

INSTRUCTIONS FOR FILLING OF FORM – 4
(Notice of appointment, cessation, change in name/address/designation of a Partner/designated partner, intimation of DPIN and consent to become a Partner/designated partner)

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 LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to Notice of appointment of partners / designated Partners and changes among them, intimation of DPIN by LLP to Registrar and consent of partner to become of partner/ designated. Where a person becomes or ceases to be a partner/designated partner or where there is any change in the name or address of a partner/designated partner, the limited liability partnership shall file with the Registrar, a notice in Form 4 within 30 days of such change.
	PART-A NOTICE OF APPOINTMENT OF PARTNER / DESIGNATED PARTNER AND CHANGES AMONG THEM AND INTIMATION OF DPIN
	PART A : INCORPORATION DOCUMENT
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 4 you want to file and save the Form 4. ▪ Open the Form 4 that you have saved and start filling it with the appropriate data, as required.
1	Enter the LLPIN and click Pre-fill, the name, address of the registered office of LLP will be pre-filled. If you are filing the First Form 4, all the fields are pre-filled including the partner details/body corporate details, date of event and event type would be pre-filled as appointment automatically.
4	<p>In case of subsequent Form 4, enter the no. of individuals as partner for which form is filed and automatically required numbers of fields will opened to fill the particulars of each individual partner. First, enter details in respect of designated partners.</p> <div style="border: 2px solid pink; padding: 5px; margin: 10px 0;"> <p>(Note:-In case individual(s) are more than fifty, attach details in respect of remaining partners in a separate sheet as an attachment.)</p> <p>-In case Bodies corporate are more than fifty attach details in respect of remaining Bodies corporate partners/Nominees in a separate sheet as an attachment. First, enter details in respect of designated partners).</p> </div> <p>Tick the appropriate event for which this form is being filed and the date at which the event took place. Enter the particulars of the said individual partner i.e. name, father/ husband name and nationality. Tick (Yes or No) as to whether partner is designated partner. If yes, enter his/her DPIN allotted by DPIN Cell. Tick (Yes or No) 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 immediately preceding 1 year.</p>
	<p>Addendum to the Form -4 The addendum is required to be filed in the case of appointment or change in address of a partner/designated partner. Enter the details of the permanent address of partner along with e-mail id, phone and fax number. Tick (Yes or No.) as to whether both address are same or not. If</p>

	<p>No, enter present residential address of partner along with his/her e-mail ID, Phone number and Fax number.</p> <p>Note: Attachments in respect of Proof of address and above details of individuals where the number exceeds fifty are to be enclosed.</p> <p>-In case Bodies corporate are more than fifty attach details in respect of remaining Bodies corporate partners/Nominees in a separate sheet as an attachment. First, enter details in respect of designated partners).</p>
5	<p>For subsequent Form 4, enter the no. of Bodies corporate as partner for which form is filed and automatically required numbers of fields will opened to fill the particulars of each Body corporate partner and its Nominee. . First, enter details in respect of designated partners.</p> <p>(Note :-In case Bodies corporate are more than fifty attach details in respect of remaining Bodies corporate partners/Nominees in a separate sheet as an attachment. First, enter details in respect of designated partners).</p> <p>Tick the appropriate event for which this form is being filed and the date at which the event took place.</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), Corporate Identity Number (CIN), LIOI Registration No. Or CIOI Registration No. of the Body corporate selected through drop down facility</p> <p>Enter the name of body corporate and country where body corporate is registered .</p> <p>Enter the name and particulars of the person signing on behalf of Body corporate as nominee along with designation of the person for signing on behalf of Body corporate. Enter the particulars of nominee of Body corporate i.e., father/ husband name and nationality.</p> <p>Tick (Yes or No.) as to partner (nominee) is designated partner. If Yes, enter his/her DPIN allotted to the nominee by MCA.</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>Note:i) Attachments</p> <p>i) Consent to act as partner/designated partner in the format given in Part B of the form.</p> <p>ii) In respect of details of Individuals/ Body Corporate where the number exceeds ten/five</p> <p>iii) Where the appointed partner is a body corporate, a copy of resolution on the letter head of such body corporate to become a partner in the proposed LLP and a copy of resolution/authorization of such body corporate mentioning the name and address of an individual nominated to act as nominee/ designated partner on its behalf shall be enclosed.</p> <p>iv)Evidence of cessation and Affidavit or any other proof of change of name shall be enclosed in case of cessation or change in the name of nominee of Body Corporate(partner) as case may be.</p>

	PART – B CONSENT OF PARTNERS/ DESIGNATED PARTNERS
	<p>The consent of each partner/ designated partner shall be signed with his/her designation and attached to the Form in prescribed format given in Part B that partner has given consent to become a partner/ designated partner of LLP and to contribute money or other property or other benefit or to perform services for LLP as per his/her obligation described in the LLP agreement (pursuant to section 25(3)(c)/7(4) of the LLP Act, 2008.</p>
	<p>A Statement in part B shall be signed digitally by a designated partner . (The person who is signing this form should be different from the person in whose respect the form is being filed except in case of new incorporation of LLP.) The verification shall be certified digitally by a company secretary / a chartered accountant/ a cost accountant in practice.</p>

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 magenta; padding: 5px; text-align: center;"> 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 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>