

INSTRUCTIONS FOR FILLING OF FORM – 27
(Form for Registration of Particulars by Foreign Limited Liability Partnership)

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.
		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.
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 27 you want to file and save the Form 27. ▪ Open the Form 27 that you have saved and start filling it with the appropriate data, as required.
1		Enter the name of Foreign Limited Liability Partnership (LLOI) incorporated or registered outside India.
2	(i)	Enter the name of Country where the foreign limited liability partnership is incorporated.
	(ii)	Enter the name of Country where the foreign limited liability partnership is incorporated.
	(iii)	Enter the details of the Authority/Permission from RBI under which foreign limited liability partnership is establishing a place of business in India
3		Enter the name of the state in which principal place of business in India is established .
4	(i)	Enter the date of establishment of principal place of business in India.
	(ii)	Enter the date on which approval of RBI for establishment of place of Business in India was obtained by LLOI.
5		Enter the full address of registered or Principal office of limited liability partnership incorporated outside India along with city, state, pin code, country and e-mail ID.
6		Enter the address of the office of limited liability partnership in India which is deemed as its principal place of business in India along with city, state, pin code, e-mail ID Phone number and Fax number.
7,8		<p>Enter the number of persons resident in India and authorised to accept on behalf of the limited liability partnership service of process and any notices or any other documents required to be served on the limited liability partnership.</p> <p>Drop down facility is given and automatically required numbers of fields will be opened to fill the particulars of each authorised person.</p> <p>Enter the Income-tax permanent account number (PAN) of authorized person, name & surname of the person, his/ her father's or husband's name, designation, nationality, nationality of origin (where the nationality of origin is different from the above mentioned nationality) and date of birth.</p> <p>If authorized person is already a partner of partnership firm or limited liability partnership or director of a company, enter the number of firms / LLPs / companies and automatically required number of fields will be opened to fill the particulars of authorised person in respect of firms / LLPs / companies in which he is partner or / and director.</p>

		<p>automatically required numbers of fields will be opened to fill the particulars of each partner.</p> <p>Enter the present name and former name of partner (If any), his/ her father's or husband's name, nationality, nationality of origin (where the nationality of origin is different from the above mentioned nationality),date of birth and business / occupation.</p> <p>Tick (Yes or No)as to whether partner is designated partner.</p> <p><i>Enter the usual residential address of partner</i> along with city, state, pin code, ISO Country code, country, phone, fax and e-mail ID.</p> <p>Tick (Yes or No)as to whether authorised person is nominee of body corporate. If yes, enter the name of body corporate and its address of registered of principal office alongwith with city, state, pin code, ISO country code, phone, fax and e-mail ID.</p> <p style="border: 2px solid #ff00ff; padding: 5px;">Note: - In case the partners / designated partners are more than five, attach details in respect of remaining partners / designated partners in separate sheet as an attachment.</p>
Attachments		<p>Attach all mandatory/ required attachments particularly:-</p> <p>a) 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.</p> <p>b) Extracts of the Statute under which the foreign limited liability partnership has been set up.</p> <p>c) Copy of authority under which the foreign limited liability partnership is establishing the place of business in India</p> <p>d) Copy of approval of Reserve Bank of India for allowing the foreign limited partnership to establish place of business in India</p> <p>e) 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.</p> <p>f) Power of attorney in favour of authorised representative duly stamped & certified in the manner specified in the subrule (2) of rule 34.</p> <p>g) 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 duly certified in the manner specified in the sub-rule (2) of rule 34.</p> <p>.</p> <p>i) The full address of the registered or principal office of the limited liability partnership in the country of its incorporation duly certified in the manner specified in the sub-rule (2) of rule 34.</p> <p>j) 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 duly certified by an Advocate, Chartered Accountant, Company Secretary or Cost Accountant in practice.</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.
---------------------	--

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	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. <div style="border: 2px solid red; padding: 5px; text-align: center;"> <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>