

INSTRUCTIONS FOR FILLING OF FORM – 25
(Application for reservation/renewal of name by a foreign LLP/foreign company)

Sr. No.	Detailed Instructions
	Note: Instructions are not provided for the fields which are self explanatory. The columns which are star(*) marked are to be mandatorily filled up.
	<p>Before filing this application, refer the LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to reservation/renewal of name by a foreign LLP/foreign company.</p> <p>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.</p> <p>The reservation of name shall be valid for 3 years but the same may be renewed on fresh application of renewal in Form 25.</p> <p>The Fee as per schedule 'A' for Application for Reservation of name under rule 18(3) of LLP Rules, 2009 is Rs.10000/- and Fee for Application for renewal of name under Rule 18(3) is Rs.5000/-.</p>
General Instructions	<ul style="list-style-type: none"> ▪ Click on the Download E-Forms (Download E-Forms) link in the Home page. The Forms List page appears, containing a list of all the forms as links. ▪ Click the link of the Form 25 you want to file and save the Form 25. ▪ Open the Form 25 that you have saved and start filling it with the appropriate data, as required.
	Select Option is given for Reservation of name or Renewal of Reservation.
	Enter the Service Request No. (SRN) filed for reservation of name by a Foreign LLP or a Foreign company in case of renewal of reservation of name.
1	Enter the name of Applicant. Enter the address of applicant along with city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number
2	Enter the name of Foreign Limited Liability Partnership of Foreign Company which is applying for Reservation or Renewal of Reservation of name.
3	Enter the address of Registered office or Principal place of business of Foreign LLP or Foreign Company along with city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number.
4	Enter the Date of Incorporation/Registration of a Foreign LLP or a Foreign company.
5	Enter the Incorporation/Registration number of a Foreign LLP or a Foreign company.
6	Enter the name of country in which Foreign LLP or Foreign company is Incorporated/Registered.
Attachments	<p>Attach all mandatory/ required attachments particularly:-</p> <p>I) Certified copy of incorporation or registration certificate of Foreign LLP or Foreign Company.</p> <p>II) Certified copy of authority / resolution of Foreign LLP or Foreign Company in favour of applicant to submit the application for reservation/renewal of name..</p>

verification	The Applicant of this Form shall sign digitally verifying the above information in the Form and attachments are correct & complete and in accordance with the LLP Act, 2008 & Rules made there under and he has been authorized to sign the application..
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Common Instruction Kit

Form Page

Buttons	Particulars
Pre-fill	On clicking the pre fill button, the name and address is displayed by the system. This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field. You are required to be connected to the internet for pre-filling.
Attach	Click the attach button to make attachments.
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.
Check Form	Once the form is filled up, click the Check Form button. On clicking the button, form level validation is done such as to check if all the mandatory fields are filled up or not. If an error is displayed after clicking the button the user is required to correct the mistake and again click the "Check Form" button. When all the form level validation is done, a message, " CheckForm Passed " is displayed. The Check Form is done without being connected to the internet.
Pre Scrutiny	Once the check form is done, you are required to Pre scrutinize the eForm. This requires being connected to the internet. On pre-scrutiny the system level check is performed and if there are any errors it is displayed and once the error is corrected and again on clicking Pre scrutiny, the " Server Level Prescrutiny is Successful " message is displayed.
Modify	<p>Clicking on this button prompts you to confirm the process of modification in the form and you need to click the Yes button to confirm the process of modification.</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Clear the signature after making the modification in the form and then re-sign the form; otherwise the process of modification is unsuccessful.</p> </div>

Signing the Form

Sign the form with a valid signature after performing the process of Check Form and Pre scrutiny. Select the signature from the list of signatures. Click the text box adjacent to **To be digitally signed by Applicant** field in the Form.

Form Upload→

Remember that the complete process of form filing is offline and when the user is finished with the process of filing the form, he has log into the LLP site and perform the following steps to upload the form:

- 1. Click the Upload E-Forms (Upload E-Forms) link in the Home page. Upload E-Forms page appears.**
- 2. Click the Browse button in the Upload E-Forms page. The File Upload dialog box appears.**
- 3. Select the already filled Form and click the Open button in the File Upload dialog box. As a result, the path of the selected Form appears in the Select File To Upload textbox adjacent to Browse button.**
- 4. Click the Upload button in the Upload E-Forms page. As a result, the confirmation message for successful uploading of the Form is displayed along with the Service Request Number (SRN).**

Payment Page

Button	Particulars
Make Payment	<p>Clicking on this button will take to payment gateway, where user can pay the amount using the two options: Internet banking and Credit Card.</p> <p>Using the Internet banking user can make the payment with the help of Login ID and Login Password. Finally, user has to enter his Transaction Password to validate the complete process. Sometimes, it is mandatory to enter the values engraved on the back side of the debit card to validate the payment process.</p> <p>Using the credit card, user can make the payment by providing the card details. Depending on the type of card (Master Card or Visa), there might be additional security validations</p>