

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)

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
	<p>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.</p> <p>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.</p>
	PART-A NOTICE OF APPOINTMENT OF PARTNER / DESIGNATED PARTNER AND CHANGES AMONG THEM AND INTIMATION OF DPIN
1	Enter the LLPIN and click Pre-fill, the name, address of the registered office of LLP will be pre-filled
4	<p>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> <p>(Note:-In case individual(s) are more than ten, attach details in respect of remaining partners in a separate sheet as an attachment.)</p> <p style="text-align: center;">-In case Bodies corporate are more than five 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 particulars of the said individual partner i.e. name, father/ husband name and nationality.</p>

	<p>Tick (Yes or No)as to whether partner is designated partner. If yes, enter his/her DPIN allotted by DPIN Cell.</p> <p>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><u>Addendum to the Form -4</u> <u>The addendum is required to be filed in the case of appointment or change in address of a partner/designated partner.</u></p> <p>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 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 ten are to be enclosed.</p> <p>-In case Bodies corporate are more than five 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>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 five 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</p>

	<p>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>
	<p style="text-align: center;"><u>PART - B</u> <u>CONSENT OF PARTNERS/ DESIGNATED PARTNERS</u></p> <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.)</p> <p>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
Preview	Clicking on this button will validate the form for any errors. If there are errors, these will be displayed in the form and one can correct the errors. If there are no errors, then the system will take to a page which will display the form for signing it digitally.

Form Preview Page

Get Signature	Insert DSC key into USB key and click on this button. It will display a block from which the particular signature can be selected. After selecting the signature, click on 'Sign' button. The form will be signed digitally.
Make Payment	It will validate the DSC and if found valid, then it will generate a SRN and display the amount to be paid.
Back	Clicking on the button will take to the form back to edit mode. If any information in the form is incorrect, user can click on this button to go back and edit the information.
Cancel	Clicking on this button will take to the Eforms list. All data entered in the form will be lost.

Payment Page

Make Payment	Clicking on this button will take to payment gateway, where user can pay the amount after providing credit card details. Depending on the type of card (Master Card or Visa), there might be additional security validations.
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