

INSTRUCTIONS FOR FILLING OF FORM – 1
(Application form for reservation or change of name)

S.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 instructions, LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to reservation of name or change of name of an existing Limited Liability Partnership.
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 1 you want to file and save the Form 1. ▪ Open the Form 1 that you have saved and start filling it with the appropriate data, as required.
1	Select option for 'Incorporation of new Limited Liability Partnership (LLP) or 'Changing the name of an existing LLP'.
	In case of application for Incorporation of a new LLP, only Part A and Part C are required to be filled. In case for Change of name, Part B and Part C are required to be filled.
	PART – A: RESERVATION OF NAME FOR NEW LLP
2	Select Option is given for as to whether the applicant is individual in the capacity of partner or a nominee of a Body Corporate.
	In the identification number please enter the permanent DPIN or Income Tax PAN or Passport No. of the applicant In case of the Passport No., prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E-1234567.
	Enter the details of applicant (name of individual), occupation, address, city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number.
3	Enter the details of two proposed Designated Partners (individual in their own capacity or nominee of Body Corporate as per section 7 of the Act) and one of whom should be resident of India. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.
	Enter name of Designated Partner, identification number & in case of Body Corporate name of body corporate along with details of identification number, date of resolution authorizing nominee to represent. The copy of resolution shall be attached with the application.
4	Enter the name of the state in which proposed Limited Liability Partnership is to be registered.
5	Enter name of the office of Registrar of the State in which registered office of the proposed LLP is to be situated. In case the company has to be registered in the state of Maharashtra or Tamil Nadu, select the concerned Registrar of Companies having jurisdiction on district in which the registered office of the company will be situated.
	Maharashtra: RoC Pune is having jurisdiction on the following districts – Ahmednagar, Kolhapur, Pune, Ratnagiri, Sangli, Satara, Sindhudurg,

	<p>Sholapur RoC Mumbai is having jurisdiction on the remaining districts in the state</p> <p>Tamilnadu: RoC Coimbatore is having jurisdiction on the following districts – Coimbatore, Dharmapuri, Dindigul, Erode, Krishnagiri, Nammakkal, Nilgiris, Salem</p> <p>ROC Chennai is having jurisdiction on the remaining districts in the State</p>
6	Select option is given for reservation of name if a firm or private company or unlisted public company intended to be converted into LLP under this Act.
	In case of conversion of firm, enter the name of the firm. Tick as to whether the firm is registered or not, if yes enter the name of statute/ written law under which the firm is registered. Fill the name of the state in which firm is registered date of registration and registration number.
	<p>In case of conversion of the private company or unlisted public company, fill CIN and name of the company.</p> <p>• You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the portal www.mca.gov.in</p>
7	Enter the details of proposed business of LLP.
8	Fill proposed monetary value of contribution of new LLP in Rupees and in words.
	<p>PART-B CHANGE OF NAME OF EXISTING LLP</p>
9	Enter the Registration number i.e. LLPIN of existing LLP name & address of the registered office will be pre-filled by the system.
11	Enter the reasons for change of name of existing LLP.
	<p>PART C Details regarding reservation of names or change of existing name of LLP</p>
13	Proposed name should be filled in order of preference. ROC office will consider the same in the order as provided by you. The illustrative list of names based on the type of company is as follows: ABC LLP.
14	Enter the significance of key or coined word(s), if any in the proposed name. In case the name proposed includes an activity, such activity should be reflective of proposed main business of LLP.
15	Tick as to whether the proposed name(s) are applied based on registered/ applied Trade Mark of applicant. If Yes, fill the particulars of Trade Mark or application made to Trade Mark Authority.

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; margin: 10px 0;">Clear the signature after making the modification in the form and then re-sign the form; otherwise the process of modification is unsuccessful.</div>

Signing the Form

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

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 to login into the LLP portal 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>