

**INSTRUCTIONS FOR FILLING OF FORM – 3**  
**(Information with regard to Limited Liability Partnership Agreement and changes, if any, made there in)**

S.No.	Detailed Instructions
	<p><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</p>
	<p>Before filing this application, refer the LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard Limited Liability Partnership Agreement, if any, made there in.</p> <p>Every limited liability partnership shall file information with regard to the limited liability partnership agreement in Form 3 along with the copy of agreement with the Registrar within 30 days of the date of incorporation along with the fee.</p> <p style="text-align: center;">OR</p> <p>Every limited liability partnership shall get the limited liability partnership agreement made before the incorporation of a limited liability partnership to be rectified by all the partners immediately after incorporation and shall file information contained therein in Form 3 alongwith copy of agreement with the Registrar within thirty days of the incorporation of the limited liability partnership alongwith the fee.”;</p> <p>Any change made in the limited liability partnership agreement shall be filed in Form 3 within 30 days of such change along with the fee.</p>
<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 3</b> you want to file and save the <b>Form 3</b>.</li> <li>▪ Open the <b>Form 3</b> that you have saved and start filling it with the appropriate data, as required.</li> </ul>
	Select the appropriate option I filing is “for initial LLP Agreement” or for “Changes in LLP Agreement”
1	Enter the registration number i.e.LLPIN of Limited Liability Partnership (LLP) & Name of the LLP and Address of the registered office will be prefilled.
	<b>PART –A: FOR FILLING INFORMATION WITH REGARD TO LLP AGREEMENT</b>
6	Enter total number of partners as on the date of filing the Form and their designation, nature & specification of contribution, Monetary value of contribution and % of profit sharing. Also enter the total monetary value of the partner’s contribution, both in figures and words.
7 to 16	Enter the required details/information as per written LLP Agreement. Part-B ; For Filing changes (addition, omission or alteration) in the llp agreement
17	Enter the date of modification in the LLP agreement.
18	Tick the types of changes in the agreement (tick all that apply)
19	If business activities are modified, enter the description of business activities & the NIC-2004 code (NIC-2004 code is provided in the Appendix)
20	Enter the details of changes to each partner’s obligation to contribute. Also mention each partner’s obligation to contribute after these changes. Enter the total monetary value of contribution after all these changes
	The designated partners of the LLP shall digitally verifying the above statement/information in the Form are in accordance with the LLP Agreement/Agreement relating to changes in

	<p>the LLP agreement.</p> <p>The statement shall be certified digitally by 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 particular mentioned above are verified from books &amp; records of LLP and found them to be correct.</p>
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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, " <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	<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: 10px 0;"> <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

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</p>

the type of card (Master Card or Visa), there might be additional security validations

## Annexure A – List of main divisions of industrial activities

<b>Categories</b>	<b>Division (Codes)</b>
Agriculture and Allied Activities	Agriculture, Hunting and related Service activities (01); Forestry, logging and related Service activities(02); Fishing, Operation of fish hatcheries and fish farms; Service activities incidental to fishing (05)
Mining & Quarrying	Mining of coal and lignite, extraction of peat (10); Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying (11); Mining of uranium and thorium ores (12); Mining of metal ores (13); Other Mining and Quarrying (14)
Manufacturing (Food stuffs)	Manufacture of food products and beverages (15); Manufacture of tobacco products (16)
Manufacturing (Textiles)	Manufacture of textiles (17); Manufacture of wearing apparel, dressing and dyeing of fur (18)
Manufacturing (Leather & products thereof)	Tanning and dressing of leather, manufacture of luggage handbags, saddlery & harness and footwear (19)
Manufacturing (Wood Products)	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plating materials (20)
Manufacturing (Paper & Paper products; Publishing, printing and reproduction of recorded media)	Manufacture of paper and paper products (21); Publishing, printing and reproduction of recorded media (22)
Manufacturing (Metals & Chemicals, and products thereof)	Manufacture of coke, refined petroleum products and nuclear fuel (23); Manufacture of chemicals and chemical products (24); Manufacture of rubber and plastic products (25); Manufacture of other non-metallic mineral products (26); Manufacture of basic metals (27); Manufacture of fabricated metal products, except machinery and equipments (28)
Manufacturing (Machinery & Equipments)	Manufacture of machinery and equipment n.e.c (29); Manufacture of office, accounting and computing machinery (30); Manufacture of electrical machinery and apparatus n.e.c (31); Manufacture of radio, television and communication equipment and apparatus (32); Manufacture of medical, precision and optical instruments, watches and clocks (33); Manufacture of motor vehicles, trailers and semi-trailers (34); Manufacture of other transport equipment (35)
Manufacturing (Others)	Manufacture of furniture; manufacturing n.e.c (36); Recycling (37)

Electricity, Gas & Water companies	Electricity, gas, steam and hot water supply (40); Collection, purification and distribution of water (41)
Construction	Construction (45)
Trading	Sale, maintenance and repair of motor vehicles and motor cycles; retail sale of automotive fuel (50); Wholesale trade and commission trade, except of motor vehicles and motorcycles (51); Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods (52); Hotels and Restaurants (55)
Transport, storage and Communications	Land transport; transport via pipelines (60); Water Transport (61); Air Transport (62); Supporting and auxiliary transport activities, activities of travel agencies (63); Post and telecommunications (64)
Finance	Financial intermediation, except insurance and pension funding (65); Activities auxiliary to financial intermediation (67)
Insurance	Insurance and pension funding, except compulsory social security (66)
Real Estate and Renting	Real estate activities (70); Renting of machinery and equipment without operator and of personal and household goods (71)
Business Services	Computer and related activities (72); Other Business Activities (74)
Community, personal & Social Services	Research and Development (73); Public Administration and Defence, compulsory social security (75); Education (80); Health and Social Work (85); Sewage and refuse disposal, sanitation and similar activities (90); Activities of membership organizations n.e.c. (91); Recreational, cultural and sporting activities (92); Other Service activities (93); Activities of private households as employers of domestic staff (95); Undifferentiated goods-producing activities of private households for own use (96); Undifferentiated service-producing activities of private households for own use (97); Extra territorial organizations and bodies (99)