

**INSTRUCTIONS FOR FILLING OF FORM – 2**  
**(Filing of incorporation document and statement)**

S.No.	Detailed Instructions
	<b>Note:</b> 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.
	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 with Form 2. 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 & 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.”; Extracts of sub-rule (2) of rule 34 of LLP Rules given below in Annexure-B
	<b>PART A : INCORPORATION DOCUMENT</b>
<b>General Instructions</b>	<ul style="list-style-type: none"> <li>▪ Click on the <b>Download E-Forms</b> (<a href="#">Download E-Forms</a>) link in the <b>Home</b> page. The <b>Forms List</b> page appears, containing a list of all the forms as links.</li> <li>▪ Click the link of the <b>Form 2</b> you want to file and save the <b>Form 2</b>.</li> <li>▪ Open the <b>Form 2</b> that you have saved and start filling it with the appropriate data, as required.</li> </ul>
1	Enter Form 1 Service Request No. (SRN) filed for reservation of name and click pre-fill button. Name approved for the LLP, State in which the registered office of the LLP is to be situated, Name of the office of Registrar in which the proposed LLP is to be registered & Business activities (filled in Form 1) will be pre-filled
5	Enter the details of address of registered office of LLP. Enter the email Id of the company for communication purposes. Ensure that this email ID is valid as intimation regarding processing of the eForms, important communication from ROL office shall also be communicated electronically.
7	Based on the main objects of the company, please enter the main division of industrial activity as per National Industrial Classification (NIC)-2004 given below in Annexure A. The main division should be selected based on relevant sub-class and description applicable to the company given in NIC-2004. The details of main division, sub-class and description of National Industrial Classification-2004 are also available under ‘information’ link on home page of the portal <a href="http://www.mca.gov.in">www.mca.gov.in</a>
8	Enter the number of partners who are individuals and automatically required numbers of fields will be opened to fill the particulars of each individual partner i.e. name, father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN). In case partners are more than 50 then attach details in respect of remaining partners in separate sheet as an attachment and first enter the details of designated partners. Select the appropriate option as to whether partner is designated partner. If so enter his/her DPIN. Tick as to whether the individual partner is resident in India or not. “The Resident of India” means a person who has stayed in India not less than 182 days during

	<p>immediately preceding 1 year.</p> <p>Enter the details of the permanent address and present residential address. If both address are same tick appropriate option yes or no.</p> <p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, &amp; contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Fill the required details if the said partner is already a partner of another Limited Liability Partnership or director of a company. In case partner or director in more than 5 LLPs and companies each, separate sheet of the required details shall be attached as an optional attachment. The required details are LLPIN(Registration no. of LLP), name LLP, CIN (Corporate Identification No.) of the company and name of the company in which partner is already a partner and/or director.</p>
9	<p>Enter the no. of Bodies Corporate as partner for which the form is being filed and automatically required numbers of fields will opened to fill the particulars of each Body corporate partner and its nominee. In case Bodies corporate (partners) are more than 50 then attach details in respect of remaining partners in separate sheet as an attachment and first enter the details of designated partners.</p> <p>Enter the details in respect of Bodies corporate (i.e. LLP, Company, LLP incorporated outside India (LIOI), companies incorporated outside India (CIOI)) by using drop down facility given at this column and its nominees.</p> <p>Enter the LLPIN (registration no. of LLP), CIN, LLP(LIOI) Regn. No. or Company (CIOI) regn. No. of the Body corporate selected through drop down facility.</p> <p>Enter the name of body corporate, country where body corporate is registered and full address of registered office with fax, phone and email id.</p> <p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, &amp; contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Enter the name and particulars of the person signing on behalf of Body corporate as nominee along with designation/ authority of the person for signing on behalf of Body corporate. Enter the particulars of nominee of Body corporate i.e., father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN) and Passport No.</p> <p>Select the appropriate option as to whether partner is designated partner. If so enter his/her DPIN allotted to the nominee.</p> <p>Tick as to whether the nominee of Body corporate (partner) is resident in India or not. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</p> <p>Enter the details of the permanent address and present residential address along with e-mail id, phone and fax number. If both address are same tick appropriate option yes or no.</p>
10	Enter the summary of partners/designated partners as on date of filling Form.
12	All the partners shall sign the form and the same should be witnessed by professionals i.e. advocate, company secretary practice, chartered accountant in practice, cost & works accountants in practice. The professional should also mention his/her name, address and professional membership.
	<b>PART B : Statement</b>
	<p>A statement prescribed in part B shall be signed digitally by a designated partner stating that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of incorporation of this LLP.</p> <p>The statement shall be certified digitally by an advocate/a company secretary / a chartered accountant/ a cost accountant in practice by mentioning his with the name of profession and his membership no. that all requirements of LLP Act, 2008 and the rules</p>

	made there under had been complied with, in respect of incorporation of this LLP.
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### Common Instruction Kit

#### Form Page

<b>Buttons</b>	<b>Particulars</b>
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, " <b>CheckForm Passed</b> " 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 " <b>Server Level Prescrutiny is Successful</b> " 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><b>Clear the signature after making the modification in the form and then re-sign the form; otherwise the process of modification is unsuccessful.</b></p> </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 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

<b>Button</b>	<b>Particulars</b>
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>