
☐ Income tax permanent account Number Verify income tax PAN/Pre-Fill
 (Income tax PAN)

*Name of person resident in India authorised to accept on behalf of the foreign limited liability partnership

First Name
 Last Name
 Middle Name

*Father's Name
 First Name
 Last Name
 Middle Name

*Designation
 *Nationality

Where the Nationality of origin is different from the abovementioned nationality

Nationality of origin

*Date of Birth (DD/MM/YYYY)

*Permanent Residential Address

*Line I
 Line II
 *City
 *State *Pin code ISO country code
 *Country

*Whether present residential address is same as the permanent residential address: ☐ Yes ☐ No

If no, present residential address

*Line I
 Line II
 *City
 *State *Pin code
 Country

ISO country code		Phone		Fax	
*e-mail ID					
*Number of LLP(s) in which the authorized representative is a partner					
*Number of Company(s) in which the uthorized representative is a director					
*Remarks as to alteration					

(C) Alteration in the address of principal place of business of the foreign limited liability partnership in India

1. *The principal place of business

in India was shifted with effect from

(DD/MM/YYYY)

2. *The changed address is as under:

*Line I					
Line II					
*City					
*District		*State			
*Pin code		*Country			
ISO country code		Phone		Fax	
e-mail ID					

(D) That it intends to close its place of business in India

1. *Date of cessation of place of business in India (DD/MM/YYYY)

2. *It is hereby declared that the LLP

- ☐ is not maintaining the place of business at any other place in India
☐ has filed with the Registrar all documents due for filing

Note.—Attach the details of company(s)/LLP(s) in which uthorized representative is a director/partner, as the case may be in the below format as an attachment

Sl. No.	CIN/LLPIN	Name of Company/LLP

Attachments

- *Copy of the decision or other document through which alteration has been made
- Copy of approval of Reserve Bank of India for cessation of place of establishment of office in India of the foreign limited liability partnership
- Power of attorney in favour of uthorized representative(s)
- Details of LLP and/or company in which uthorized representative is partner/director
- Optional attachment(s) — if any

List of attachments

Verification

- * ☐ To the best of my knowledge and belief, the information given in this Form and its attachments is correct and complete.
- * ☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008 and the rules framed thereunder in respect of establishment of place of business by a Foreign Limited Liability Partnership.
- * ☐ I am authorised to sign and submit this form.

To be digitally signed by a authorized representative of FLLP

*DPIN or Income tax PAN of uthorized representative

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number e-Form filing date (DD/MM/YYYY)
(SRN) Digital signature of the authorizing officer

This e-Form is hereby rejected

Conform Submission

Date of signing

(DD/MM/YYYY)

FORM 30

[See Rule 34(10)]



Certificate for Establishment of Place of Business in India

Foreign Limited Liability Partnership Registration Number

Year.....

I hereby certify that Form No. 27, dated filed pursuant to Rule 34 of the Limited Liability Partnership Rules, 2009 informing establishment of place of business in India at with effect from by, a Limited Liability Partnership originally incorporated in has been registered.

Given under my hand at this day of Two Thousand

Registrar
(Seal)

⁴⁷[LLP FORM No. 31
[Pursuant to Rule 41(1) of Limited
Liability Partnership Rules, 2009]

Application for compounding
of an offence under the Act

Note.—All fields marked in * are to be mandatorily filled.

- *Category of applicant
- Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) Pre-Fill

3.(a) Name of the Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP)

(b) Address of the registered office of the LLP or principal place of business in India of Foreign LLP

(c) e-mail ID

4. Details of applicant (in case category is others)

(a) Name

(b) Address Line I
Line II

(c) City

(d) State

(e) Country

(f) ISO country code

(g) Pin code

(h) e-mail ID

5. *Name of the office of registrar to which application is being made

6.(a) *Whether application for compounding of offence is filed in respect of

☐ LLP or foreign LLP ☐ Designated Partner ☐ Partner ☐ Authorised Representative ☐ Other

(b) Number of person(s) for whom the application is being filed

(c) Details of person(s) for whom the application is being filed

(i) Category

☐ Designated Partner Identification Number (DPIN) or

☐ Income tax Permanent Account Number or

☐ Passport number

Pre-Fill

Name

(d) *Whether Show Cause Notice received ☐ Yes ☐ No

(e) If Yes, Notice number and date of notice

7. *(i) Please indicate the section of the Act under which offence has been committed

(ii) Indicate the relevant penalty provisions of the Act

8. Whether the offence has been made good as on date of application, if applicable

☐ Yes ☐ No

If yes, the date of making the default good

(DD/MM/YYYY)

Brief particulars as to how the default has been made good

9. *Whether copy of the latest statement of assets and liabilities attached ☐ Yes ☐ No

Attachments

1. *Copy of the detailed application
2. Copy of show cause notice received
3. Copy of authority to make the application on behalf of the LLP
4. Copy of authority to make the application on behalf of other persons
5. Copy of latest statement of asset and liabilities
6. Optional attachment(s) — if any

Attach

Attach

Attach

Attach

Attach

Attach

List of attachments

Remove attachment

Verification

- * ☐ To the best of my knowledge and belief, the information given in this application and its attachments is correct and complete.
- * ☐ I have gone through the provisions of the Limited Liability Partnership Act, 2008 and the rules framed thereunder.
- * ☐ I have been authorized to sign and submit this application on behalf of the person(s) whose name(s) is/are mentioned above.

To be digitally signed by

Designated partner or Authorised representative or Partner of LLP or Applicant

Designation

☐ Designated Partner Identification Number (DPIN) or

☐ Income Tax Permanent Account Number or

☐ Passport number

To be digitally signed by

☐ Chartered Accountant (in whole-time practice) or

☐ Cost accountant (in whole-time practice) or

☐ Company Secretary (in whole-time practice)

Whether associate or fellow ☐ Associate

☐ Fellow

Membership number or certificate of practice number

Modify

Check Form

Pre-scrutiny

For office use only:

e-Form Service Request Number (SRN)

e-Form filing date

(DD/MM/YYYY)

Digital signature of the authorizing officer

This e-Form is hereby approved

This e-Form is hereby rejected

Date of signing

Conform Submission

(DD/MM/YYYY)

48 [LLP FORM No. 32**[Pursuant to Rule 36(6) of Limited Liability Partnership Rules, 2009]****Form for filing addendum for rectification of defects or incompleteness***Note.*—All fields marked in * are to be mandatorily filled.

1. *Service Request Number (SRN) of relevant form(s)

Pre-Fill

[Mention SRN of relevant form(s) in respect of which addendum is being filed. Ensure that correct SRN is mentioned in this field and verify the system displayed details below]

- 2.(a) Date of SRN

- (b) Form number(s)

(DD/MM/YYYY)

Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited

Liability Partnership Identification Number (FLLPIN) or Corporate Identity

- 4.(a) Name of Limited Liability Partnership (LLP) or Company

- (b) Address of the registered office of the LLP or Company or of the principal place of business in India of Foreign LLP

- (c) Name of the person filing this form (applicable in case of filing in respect of non-LLP or LLP yet to be incorporated)

- (d) *e-mail ID

- 5.(a) Details of defects pointed out or further information called by the Registrar or any other competent authority

- (b) *Details of rectification of the defects or further information furnished

(Ensure that correct type of document is selected from the list of documents given in the drop down below. Maximum five documents can be attached).

- 6.(a) Type of document
 (b) Type of document
 (c) Type of document
 (d) Type of document
 (e) Type of document

Attach
 Attach
 Attach
 Attach
 Attach

List of attachments

Remove attachment

Verification

To the best of my/our knowledge and belief, the information given above and in the attached documents is correct and complete.

To be digitally signed by

1. Designated Partner (In case of an LLP)

or authorized representative (In case of a Foreign LLP)

Designation

Designated Partner Identification Number (DPIN) or Income tax PAN

2. In case the form in respect of which addendum is being filed was signed by director or managing director or manager or secretary or chartered accountant (in whole-time practice) or company secretary (in whole-time practice) or cost accountant (in whole-time practice) or partner or applicant or advocate or LLP administrator or others

Designation

Capacity

Director Identification Number (DIN) of the director or

Managing Director; or Income tax PAN of the manager;

or Membership number, if applicable or income tax PAN

of the Secretary (Secretary of a company who is not a member

of ICSI, may quote his/her income tax PAN) or Income tax PAN

of LLP Administrator or DPIN/Income tax PAN/Passport number

of Partner

Certificate

It is hereby certified that I have verified the above particulars [including attachment(s)] from the record of

and found them to be true and correct. I further certify that all required attachment(s) have been completely attached to this form.

☐ Chartered Accountant (in whole-time practice) or

☐ Cost accountant (in whole-time practice) or

☐ Company Secretary (in whole-time practice)

Whether associate or fellow

☐ Associate☐ Fellow

Membership number or certificate of practice number

This form is not required to be signed by the authorizing officer as this has been filed in respect of an already filed e-Form]

ANNEXURE 'A'

1. For registration of Limited Liability Partnership including conversion of a firm or a private company or an unlisted public company into Limited Liability Partnership:

(a)	Limited Liability Partnership whose contribution does not exceed Rs 1 lakh	Rs 500
(b)	Limited Liability Partnership whose contribution exceeds Rs 1 lakh but does not exceed Rs 5 lakhs	Rs 2000
(c)	Limited Liability Partnership whose contribution exceeds Rs 5 lakhs but does not exceed Rs 10 lakhs	Rs 4000
(d)	Limited Liability Partnership whose contribution exceeds Rs 10 lakhs	Rs 5000

2. The difference between the fees payable on the increased slab of contribution and the fees paid on the preceding slab of contribution shall be paid through Form 3.

3. For filing, registering or recording any document, form, statement, notice, Statement of Accounts and Solvency, annual return and an application along with the Statement for conversion of a firm or a private company or an unlisted public company into LLP by this Act or by these rules required or authorized to be filed, registered or recorded:

(a)	Limited Liability Partnership whose contribution does not exceed Rs 1 lakh	Rs 50
(b)	Limited Liability Partnership whose contribution exceeds Rs 1 lakh but does not exceed Rs 5 lakhs	Rs 100
(c)	Limited Liability Partnership whose contribution exceeds Rs 5 lakhs but does not exceed Rs 10 lakhs	Rs 150
(d)	Limited Liability Partnership whose contribution exceeds Rs 10 lakh	Rs 200

- ⁴⁹[3-A. For filing, registering or recording notice of appointment, cessation, change in name, address, designation of a partner or designated partner, intimation of Designated Partner Identification Number and consent to become a partner or designated partner in Form 4

Rs 50]

4. Fee for any application other than application for conversion of a firm or a private company or an unlisted public company into LLP shall be as under:—

49. Ins. by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

- (a) An application for reservation of name u/s 16 Rs 200
- (b) An application for direction to change the name u/s 18 ⁵⁰[Rs 5000]
- (c) Application for reservation of name under Rule 18(3) Rs 10,000
- (d) Application for renewal of name under Rule 18(3) Rs 5000
- (e) Application for obtaining DPIN under Rule 10(5) Rs 100
- ⁵¹(f) An application for striking off name of defunct Limited Liability Partnership under Rule 37 Rs 500]
5. Fee for inspection of documents or for obtaining certified copy thereof shall be as under:—
- (a) For inspection of documents of an LLP under Section 36 Rs 50
- (b) For copy or extract of any document under Section 36 to be certified by Registrar Rs 5 per page or fractional part thereof
6. Fee for filing any form or a Statement of Account and Solvency or a notice or a document by foreign limited liability partnership
- (a) For filing a document under Rule 34(1) Rs 5000
- (b) Any other form or Statement of Account and Solvency or notice or document Rs 1000

ANNEXURE 'B'

No.	Name of Document	Period of preservation
(1)	(2)	(3)
1.	Incorporation document [Section 11(1)(b)]	Permanent
2.	Notice of situation of registered office [Section 13]	Permanent
3.	Information with regard to Limited Liability Partnership Agreement or any changes made therein [Section 23(2)]	Permanent
4.	Notice of other address of any limited liability partnership at which documents to be served [Section 13(2)]	Permanent

ANNEXURE 'C'

No.	Name of Document	Period of preservation
(1)	(2)	(3)
1.	Statement of compliance with requirements of the Act by an Advocate or Company Secretary or Chartered	5 years

50. Subs. for "Rs 10,000" by G.S.R. 24(E), dated 11-1-2010 (w.e.f. 15-1-2010).

51. Ins. by G.S.R. 430(E), dated 5-6-2012 (w.e.f. 11-6-2012).

	Accountant or Cost Accountant in whole-time practice and by any person who subscribed his name to the incorporation document [Section 11(1)(c)]	
2.	Notice of a person ceasing to be a partner and any change in the name or address of a partner	5 years
3.	Registered documents relating to LLP struck off under Section 75 together with correspondence or copy of the order of restoration of the LLP into the register	5 years
4.	Annual return of a limited liability partnership	5 years
5.	Consent of candidates to act as designated partner to be filed with the Registrar [Section 7(4)]	5 years
6.	Consent to act as a partner	5 years
7.	Statement by all the partners of firm containing particulars of firm along with application for its conversion into limited liability partnership	5 years
8.	Statement by all the shareholders containing particulars of private company/unlisted public company along with application for its conversion into limited liability partnership	5 years
9.	Certified copy of the order(s) of the Tribunal under Section 60/61/62	5 years
10.	Copy of the order of dissolution of a LLP by Tribunal [Section 63]	5 years
11.	Statement of Account and Solvency	8 years

ANNEXURE 'D'*Particulars of documents relating to limited liability partnership***PART I**

Name of Limited Liability Partnership	Act under which registered	Date on which finally dissolved or wound up or struck off	Description of Documents destroyed	Date and mode of destruction with remarks
(1)	(2)	(3)	(4)	(5)

*Particulars of documents other than those specified in Part I***PART II**

No. of the file of documents destroyed	Subject to which the document refers	Description of documents destroyed	Date and mode of destruction with remarks
(1)	(2)	(3)	(4)



भारत का राजपत्र The Gazette of India

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EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

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कारपोरेट कार्य मंत्रालय

अधिसूचना

नई दिल्ली, 11 फरवरी, 2022

सा.का.नि. 109(अ).—केंद्रीय सरकार, सीमित दायित्व भागीदारी अधिनियम, 2008 (2009 का 6) की धारा 17, धारा 69, धारा 72, धारा 76क और धारा 79 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, सीमित दायित्व भागीदारी नियम, 2009 में आगे संशोधन करने हेतु एतद्वारा निम्नलिखित नियम बनाती है, अर्थात् :-

- (1) इन नियमों का संक्षिप्त नाम सीमित दायित्व भागीदारी (संशोधन) नियम, 2021 है।
- (2) ये तारीख 01 अप्रैल 2022 से प्रवृत्त होंगे।
- सीमित दायित्व भागीदारी नियम, 2009 (जिसे इसके पश्चात् उक्त नियमों के रूप में कहा गया है) में, नियम 5 में,-
 - उप-नियम (2) में,-
 - प्रथम तथा द्वितीय परंतुक का लोप किया जाएगा;
 - तृतीय परंतुक में शब्द “परंतु यह और भी कि”, शब्द “परंतु” शब्द रखे जाएंगे;
 - उप-नियम (2) के पश्चात्, निम्नलिखित उप-नियम अंतः स्थापित किया जाएगा, अर्थात्:-

“(3) राष्ट्रीय कंपनी विधि अपील अधिकरण नियम, 2016 यथा आवश्यक परिवर्तन सहित धारा 72 की उप-धारा (2) और उप-धारा (3) के अंतर्गत एक अपील फाइल करने हेतु प्रयोज्य होगा।”

- उक्त नियम में, नियम 18 में, उप-नियम (2) में, खंड (xi) के स्थान पर, निम्नलिखित खंड रखा जाएगा, अर्थात् :-

“(xi) प्रस्तावित नाम किसी अन्य सीमित दायित्व भागीदारी या किसी कंपनी के नाम के समरूप अथवा उसके अति सदृश है;”

4. उक्त नियम में, नियम 19 में, उप-नियम (1) के स्थान पर, निम्नलिखित उप-नियम रखा जाएगा, अर्थात :-

“(1) कोई सीमित दायित्व भागीदारी या कोई कंपनी या व्यापार चिह्न अधिनियम, 1999 (1999 का 47) के तहत किसी रजिस्ट्रीकृत व्यापार चिह्न का स्वत्वधारी, जिसका पहले से ही एक नाम या ट्रेड मार्क है जो तदनुपरांत शामिल किए गए किसी सीमित दायित्व भागीदारी के नाम अथवा नए नाम के समरूप अथवा अति सदृश है, प्ररूप 23 में वह तदनुपरांत शामिल की गई सीमित दायित्व भागीदारी को अपना नाम या नया नाम, यथास्थिति, में परिवर्तन करने का निदेश देने के संबंध में प्रादेशिक निदेशक को आवेदन कर सकेगा।

परंतु रजिस्ट्रीकृत व्यापार चिह्न के स्वत्वधारी का कोई आवेदन समावेशन अथवा रजिस्ट्रीकरण अथवा इस अधिनियम के तहत सीमित दायित्व भागीदारी के नाम में परिवर्तन की तारीख से तीन वर्ष की अवधि के भीतर अनुरक्षणीय हो।”

5. उक्त नियम में, नियम 19 के पश्चात् निम्नलिखित नियम अंतःस्थापित किया जाएगा, अर्थात -

“19क. धारा 17 की उपधारा (3) के अंतर्गत मौजूदा एलएलपी को नया नाम आवंटित करना.-

(1) यदि कोई सीमित दायित्व भागीदारी (जिसे इसके पश्चात् ‘एलएलपी’ के रूप में कहा गया है) ऐसे निदेश के जारी होने की तारीख से तीन महीने की अवधि के भीतर धारा 17 की उप-धारा (1) के अंतर्गत जारी किए गए निदेश के अनुसार, अपने नाम या नए नाम, यथास्थिति, में परिवर्तन करने से चूक जाता है, तो अक्षर “ओआरडीएनसी” (जो ‘प्रादेशिक निदेशक के आदेश का अनुपालन नहीं किया गया’ शब्दों का संक्षिप्त रूप है), निदेश जारी करने का वर्ष, क्रम संख्या तथा एलएलपी का मौजूदा एलएलपीआईएन, एलएलपी द्वारा किसी और अधिनियम या विलेख के बिना एलएलपी का नया नाम होगा और रजिस्ट्रार एलएलपी के रजिस्टर में उस नए नाम की तदनुसार प्रविष्टि कर देगा और प्ररूप संख्या 16क में समावेशन का एक नया प्रमाण पत्र जारी करेंगे:

परंतु, उप-नियम (1) में अंतर्विष्ट किसी बात के होते हुए भी लागू नहीं होगी, यदि एलएलपी द्वारा फाइल किए गए ई-प्ररूप एलएलपी प्ररूप संख्या - 5 प्रादेशिक निदेशक द्वारा निदेश जारी करने की तारीख से तीन महीने की अवधि समाप्त होने पर निस्तारण हेतु लंबित हो और बाद में उक्त ई-प्ररूप अस्वीकार न कर दिया गया हो।

(2) एलएलपी, जिसका नाम धारा 17 की उप-धारा (3) के तहत परिवर्तित हो गया है, धारा 21 के उपबंधों का तुरंत आवश्यक अनुपालन करेगा और कथन, ‘प्रादेशिक निदेशक के आदेश का अनुपालन नहीं किया गया (एलएलपी अधिनियम, 2008 की धारा 17 के तहत)’ एलएलपी के नाम के नीचे कोष्ठकों में उनके बीजकों पर, कार्यालयी पत्राचारों और प्रकाशनों में उल्लिखित किया जाएगा :

- परंतु कोई ऐसा कथन उल्लिखित किया जाना अपेक्षित नहीं होगा, यदि एलएलपी धारा 19 के अनुसार अपने नाम में तदनुपरांत परिवर्तन करता है।”

6. उक्त नियम में, नियम 37 के पश्चात्, निम्नलिखित नियमों को अंतःस्थापित किए जाएंगे, अर्थात :-

“37क. शास्तियों का न्यायनिर्णयन.-

(1) केंद्रीय सरकार इस अधिनियम के उपबंधों के तहत, शास्तियों के न्यायनिर्णयन के लिए न्यायनिर्णायक अधिकारियों के रूप में अपने किसी अधिकारी, जिसका रैंक रजिस्ट्रार से कम न हो, को नियुक्त कर सकेगी।

(2) शास्ति का न्यायनिर्णय करने से पूर्व, न्यायनिर्णायक अधिकारी सीमित दायित्व भागीदारी, भागीदार अथवा सीमित दायित्व भागीदारी के नामित भागीदार अथवा कोई अन्य व्यक्ति, जिसने इस अधिनियम के तहत अनुपालन नहीं किया है अथवा चूक किया है, यथास्थिति, को एक लिखित कारण बताओ नोटिस, नोटिस में विनिर्दिष्ट की गई ऐसी अवधि (जो उस पर तामिल करने की तारीख से पंद्रह दिन से कम तथा तीस दिन से अधिक नहीं होगी) के भीतर इस बाबत जारी करेगा कि क्यों नहीं उसके ऊपर शास्ति अधिरोपित की जाए।

(3) उप-नियम (2) के तहत प्रत्येक नोटिस में, ऐसी सीमित दायित्व भागीदारी, इसके भागीदार अथवा इसके नामित भागीदार अथवा किसी अन्य व्यक्ति, यथास्थिति, के द्वारा इस अधिनियम के तहत अभिकथित रूप से किए गए अथवा किए गए गैर-अनुपालन अथवा चूक, का स्वरूप इंगित किया जाएगा और इस अधिनियम के

सुसंगत दांडिक उपबंधों और अधिकतम शास्ति जो ऐसे सीमित दायित्व भागीदारी, इसके भागीदारों, अथवा नामित भागीदारों, अथवा किसी अन्य व्यक्ति, यथास्थिति, पर अभिरोपित की जा सकती है, की ओर भी ध्यान आकर्षित किया जाएगा।

- (4) ऐसे नोटिस का जबाब नोटिस में यथाविनिर्दिष्ट अवधि के भीतर ही इलेक्ट्रॉनिक ढंग में फाइल किया जाएगा: परंतु न्यायनिर्णायक अधिकारी, लिखित में कारणों को अभिलेख करने के लिए, ऊपर उल्लिखित अवधि में और विस्तार कर सकेगा है, जो पंद्रह दिन की अवधि से अधिक नहीं होगा, यदि सीमित दायित्व भागीदारी या इसके भागीदारों या नामित भागीदारों या कोई अन्य व्यक्ति, यथास्थिति, न्यायनिर्णायक अधिकारी को इस बात से समाधान करता है कि उसके पास नोटिस का विहित अवधि के दौरान प्रत्युत्तर नहीं देने का पर्याप्त कारण है अथवा न्यायनिर्णायक अधिकारी के पास यह विश्वास करने का यह कारण है कि सीमित दायित्व भागीदारी अथवा इसके भागीदारों अथवा नामित भागीदारों या किसी अन्य व्यक्ति को एक अपेक्षाकृत लघु नोटिस प्राप्त हुआ है और उसके पास इसका जबाब देने का युक्तियुक्त समय नहीं था।

- (5) ऐसी सीमित दायित्व भागीदारी अथवा इसके भागीदारों अथवा नामित भागीदारों अथवा कोई अन्य व्यक्ति, यथास्थिति, के द्वारा प्रस्तुत किए गए उत्तर पर विचार करने के बाद, यदि कोई न्यायनिर्णायक अधिकारी की राय है कि व्यक्तिगत रूप से उपस्थिति अपेक्षित है, वह ऐसी सीमित दायित्व भागीदारी की, इसके प्राधिकृत प्रतिनिधि, अथवा भागीदारों या नामित भागीदारों या किसी अन्य व्यक्ति के माध्यम से, उपस्थिति के लिए तारीख निर्धारित करते हुए उत्तर प्राप्त करने की तारीख से दस कार्यदिवसों की अवधि भीतर, चाहे व्यक्तिगत रूप से अथवा अपने प्राधिकृत प्रतिनिधि के द्वारा एक नोटिस जारी करेगा :

परंतु यदि कोई व्यक्ति, जिसे उप-नियम (2) के तहत नोटिस जारी किया जाता है, व्यक्तिगत रूप से या अपने प्राधिकृत प्रतिनिधि के माध्यम से एक मौखिक अभ्यावेदन प्रस्तुत करना चाहता है, और उसने इसे इलेक्ट्रॉनिक ढंग में अपना उत्तर प्रस्तुत करते समय दर्शाया है, न्यायनिर्णायक अधिकारी ऐसे व्यक्ति को उपस्थिति की तारीख निर्धारित करने के पश्चात् ऐसा अभ्यावेदन प्रस्तुत करने की अनुज्ञा देगा।

- (6) सुनवाई की तारीख निर्धारित होने और संबंधित व्यक्ति की बात सुनने के लिए उपयुक्त अवसर प्रदान करने के पश्चात्, न्यायनिर्णायक अधिकारी, लिखित में कारणों को अभिलेख करने के अध्यक्षीन लिखित में कोई आदेश, न्यायनिर्णयन के लिए आदेश सहित, पारित कर सकता है, जैसा कि वह ठीक समझे :

परंतु सुनवाई के पश्चात्, न्यायनिर्णायक अधिकारी संबंधित व्यक्ति से यह अपेक्षा रख सकता है कि वह चूक के अवधारण के लिए सुसंगत, उप-नियम (2) के तहत नोटिस से संबंधित कतिपय अन्य मुद्दों पर लिखित में अपना जबाब प्रस्तुत करे।

- (7) न्यायनिर्णायक अधिकारी एक आदेश पारित करेगा –

(क) उप-नियम (2) में विनिर्दिष्ट अवधि अथवा ऐसी विस्तारित अवधि, जैसा कि उल्लिखित है, के समाप्त होने की तीस दिनों की अवधि के भीतर, जब उप-नियम (5) के तहत व्यक्तिगत उपस्थिति अपेक्षित नहीं थी;

(ख) नियम (2) के तहत नोटिस जारी होने की तारीख के नब्बे दिन के भीतर, जब कोई व्यक्ति उप-नियम(5) के अंतर्गत न्यायनिर्णायक अधिकारी के समक्ष उपस्थित हुआ था :

परंतु यदि ऊपर उल्लिखित अवधि के पश्चात् कोई आदेश पारित किया जाता है, तो न्यायनिर्णायक अधिकारी द्वारा विलंब के कारण अभिलेख किए जाएंगे और ऐसा कोई भी आदेश सिर्फ ऐसे तीस दिन या नब्बे दिन की अवधि, यथा-स्थिति, की समाप्ति के पश्चात्, इसके पारित होने की वजह से विधिमान्य नहीं होगा।

- (8) न्यायनिर्णायक अधिकारी का प्रत्येक आदेश उनके द्वारा सम्यक रूप से हस्ताक्षरित होगा और उस पर तारीख दी जाएगी और उसमें उप-नियम (5) के तहत व्यक्तिगत उपस्थिति के लिए अपेक्षित कारणों का स्पष्ट रूप से उल्लेख किया जाएगा।

- (9) न्यायनिर्णायक अधिकारी अपने द्वारा पारित आदेश की प्रति संबंधित सीमित दायित्व भागीदारी, इसके भागीदार अथवा नामनिर्दिष्ट भागीदार अथवा किसी अन्य व्यक्ति अथवा उन सभी व्यक्तियों अथवा प्रादेशिक निदेशक को प्रेषित करेगा तथा इस आदेश की एक प्रति वेबसाइट पर भी अपलोड की जाएगी।

- (10) इस नियम के लिए, न्यायनिर्णायक अधिकारी निम्नलिखित शक्तियों का प्रयोग करेगा, अर्थात:

- (क) लिखित में कारणों को अभिलेख करने के पश्चात्, मामले के तथ्यों तथा परिस्थितियों से अवगत किसी व्यक्ति को आहूत करना तथा उसकी उपस्थिति को अनिवार्य बनाना।
- (ख) साक्ष्य के लिए अथवा किसी दस्तावेज को प्रस्तुत करने के लिए आदेश देना, जो न्यायनिर्णायक अधिकारी के राय में, जांच की विषय वस्तु के लिए उपयोगी अथवा सुसंगत हो सकता है।
- (11) यदि कोई व्यक्ति उप-नियम (5) अथवा उप-नियम (10) के तहत न्यायनिर्णायक अधिकारी के समक्ष यथा-अपेक्षित रूप से जवाब देने में चूक करता है अथवा उपेक्षा करता है अथवा उपस्थित होने से इंकार करता है, न्यायनिर्णायक अधिकारी ऐसा करने के लिए कारणों को रिकार्ड करने के पश्चात्, ऐसे अधिकारी की अनुपस्थिति में शास्ति को अधिरोपित करते हुए आदेश पारित कर सकता है।
- (12) शास्ति का भुगतान केवल कारपोरेट कार्य मंत्रालय पोर्टल के माध्यम से किया जाएगा।
- (13) इस अधिनियम के तहत शास्तियों के माध्यम से वसूल की गई सभी राशि भारत की समेकित निधि में जमा की जाएगी।

स्पष्टीकरण 1.- (क) इस नियम के लिए, निबंधन “विनिर्दिष्ट रीति” का आशय धारा 13 की उप-धारा (2) तथा इसके तहत बनाए गए नियमों में यथा-विनिर्दिष्ट दस्तावेजों की उपलब्धता कराने से होगा और रजिस्ट्री में फाइल किए गए दस्तावेजों के बारे में पता (इलेक्ट्रॉनिक मेल आईडी सहित) के संदर्भ में ब्यौरा का उपयोग इस नियम के तहत संप्रेषण के लिए किया जाएगा।

(ख) किसी सीमित दायित्व भागीदारी, इसके भागीदारों अथवा नामनिर्दिष्ट भागीदारों अथवा किसी अन्य व्यक्तियों द्वारा दस्तावेजों की उपलब्धता कराने के कार्य में रजिस्ट्रीकृत कार्यालय में तथा किसी अन्य पते, जो नियम 16 की उप-नियम (3) के तहत ऐसे प्ररूप में प्रयोजन के लिए सीमित दायित्व भागीदारी द्वारा विशेष रूप से उल्लिखित किया गया हो, पर त्वरित डाक अथवा कूरियर सेवा अथवा इलेक्ट्रॉनिक प्रेषण के तहत किसी अन्य रीति से उपलब्ध कराना शामिल होगा।

(ग) डाक द्वारा परिदान की स्थिति में, ऐसी सेवा को उस समय पर प्रभावी समझा जाएगा जिस समय पर दस्तावेज डाक के सामान्य क्रम में वितरित किया जाएगा।

स्पष्टीकरण 2.- इस नियम के प्रयोजनों के लिए, एतद्वारा यह स्पष्ट किया जाता है की ई न्यायनिर्णयन मंच के सृजन के बाद इलेक्ट्रॉनिक ढंग में उत्तर प्रस्तुत करने की अपेक्षा अनिवार्य बन जाएगी।

37ख. न्यायनिर्णायक अधिकारी के आदेश के विरुद्ध अपील. – (1) न्यायनिर्णायक अधिकारी के आदेश के विरुद्ध प्रत्येक अपील, इस मामले में अधिकारिता रखने वाले प्रादेशिक निदेशक के समक्ष उस तारीख से साठ दिन की अवधि के भीतर फाइल की जाएगी जिस तारीख को न्यायनिर्णायक अधिकारी द्वारा किए गए आदेश की प्रति प्ररूप सं. 33 - एलएलपी एडी-ज में व्यथित पक्ष को प्राप्त होती है, अपील के आधार को निर्धारित करता है और इसके साथ उस आदेश की प्रमाणित प्रति संलग्न की जाएगी जिसके विरुद्ध अपील मांगी गई है:

परंतु यह कि प्रादेशिक निदेशक साठ दिन की उक्त अवधि की समाप्ति के बाद लेकिन तीस दिनों की अतिरिक्त अधिकतम अवधि अपील पर विचार कर सकता है, यदि उसका समाधान हो जाता है कि अपीलार्थी को यथाविनिर्दिष्ट अवधि के भीतर अपील फाइल करने से पर्याप्त कारण से रोका गया था:

परंतु यह भी कि जहाँ पक्षकार का प्रतिनिधित्व एक प्राधिकृत प्रतिनिधि द्वारा किया जाता है, वहाँ प्रतिनिधि के पक्ष में इस प्रकार के प्रमाणन और उस पर ऐसे प्राधिकृत प्रतिनिधि की लिखित सम्मति की एक प्रति भी अपील के साथ संलग्न की जाएगी:

परंतु यह भी कि प्ररूप संख्या 33 – एलएलपी एडी-ज में अपील में एक से अधिक आदेश के खिलाफ राहत की मांग नहीं की जाएगी जब तक कि प्रार्थित राहत परिणामी न हों।

(2) इस नियम के तहत फाइल की गई प्रत्येक अपील के साथ छोटे एलएलपी के लिए एक हजार रुपये और छोटे एलएलपी के अलावा अन्य के लिए पच्चीस सौ रुपये की फीस देनी होगी।

37ग. अपील का रजिस्ट्रीकरण. – (1) अपील के प्राप्त होने पर, प्रादेशिक निदेशक का कार्यालय ऐसी अपील पर तारीख का पृष्ठांकन करेगा और ऐसे पृष्ठांकन पर हस्ताक्षर करेगा।

(2) यदि, संवीक्षा करने पर, अपील क्रम में पाई जाती है तो इसे सम्यक रूप से रजिस्ट्रीकृत किया जाएगा और एक क्रमांक दिया जाएगा:

परंतु यह की जहाँ अपील दोषपूर्ण पाई जाती है, तो प्रादेशिक निदेशक, अपीलार्थी को दोष की प्रकृति और दोष में सुधार करने के लिए प्रादेशिक निदेशक से अपीलार्थी द्वारा सूचना प्राप्त होने की तारीख के बाद, समय दे सकता है जो 14 दिन से कम न हो और यदि अपीलार्थी उपरोक्त अनुमत समय अवधि के भीतर इस तरह की त्रुटियों को ठीक करने में विफल रहता है तो प्रादेशिक निदेशक आदेश द्वारा और लिखित रूप में दर्ज किए जाने वाले कारणों से ऐसी अपील को दर्ज करने से इनकार कर सकता है और अपीलार्थी को इस मनाही की सूचना सात दिन की अवधि के भीतर सूचित करेगा:

परंतु यह भी कि प्रादेशिक निदेशक, लिखित रूप में दर्ज किए जाने वाले कारणों के लिए, उपरोक्त प्रथम परंतुक में निर्दिष्ट अवधि को चौदह दिन की अवधि तक और बढ़ा सकता है यदि कोई अपीलकर्ता प्रादेशिक निदेशक को यह समाधान करता है कि अपीलार्थी के पास पहले परंतुक में दी गई चौदह दिन की अवधि के अंदर त्रुटियों में सुधार नहीं करने के लिए पर्याप्त कारण थे।

37घ. प्रादेशिक निदेशक द्वारा अपील का निपटान. -

(1) अपील की स्वीकृति पर, प्रादेशिक निदेशक उस न्यायनिर्णायक अधिकारी को, जिसके आदेश के विरुद्ध अपील की गई है, अपील की प्रति प्रस्तुत करेगा और साथ ही एक नोटिस देगा जिसमें न्यायनिर्णायक अधिकारी से ऐसी अवधि के भीतर अपना उत्तर दाखिल करने की अपेक्षा की जाएगी जिसकी अवधि इक्कीस दिन से अधिक की नहीं, जिसे उक्त नोटिस में प्रादेशिक निदेशक द्वारा निर्धारित किया जा सकेगा:

परंतु यह कि प्रादेशिक निदेशक, लिखित रूप में दर्ज किए जाने वाले कारणों से, उपरोक्त उप नियम (1) में निर्दिष्ट अवधि को इक्कीस दिन की अतिरिक्त अवधि के लिए बढ़ा सकते हैं यदि न्यायनिर्णायक अधिकारी प्रादेशिक निदेशक को समाधान करता है कि उसके पास इक्कीस दिन की उक्त अवधि के भीतर अपील का उत्तर दाखिल करने में सक्षम नहीं होने का पर्याप्त कारण है।

(2) न्यायनिर्णायक अधिकारी द्वारा प्रादेशिक निदेशक के समक्ष फाइल किए गए प्रत्येक उत्तर, आवेदन और लिखित अभ्यावेदन की प्रति, न्यायनिर्णायक अधिकारी के द्वारा तुरंत अपीलार्थी को प्रस्तुत की जाएगी।

(3) प्रादेशिक निदेशक पार्टियों को अपील की सुनवाई की तारीख अधिसूचित करेगा, जो कि अपील की सुनवाई की तारीख संबंधी ऐसी अधिसूचना की तारीख से तीस दिन पहले की तारीख नहीं होगी।

(4) सुनवाई के लिए नियत तारीख पर प्रादेशिक निदेशक, लिखित में दर्ज कारणों के अध्यक्षीन, सुनवाई की तारीख को भविष्य में स्थगन करने के आदेश सहित, कोई भी आदेश पारित कर सकता है जो वे ठीक समझे।

(5) यदि अपीलार्थी या न्यायनिर्णायक अधिकारी सुनवाई के लिए नियत तारीख पर प्रस्तुत नहीं होते हैं तो प्रादेशिक निदेशक एकपक्षीय रूप से अपील का निपटान कर सकेगा:

परंतु यह कि जहाँ अपीलार्थी बाद में उपस्थित होता है और प्रादेशिक निदेशक को अपनी अनुपस्थिति के पर्याप्त कारण से समाधान करता है, तो प्रादेशिक निदेशक एकपक्षीय आदेश को हटाकर अपील को बहाल कर सकता है।

(6) इस नियम के तहत पारित प्रत्येक आदेश दिनांकित होगा और प्रादेशिक निदेशक द्वारा सम्यक रूप से हस्ताक्षरित होगा।

(7) प्रादेशिक निदेशक द्वारा पारित प्रत्येक आदेश की एक प्रामाणिक प्रति न्यायनिर्णायक अधिकारी और अपीलकर्ता तथा केंद्रीय सरकार को भी पहुंचाई जाएगी।”

7. उक्त नियम में, प्ररूप 16 के बाद, निम्नलिखित प्ररूप अंतःस्थापित किया जाएगा, अर्थात:-

“प्ररूप संख्या 16क

[नियम 19क देखें]

भारत सरकार

कारपोरेट कार्य मंत्रालय

कंपनी रजिस्ट्रार कार्यालय

< कंपनी रजिस्ट्रार कार्यालय का पता >

**प्रादेशिक निदेशक के आदेश का अनुपालन नहीं होने के कारण नाम परिवर्तन
के अनुसरण में निगमन का प्रमाण-पत्र**

[सीमित दायित्व भागीदारी नियम, 2009 के नियम 19क के साथ पठित सीमित दायित्व भागीदारी अधिनियम, 2008 की धारा 17(3) के अनुसरण में]

सीमित दायित्व भागीदारी पहचान संख्या (एलएलपीआईएन): <एलएलपीआईएन>

मैं एतद्वारा यह प्रमाणित करता हूँ की सीमित दायित्व भागीदारी अधिनियम, 2008 की धारा 17 की उपधारा (3) के तहत एलएलपी का नाम इस प्रमाणपत्र की तारीख से <एलएलपी का पिछला नाम> से बदलकर <एलएलपी का नया नाम> किया गया है।

मेरे हस्ताक्षर के लिए <उस शहर का नाम जहां कंपनी रजिस्ट्रार कार्यालय स्थित है> में दो हजार को <कार्य मद के अनुमोदन का वर्ष शब्दों में> के <कार्य मद के अनुमोदन का महीना शब्दों में> की <कार्य मद के अनुमोदन की तारीख शब्दों में> (अर्थात् प्रथम, द्वितीय आदि)> को दिया गया

< कार्य मद को अनुमोदित करने वाले प्राधिकृत अधिकारी का पूरा नाम>

< सहायक कंपनी रजिस्ट्रार/उप कंपनी रजिस्ट्रार/कंपनी रजिस्ट्रार>

कंपनी रजिस्ट्रार

< कंपनी रजिस्ट्रार कार्यालय का नाम>

मुहर :

कंपनी रजिस्ट्रार/उप कंपनी रजिस्ट्रार/सहायक कंपनी रजिस्ट्रार

(राज्य)

कंपनी रजिस्ट्रार कार्यालय में उपलब्ध रिकॉर्ड के अनुसार मेल का पता

< एलएलपी का नाम>

<एलएलपी के रजिस्ट्रीकृत कार्यालय का पता>”

8. उक्त नियमों में, उपाबंध 'क' के स्थान पर, निम्नलिखित उपाबंध रखा जाएगा, अर्थात:-

“उपाबंध 'क'

1. एक फर्म या एक प्राइवेट कंपनी या एक गैर-सूचीबद्ध सार्वजनिक कंपनी का सीमित दायित्व भागीदारी में परिवर्तन सहित सीमित दायित्व भागीदारी के रजिस्ट्रीकरण के लिए:-

(क) सीमित दायित्व भागीदारी जिसका योगदान 1 लाख रुपये से अधिक न हो	500 रुपए
(ख) सीमित भागीदारी जिसका योगदान 1 लाख रुपये से अधिक हो किंतु 5 लाख रुपये से अधिक न हो	2,000 रुपए
(ग) सीमित दायित्व भागीदारी जिसका योगदान 5 लाख रुपये से अधिक हो किंतु 10 लाख रुपये से अधिक न हो	4,000 रुपये
(घ) सीमित दायित्व भागीदारी जिसका योगदान 10 लाख रुपये से अधिक हो किंतु 25 लाख रुपये से अधिक न हो	5,000 रुपये
(ङ) सीमित दायित्व भागीदारी जिसका योगदान 25 लाख रुपये से अधिक हो किंतु 1 करोड़ रुपये से अधिक न हो	10,000 रुपये
(च) सीमित दायित्व भागीदारी जिसका योगदान 1 करोड़ रुपये से अधिक हो	25,000 रुपये

2. योगदान के बड़े हुए खंड पर देय फीस और योगदान के पूर्व खंड पर देय फीस के बीच अंतर की फीस प्ररूप 3 के द्वारा जमा की जाएगी।

3. किसी भी दस्तावेज, प्ररूप, कथन, नोटिस, स्टेटमेंट ऑफ अकाउंट्स एंड सॉल्वेंसी, वार्षिक विवरणी और एक आवेदन के साथ एक फर्म या एक प्राइवेट कंपनी या एक गैर सूचीबद्ध पब्लिक कंपनी को अधिनियम या इन नियमों के द्वारा फाइल, रजिस्ट्रीकृत या रिकॉर्ड करने के लिए एलएलपी में बदलने हेतु फाइलिंग, रजिस्ट्रीकरण या रिकॉर्ड करने के लिए:

(क) सीमित दायित्व भागीदारी जिसका योगदान 1 लाख रुपये से अधिक न हो	50 रुपए
(ख) सीमित भागीदारी जिसका योगदान 1 लाख रुपये से अधिक हो किंतु 5 लाख रुपये से अधिक न हो	100 रुपये
(ग) सीमित दायित्व भागीदारी जिसका योगदान 5 लाख रुपये से अधिक हो किंतु 10 लाख रुपये से अधिक न हो	150 रुपये
(घ) सीमित दायित्व भागीदारी जिसका योगदान 10 लाख रुपये से अधिक हो किंतु 25 लाख रुपये से अधिक न हो	200 रुपये
(ङ) सीमित दायित्व भागीदारी जिसका योगदान 25 लाख रुपये से अधिक हो किंतु 1 करोड़ रुपये से अधिक न हो	400 रुपये
(च) सीमित दायित्व भागीदारी जिसका योगदान 1 करोड़ रुपये से अधिक हो	600 रुपये

4. नामनिर्दिष्ट भागीदार की पहचान संख्या की सूचना, एक भागीदार या नामनिर्दिष्ट भागीदार के नाम, पता, पदनाम में परिवर्तन, समाप्ति, नियुक्ति के नोटिस के रजिस्ट्रीकरण, फाइलिंग और रिकॉर्डिंग की फीस और एलएलपी में एक भागीदार या नामनिर्दिष्ट भागीदार बनने के लिए सहमति प्ररूप संख्या 4 में:

छोटी एलएलपी के लिए	50 रुपए
छोटी एलएलपी से अन्य के लिए	150 रुपए

5. (1) एक फर्म या एक प्राइवेट कंपनी या एक गैर-सूचीबद्ध पब्लिक कंपनी को एलएलपी में परिवर्तन के आवेदन के अतिरिक्त, किसी आवेदन के लिए फीस निम्नलिखित होगी:

क्र.सं.	आवेदन	छोटी एलएलपी (रुपये में)	छोटी एलएलपी के अतिरिक्त (रुपये में)
(क)	अधिनियम की धारा 16 के तहत नाम के आरक्षण के लिए	200 रुपये	200 रुपये
(ख)	अधिनियम की धारा 17 के तहत नाम में परिवर्तन के लिए निर्देशन	5,000 रुपये	5,000 रुपये
(ग)	नियम 37 के तहत निष्क्रिय सीमित दायित्व भागीदारी का नाम हटाना	500 रुपये	1,000 रुपये

(2) नियम 18(3) के तहत एक आवेदन के लिए शुल्क:

(क)	नियम 18(3) के तहत नाम आरक्षण के लिए आवेदन	10,000 रुपए
(ख)	नियम 18(3) के तहत नाम के नवीनीकरण के लिए आवेदन	5,000 रुपए

6. दस्तावेजों की जांच या उसकी सत्यापित प्रति अभिप्राय करने के लिए फीस निम्न प्रकार से होगी:-

(क) धारा 36 के तहत एक एलएलपी के दस्तावेजों की जांच के लिए	50 रुपए
(ख) धारा 36 के तहत रजिस्ट्रार द्वारा सत्यापित किसी दस्तावेज के प्रति या सार के लिए	5 रुपए प्रति पृष्ठ या इसके गुणात्मक भाग के अनुसार

7. विदेशी सीमित दायित्व भागीदारी द्वारा किसी प्ररूप या लेखा कथन और शोधन क्षमता या नोटिस या दस्तावेज फाइल करने के लिए फीस

(क) नियम 34(1) के तहत दस्तावेज फाइल करने के लिए	5,000 रुपए
(ख) कोई अन्य प्ररूप या लेखा कथन और शोधन क्षमता या नोटिस या दस्तावेज फाइल करने के लिए	1,000 रुपए

8. विलंब से प्ररूपों को फाइल करने के लिए निम्न सारणी के अनुसार अतिरिक्त फीस लागू होगी

क्र.सं.	विलंब की अवधि	लघु एलएलपी	लघु एलएलपी के अतिरिक्त
क	15 दिन तक	एकबारगी	एकबारगी
ख	15 दिन से अधिक और 30 दिन तक	सामान्य फाइलिंग फीस का दोगुना	सामान्य फाइलिंग फीस का चार गुणा
ग	30 दिन से अधिक और 60 दिन तक	सामान्य फाइलिंग फीस का चार गुणा	सामान्य फाइलिंग फीस का आठ गुणा
घ	60 दिन से अधिक और 90 दिन तक	सामान्य फाइलिंग फीस का छह गुणा	सामान्य फाइलिंग फीस का बारह गुणा
ङ	90 दिन से अधिक और 180 दिन तक	सामान्य फाइलिंग फीस का दस गुणा	सामान्य फाइलिंग फीस का बीस गुणा
च	180 दिन से अधिक और 360 दिन तक	सामान्य फाइलिंग फीस का पंद्रह गुणा	सामान्य फाइलिंग फीस का तीस गुणा
छ	360 दिन से अधिक	प्ररूप 8 और प्ररूप 11 के अतिरिक्त प्ररूपों के लिए सामान्य फाइलिंग फीस का 25 गुणा। प्ररूप 8 और प्ररूप 11 के लिए, सामान्य फाइलिंग फीस का 15 गुणा तथा 360 दिनों से अधिक विलंब के पश्चात् प्रत्येक दिन के लिए 10/- रुपए अतिरिक्त	प्ररूप 8 और प्ररूप 11 के अतिरिक्त प्ररूपों के लिए सामान्य फाइलिंग फीस का 50 गुणा। प्ररूप 8 और प्ररूप 11 के लिए, सामान्य फाइलिंग फीस का 30 गुणा तथा 360 दिनों से अधिक विलंब के पश्चात् प्रत्येक दिन के लिए 20/- रुपए अतिरिक्त

9. उक्त नियमों में, प्ररूप 32 के पश्चात्, निम्नलिखित अंतःस्थापित किया जाएगा, अर्थात:-

“प्ररूप सं. 33 - एलएलपी एडीजे		
सीमित दायित्व भागीदारी अधिनियम, 2008 की धारा 76क और सीमित दायित्व भागीदारी अधिनियम, 2009 के नियम 37ख के अनुसरण में		अपील ज्ञापन

प्ररूप की भाषा 0 अंग्रेजी 0 हिंदी
प्ररूप फाइल करने के लिए अनुदेश किट देखें।

**प्रादेशिक निदेशक के समक्ष
सीमित दायित्व भागीदारी अधिनियम, 2008 के मामले में
और**

अपील के मामले में आदेश के विरुद्ध किया गया द्वारा

1. *अपीलार्थी का प्रवर्ग
2. *सीमित दायित्व भागीदारी पहचान संख्या (एलएलपीआईएन)/विदेशी
सीमित दायित्व भागीदारी पहचान संख्या (एफएलएलपीआईए) (पूर्व पूरित)
3. (क) सीमित दायित्व भागीदारी (एलएलपी) का नाम/विदेशी
सीमित दायित्व भागीदारी(एफएलएलपी) का नाम
(ख) भारत में व्यवसाय का मुख्य स्थान या
रजिस्ट्रीकृत कार्यालय का पता
(ग) सीमित दायित्व भागीदारी (एलएलपी)/विदेशी
सीमित दायित्व भागीदारी (एफएलएलपी) का ई-मेल पता
4. *प्रत्यर्थी का ब्यौरा
(क) न्यायनिर्णायक अधिकारी
(ख) पता
5. *धारा जिसके तहत शास्ति लगाई गई थी
.....
6. * अधिरोपित की गई शास्ति (राशि रुपये में)
7. *विलंब के कारण
8. प्ररूप संख्या विनिर्दिष्ट करें (यदि कोई हो)
9. उपर्युक्त निर्दिष्ट प्ररूप का एसआरएन
10. *मामले का सार
11. *अपील के आधार
12. *मांगी गई राहत
13. *मांगी गई अंतरिम राहत, यदि कोई हो
14. *शास्ति आदेश की सत्यापित प्रति जारी करने की तारीख
15. देय तारीख जिसके द्वारा आदेश फाइल किया जाना है
16. दिनों का विलंब
17. *प्रादेशिक निदेशक की अधिकारिता

अपीलार्थी यह घोषणा करता है कि अपील की विषयवस्तु प्रादेशिक निदेशक के अधिकार क्षेत्र में आती है:

संलग्नक

संलग्नकों की सूची

- | | |
|---|--------|
| 1. *आदेश की सत्यापित प्रति, जिसके विरुद्ध अपील की गई है | संलग्न |
| 2. वैकल्पिक अनुलग्नक, यदि कोई हो | संलग्न |

संलग्नक हटाएं

घोषणा

- *मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार, इस प्ररूप और संलग्नक में दी गई सूचना सत्य और पूर्ण है।
- मैं कैप्शन मामले में चूक में नाम निर्दिष्ट हिस्सेदार के रूप में अपनी व्यक्तिगत क्षमता के अनुसार इस प्ररूप को फाइल कर रहा हूं और एतद्वारा यह प्रमाणित करता हूं कि इसमें इस प्ररूप की विषयवस्तु के संबंध में सीमित देयता भागीदारी अधिनियम, 2008 और इसके अधीन बनाए गए नियमों की अपेक्षाओं का अनुपालन किया गया है।

- मैं कैप्शन मामले में प्राधिकृत प्रतिनिधि के रूप में अपनी व्यक्तिगत क्षमता में इस प्ररूप को फाइल कर रहा हूँ और एतद्वारा यह प्रमाणित करता हूँ कि इस प्ररूप की विषयवस्तु के संबंध में सीमित दायित्व भागीदारी अधिनियम, 2008 और इसके अधीन बनाए गए नियमों की अपेक्षाओं का अनुपालन किया गया है।
- *मैं यह भी प्रमाणित करता हूँ कि अनुलग्नक सहित इस प्ररूप में ऊपर दी गई सभी सूचनाएं सत्य, सही और पूर्ण हैं और सीमित देयता भागीदारी अधिनियम, 2008 की अपेक्षाओं के अनुरूप हैं। इसमें किसी भी तथ्य को छिपाया नहीं गया है।
- *आगे यह भी घोषणा की जाती है कि किसी प्राधिकरण के समक्ष इसी तरह के मामले में कोई अन्य अपील, वाद, सिविल पुनरीक्षण या कोई अन्य विधिक कार्यवाही लंबित नहीं है।

*नामनिर्दिष्ट भागीदार/प्राधिकृत प्रतिनिधि द्वारा डिजिटल

रूप में हस्ताक्षर किया जाना

*नामनिर्दिष्ट भागीदार का डीपीआईएन/अपीलार्थी के रूप

में डीपीआईएन या अधिकृत प्रतिनिधि का आयकर पैन

संशोधित

प्ररूप की जांच करें

पूर्व संवीक्षा

जमा करें।

[फा. सं. 01/03/2021-सीएल.V]

के. वी. आर. मूर्ति, संयुक्त सचिव

टिप्पण: मूल नियम, दिनांक 1 अप्रैल, 2009 की अधिसूचना संख्या सा.का.नि.229(अ) द्वारा प्रकाशित किए गए थे और दिनांक 18 सितंबर, 2018 की अधिसूचना संख्या का.आ.896(अ) द्वारा अंतिम बार संशोधित किए गए।

MINISTRY OF CORPORATE AFFAIRS

NOTIFICATION

New Delhi, the 11th February, 2022

G.S.R. 109(E).—In exercise of the powers conferred by sections 17, 69, 72, 76A and 79 of the Limited Liability Partnership Act, 2008 (6 of 2009), the Central Government hereby makes the following rules further to amend the Limited Liability Partnership Rules, 2009, namely: -

1. (1) These rules may be called the Limited Liability Partnership (Amendment) Rules, 2022.
- (2) They shall come into force with effect from the 01st April, 2022.
2. In the Limited Liability Partnership Rules, 2009 (hereinafter referred to as the said rules), in rule 5, -
 - (a) in sub-rule (2),-
 - (i) the first and second provisos shall be omitted;
 - (ii) in the third proviso, for the words “Provided also” the word “Provided” shall be substituted;
 - (b) after sub-rule (2), the following sub-rule shall be inserted, namely:-

“(3) The National Company Law Appellate Tribunal Rules, 2016 mutatis mutandis shall be applicable for filing an appeal under sub-sections (2) and (3) of section 72.
3. In the said rules, in rule 18, in sub-rule (2), for clause (xi), the following clause shall be substituted, namely: -

“(xi) the proposed name is identical with or too nearly resembles the name of any other limited liability partnership or a company;”.
4. In the said rules, in rule 19, for sub-rule (1), the following sub-rule shall be substituted, namely: -

“(1) A limited liability partnership or a company or a proprietor of a registered trade mark under the Trade Marks Act, 1999 (47 of 1999) which already has a name or trade mark which is similar to or which too nearly resembles the name or new name of a limited liability partnership incorporated subsequently, may apply to the

Regional Director in Form 23 to give a direction to that limited liability partnership incorporated subsequently to change its name or new name, as the case may be:

Provided that an application of the proprietor of the registered trade mark shall be maintainable within a period of three years from the date of incorporation or registration or change of name of limited liability partnership under the Act.”.

5. In the said rules, after rule 19, the following rule shall be inserted, namely: -

“19A. Allotment of new name to existing LLP under sub-section (3) of section 17. –

(1) In case a Limited Liability Partnership (herein after referred to as “LLP”) fails to change its name or new name, as the case may be, in accordance with the direction issued under sub-section (1) of section 17 within a period of three months from the date of issue of such direction, the letters “ORDNC” (which is an abbreviation of the words “Order of Regional Director Not Complied”), the year of passing of the direction, the serial number and the existing LLPIN of the LLP shall become the new name of the LLP without any further act or deed by the LLP, and the Registrar shall accordingly make entry of the new name in the register of LLP and issue a fresh certificate of incorporation in Form No. 16A:

Provided that nothing contained in sub-rule (1) shall apply in case e-form LLP Form No-5 filed by the LLP is pending for disposal at the expiry of three months from the date of issue of direction by Regional Director unless the said e-form is subsequently rejected.

(2) The LLP whose name has been changed under sub-section (3) of section 17 shall at once make necessary compliance with the provisions of section 21 and the statement, “Order of Regional Director Not Complied (under section 17 of the LLP Act, 2008)” shall be mentioned in brackets below the name of LLP on its invoices, official correspondence, and publications:

Provided that no such statement shall be required to be mentioned in case the LLP subsequently changes its name in accordance with section 19.”.

6. In the said rules, after rule 37, the following rules shall be inserted, namely: —

“37A. Adjudication of penalties. –

(1) The Central Government may appoint any of its officers, not below the rank of Registrar, as adjudicating officers for adjudging penalty under the provisions of the Act.

(2) Before adjudging penalty, the adjudicating officer shall issue a written notice, to the limited liability partnership, partner or designated partner of a limited liability partnership or any other person who has committed non-compliance or made default under the Act, as the case may be, to show cause, within such period as may be specified in the notice (not being less than fifteen days and not more than thirty days from the date of service thereon), why the penalty should not be imposed on it or him.

(3) Every notice issued under sub-rule (2), shall clearly indicate the nature of non-compliance or default under the Act alleged to have been committed or made by such limited liability partnership, its partner or its designated partner, or any other person, as the case may be and also draw attention to the relevant penal provisions of the Act and the maximum penalty which can be imposed on such limited liability partnership, its partners or designated partners or any other person, as the case may be.

(4) The reply to such notice shall be filed in electronic mode only within the period as specified in the notice:

Provided that the adjudicating officer may, for reasons to be recorded in writing, extend the period referred to above by a further period not exceeding fifteen days, if the limited liability partnership or its partners or designated partners or any other person, as the case may be, satisfies the adjudicating officer that it or he has sufficient cause for not responding to the notice within the stipulated period or the adjudicating officer has reason to believe that the limited liability partnership or its partners or designated partners or any other person has received a shorter notice and did not have reasonable time to give reply.

(5) If, after considering the reply submitted by such limited liability partnership or its partners or designated partners, or any other person, as the case may be, the adjudicating officer is of the opinion that physical appearance is required, he shall issue a notice, within a period of ten working days from the date of receipt of reply fixing a date for the appearance of such limited liability partnership, through its authorised representative, or partners or designated partners, or any other person, whether personally or through his authorised representative:

Provided that if any person, to whom a notice is issued under sub-rule (2), desires to make an oral representation, whether personally or through his authorised representative and has indicated the same while submitting his reply in electronic mode, the adjudicating officer shall allow such person to make such representation after fixing a date of

appearance.

(6) On the date fixed for hearing and after giving a reasonable opportunity of being heard to the person concerned, the adjudicating officer may, subject to reasons to be recorded in writing, pass any order in writing as he thinks fit including an order for adjournment:

Provided that after the hearing, the adjudicating officer may require the concerned person to submit his reply in writing on certain other issues related to the notice under sub-rule (2), relevant for determination of the default.

(7) The adjudicating officer shall pass an order -

(a) within thirty days of the expiry of the period specified in sub-rule (2), or of such extended period as referred therein, where physical appearance was not required under sub-rule (5);

(b) within ninety days of the date of issue of notice under rule (2), where any person appeared before the adjudicating officer under sub-rule (5):

Provided that in case an order is passed after the aforementioned duration, the reasons of the delay shall be recorded by the adjudicating officer and no such order shall be invalid merely because of its passing after the expiry of such thirty days or ninety days as the case may be.

(8) Every order of the adjudicating officer shall be duly dated and signed by him and shall clearly state the reasons for requiring the physical appearance under sub-rule (5).

(9) The adjudicating officer shall send a copy of the order passed by him to the concerned limited liability partnership, its partner or designated partner or any other person or all of them and to the Regional Director and a copy of the order shall also be uploaded on the website.

(10) For the purposes of this rule, the adjudicating officer shall exercise the following powers, namely: -

(a) to summon and enforce the attendance of any person acquainted with the facts and circumstances of the case after recording reasons in writing.

(b) to order for evidence or to produce any document, which in the opinion of the adjudicating officer, may be useful for or relevant to the subject matter of the inquiry.

(11) If any person fails to reply or neglects or refuses to appear as required under sub-rule (5) or sub-rule (10) before the adjudicating officer, the adjudicating officer may pass an order imposing the penalty, in the absence of such person after recording the reasons for doing so.

(12) Penalty shall be paid through Ministry of Corporate Affairs portal only.

(13) All sums realised by way of penalties under the Act shall be credited to the Consolidated Fund of India.

Explanation 1. – (a) For the purposes of this rule, the term “specified manner” shall mean service of documents as specified under sub-section (2) of section 13 and rules made thereunder and details in respect of address (including electronic mail ID) provided in the documents filed in the registry shall be used for communication under this rule.

(b) Service of documents on a limited liability partnership or its partners or designated partners or any other person shall include speed post or courier service or in any other manner through electronic transmission, at the registered office and any other address specifically declared by the limited liability partnership for the purpose in such form under sub-rule (3) of rule 16.

(c) In case of delivery by post, such service shall be deemed to have been effected at the time at which the document would be delivered in the ordinary course of post.

Explanation 2. – For the purposes of this rule, it is hereby clarified that the requirement of submission of replies in electronic mode shall become mandatory after the creation of the e-adjudication platform.

37B. Appeal against order of adjudicating officer. – (1) Every appeal against the order of the adjudicating officer shall be filed in writing with the Regional Director having jurisdiction in the matter within a period of sixty days from the date on which the copy of the order made by the adjudicating officer is received by the aggrieved party in Form No 33 - LLP ADJ setting forth the grounds of appeal and shall be accompanied by a certified copy of the order against which the appeal is sought:

Provided that the Regional Director may entertain an appeal after the expiry of the said period of sixty days, but within a further period of not exceeding thirty days, if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal within the period so specified:

Provided further that where the party is represented by an authorised representative, a copy of such authorisation in favour of the representative and the written consent thereto by such authorised representative shall also be appended to the appeal:

Provided also that an appeal in Form No 33 - LLP ADJ shall not seek reliefs therein against more than one order unless the reliefs prayed for are consequential.

(2) Every appeal filed under this rule shall be accompanied by a fee of one thousand rupees for Small LLPs and two thousand and five hundred rupees for other than Small LLPs.

37C. Registration of appeal. – (1) On the receipt of an appeal, office of the Regional Director shall endorse the date on such appeal and shall sign such endorsement.

(2) If, on scrutiny, the appeal is found to be in order, it shall be duly registered and given a serial number:

Provided that where the appeal is found to be defective, the Regional Director may allow the appellant such time, not being less than fourteen days following the date of receipt of intimation by the appellant from the Regional Director about the nature of the defects, to rectify the defects and if the appellant fails to rectify such defects within the time period allowed as above, the Regional Director may by order and for reasons to be recorded in writing, decline to register such appeal and communicate such refusal to the appellant within a period of seven days thereof:

Provided further that the Regional Director may, for reasons to be recorded in writing, extend the period referred to in the first proviso above by a further period of fourteen days if an appellant satisfies the Regional Director that the appellant had sufficient cause for not rectifying the defects within the period of fourteen days referred to in the first proviso.

37D. Disposal of appeal by Regional Director. – (1) On the admission of the appeal, the Regional Director shall serve a copy of appeal upon the adjudicating officer against whose order the appeal is sought along with a notice requiring such adjudicating officer to file his reply thereto within such period, not exceeding twenty-one days, as may be stipulated by the Regional Director in the said notice:

Provided that the Regional Director may, for reasons to be recorded in writing, extend the period referred to in sub-rule (1) above for a further period of twenty-one days, if the adjudicating officer satisfies the Regional Director that he had sufficient cause for not being able to file his reply to the appeal within the above-said period of twenty-one days.

(2) A copy of every reply, application or written representation filed by the adjudicating officer before the Regional Director shall be forthwith served on the appellant by the adjudicating officer.

(3) The Regional Director shall notify the parties, the date of hearing of the appeal which shall not be a date earlier than thirty days following the date of such notification for hearing of the appeal.

(4) On the date fixed for hearing the Regional Director may, subject to the reasons to be recorded in writing, pass any order as he thinks fit including an order for adjournment of the hearing to a future date.

(5) In case the appellant or the adjudicating officer does not appear on the date fixed for hearing, the Regional Director may dispose of the appeal ex-parte:

Provided that where the appellant appears afterwards and satisfies the Regional Director that there was sufficient cause for his non-appearance, the Regional Director may make an order setting aside the ex-parte order and restore the appeal.

(6) Every order passed under this rule shall be dated and duly signed by the Regional Director.

(7) A certified copy of every order passed by the Regional Director shall be communicated to the adjudicating officer and to the appellant forthwith and to the Central Government.”.

7. In the said rules, after Form 16, following form shall be inserted, namely:-

“FORM NO. 16A

[See rule 19A]

GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS

Office of the Registrar of Companies

< Address of the RoC Office >

Certificate of Incorporation pursuant to change of name due to Order of Regional Director not being complied

[Pursuant to section 17(3) of the Limited Liability Partnership Act, 2008 read with rule 19A of the Limited Liability Partnership Rules, 2009]

Limited Liability Partnership Identity Number (LLPIN): <LLPIN>

I hereby certify that the name of the LLP has been changed under sub-section (3) of section 17 of the *Limited Liability Partnership Act, 2008*, from <Last Name of the LLP> to <New name of the LLP> with effect from the date of this certificate.

Given under my hand at < Name of the city where the ROC Office is located> this <Date of approval of the work item in words (i.e. FIRST, SECOND etc.)> day of <Month of approval of the work item in words> two thousand <YEAR of approval of the work item in words>

<Full name of the Authorising officer approving the work-item>

<Assistant Registrar of Companies/ Deputy Registrar of Companies/ Registrar of Companies>

Registrar of Companies

<Name of the RoC Office>

SEAL:

Registrar/Deputy Registrar of companies/Assistant Registrar of companies

(State)

Mailing Address as per record available in Registrar of Companies office:

< Name of the LLP >

< Address of the registered office of the LLP >".

8. In the said rules, for **Annexure 'A'**, the following Annexure shall be substituted, namely: –

“ANNEXURE 'A'”

1. For registration of Limited Liability Partnership including conversion of a firm or a private company or an unlisted public company into Limited Liability Partnership:-

(a) Limited Liability Partnership whose contribution does not exceed Rs. 1 lakh	Rs. 500
(b) Limited Liability Partnership whose contribution exceeds Rs. 1 lakh but does not exceed Rs. 5 lakhs	Rs. 2,000
(c) Limited Liability Partnership whose contribution exceeds Rs. 5 lakhs but does not exceed Rs. 10 lakhs	Rs. 4,000
(d) Limited Liability Partnership whose contribution exceeds Rs. 10 lakhs but does not exceed Rs. 25 lakhs	Rs. 5,000
(e) Limited Liability Partnership whose contribution exceeds Rs. 25 lakhs but does not exceed Rs. 1 Crore	Rs. 10,000
(f) Limited Liability Partnership whose contribution exceeds Rs. 1 Crore	Rs. 25,000

2. The difference between the fees payable on the increased slab of contribution and the fees paid on the preceding slab of contribution shall be paid through Form 3.

3. For Filing, registering, or recording any document, form, statement, notice, Statement of Accounts and Solvency, annual return and an application alongwith the Statement for conversion of a firm or a private company or an unlisted public company into LLP by the Act or by these rules required or authorised to be filed, registered or recorded:

(a) Limited Liability Partnership whose contribution does not exceed Rs. 1 lakh	Rs. 50
(b) Limited Liability Partnership whose contribution exceeds Rs. 1 lakh but does not exceed Rs. 5 lakhs	Rs. 100
(c) Limited Liability Partnership whose contribution exceeds Rs. 5 lakhs but does not exceed Rs. 10 lakhs	Rs. 150

- (d) Limited Liability Partnership whose contribution exceeds Rs.10 lakhs but does not exceed Rs. 25 lakhs Rs. 200
- (e) Limited Liability Partnership whose contribution exceeds Rs. 25 lakhs but does not exceed Rs. 1 Crore Rs. 400
- (f) Limited Liability Partnership whose contribution exceeds Rs. 1 Crore Rs. 600

4. Fee for filing, registering, or recording notice of appointment, cessation, change in name, address, designation of a partner or designated partner, intimation of Designated Partner Identification Number and consent to become a partner or designated partner in LLP Form No. 4:

For Small LLPs	Rs. 50
For Other than Small LLPs	Rs. 150

5. (1) Fee for any application other than application for conversion of a firm or a private company or an unlisted public company into LLP shall be as under :-

Sl. No.	Application	Small LLPs (in rupees)	Other than Small LLPs (in rupees)
(a)	For reservation of name under section 16 of the Act	Rs. 200	Rs. 200
(b)	For direction to change the name under section 17 of the Act	Rs. 5,000	Rs. 5,000
(c)	For striking off name of defunct Limited Liability Partnership under rule 37	Rs. 500	Rs. 1,000

(2) Fee for an application under rule 18 (3):

(a)	Application for reservation of name under Rule 18(3)	Rs.10,000
(b)	Application for renewal of name under Rule 18(3)	Rs. 5,000

6. Fee for inspection of documents or for obtaining certified copy thereof shall be as under :-

(a) For inspection of documents of an LLP under section 36	Rs. 50
(b) For copy or extract of any document under section 36 to be certified by Registrar	Rs. 5/- per page or fractional part thereof

7. Fee for filing any form or a Statement of Account and Solvency or a notice or a document by foreign limited liability partnership

(a) For filing a document under rule 34(1)	Rs. 5,000
(b) Any other form or Statement of Account and Solvency or notice or document	Rs. 1,000

8. Following Table of additional fee shall be applicable for delay in filing of forms.

Sl. No.	Period of delays	Small LLPs	Other than Small LLPs
(a)	Upto 15 days	One time	One time
(b)	More than 15 days and upto 30 days	2 times of normal filing fees	4 times of normal filing fees
(c)	More than 30 days and upto 60 days	4 times of normal filing fees	8 times of normal filing fees
(d)	More than 60 days and upto 90 days	6 times of normal filing fees	12 times of normal filing fees
(e)	More than 90 days and upto 180 days	10 times of normal filing fees	20 times of normal filing fees
(f)	More than 180 days and upto 360 days	15 times of normal filing fees	30 times of normal filing fees
(g)	Beyond 360 days	25 times of normal filing fees	50 times of normal filing

		for forms other than Form 8 and Form 11. For Form 8 and Form 11, 15 times normal filing fees plus Rs. 10 per day for every day delay beyond 360 days	fees for forms other than Form 8 and Form 11. For Form 8 and Form 11, 30 times normal filing fees plus Rs. 20 per day for every day delay beyond 360 days.
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9. In the said rules, after Form No 32, the following form shall be inserted, namely:-

“FORM NO. 33 - LLP ADJ Pursuant to section 76A of the Limited Liability Partnership Act, 2008 and rule 37B of the Limited Liability Partnership Rules, 2009	Memorandum of Appeal
---	------------------------------------

Form Language o English o Hindi

Refer the instruction kit for filing the form.

Before the Regional Director
In the matter of the Limited Liability Partnership Act, 2008
And

In the matter of appeal against the order made on by

1. *Category of Appellant

2. *Limited Liability Partnership Identification Number (LLPIN)/
Foreign Limited Liability Partnership identification number
(FLLPIN)

PRE-FILL

3. (a) Name of the Limited Liability Partnership (LLP)/ Foreign
Limited Liability Partnership (FLLP)

(b) Address of the registered office or principal place of
business in India

(c) E-mail ID of the Limited Liability Partnership
(LLP)/Foreign Limited Liability Partnership (FLLP)

4. *Details of the Respondent

(a) Adjudicating Officer

(b) Address

5. *Section under which penalty was imposed

6. *Penalty imposed (Amount in Rupees)

7. *Reasons for delay

8. Specify the number of the Form (if any)

9. SRN of the Form specified above

10. *Synopsis of case

11. *Grounds of appeal

12. *Relief sought

13. *Interim relief sought, if any

14. *Date of issuing certified copy of penalty order

15. Due date by which the order has to be filed

16. Delay in days

17. *Jurisdiction of Regional Director

The appellant declares that the subject matter of appeal falls within the jurisdiction of the Regional Director.

Attachments

1. * Certified copy of the order against which appeal is sought

Attachment

2. Optional attachments, if any

Attachment

List of attachments

Remove attachment

Declaration

☐ * To the best of my knowledge and belief, the information given in this form and attachments is correct and complete.

☐ I am filing this form in my individual capacity as designated partner in default in the captioned matter and hereby certify that all the requirements of the Limited Liability Partnership Act, 2008 and rules made thereunder have been complied with in respect of subject matter of this form.

☐ I am filing this form in my individual capacity as authorized representative in the captioned matter and hereby certify that all the requirements of the Limited Liability Partnership Act, 2008 and rules made thereunder have been complied with in respect of subject matter of this form.

☐ *I also certify that all the information given herein above is true, correct and complete including the attachments to this form and are as per the requirements of the Limited Liability Partnership Act, 2008. Nothing material has been suppressed.

☐ *It is further declared that no other appeal, suit, civil revision or any other legal proceedings is pending before any authority on the similar matter.

*To be digitally signed by designated partner/ authorized representative

*DPIN of the Designated Partner/DPIN or Income Tax PAN of the authorised representative as appellant;

Modify

Check Form

Prescrutiny

Submit ”.

[F.

No. 01/03/2021-CL.V]

K.V.R. MURTY, Jt. Secy.

Note : The principal rule, were published vide notification number G.S.R. 229 (E) dated the 1st April, 2009 and last amended vide notification number S.O. 896 (E) dated the 18th September, 2018.