

INSTRUCTIONS FOR FILLING OF FORM – 7
(Application for allotment of Designated Partner Identification
Number)

Every individual or nominee of a body corporate who is intending to be appointed as designated partner of a limited liability partnership shall submit an application electronically to the Central Government for allotment of Designated Partner Identification Number (DPIN) in the manner as provided in Form 7.

(2) (i) For making an application under sub-rule (1), the applicant shall attach the following:-

- (a) attested or certified copy of the proof of identity containing self-photograph, date of birth and father's name;
- (b) attested or certified copy of the proof of residence;
- (c) attested recent self photograph pasted on a plain paper and mentioning on that paper his or her name and affixing his or her two signatures thereon;

(ii) In case the applicant is a foreign national, a copy of the valid passport shall be proof of identity.

(iii) In case the applicant is nominee of a body corporate, a copy of resolution or authorization on the letterhead of the body corporate mentioning the name and address of an individual nominated to act as Designated Partner on its behalf shall also be attached:

Provided that in case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same either in Hindi or English shall be attached.

(3) The documents referred in para (2) shall be attested or certified by any one of the following authorities:

- (a) Gazetted Officer of the Central or State Government,
- (b) Notary Public,
- (c) Company Secretary, Chartered Accountant, Cost & Works Accountant holding a certificate of Practice under the Company Secretaries Act, 1980, Chartered Accountants Act, 1949, and the Cost & Works Accountants Act, 1959 respectively;

Provided that in the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, the documents referred to in para (2) 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-A.

(4) The Registrar shall process the application received for allotment of DPIN and shall decide on the approval or rejection thereof and communicate the same along with the DPIN allotted in the case of approval to the applicant by way of a letter by post or electronically or in any other mode, within a period of thirty days from the receipt of such application.

(5) The Designated Partner Identification Number allotted is valid for the lifetime of the applicant.

(6) Every Designated Partner shall, along with his consent to be a designated partner, intimate his or her DPIN to the Limited Liability Partnership in Form 9.

(7) (i) Every Designated Partner, who has been allotted a DPIN, in the event of any change in the particulars of such Designated Partner, shall intimate such change(s) to the Central Government within a period of 30 days of such change(s) in Form

No. 10.

(ii) The Designated Partners shall attach certified copies of the proof of the changed particulars from any of the authorities specified in para (3).

(iii) There shall be no fee for intimating the change(s) of particulars in Form 10.

(8) The concerned designated partner, shall also intimate change(s) in particulars in Form 6 to the Limited Liability Partnership or Limited Liability Partnership(s) in which he is a designated partner within 15 days of such change(s).”;

Before you fill-in application for Designated Partners Identification Number (DPIN), please remember following common causes of REJECTIONS:

- **Applicant's name and father's name mentioned in abbreviated form. -The Name should be expanded even if the ID proof contains the name in abbreviated form.**
- **Mismatch in the Name and Father's Name in DPIN form with the ID (Identity) proof enclosed. - Any mismatch in Name, including spelling mistake, may lead to rejection of application. Minor spelling deviations in the father's name may be accepted, if such deviations do not materially impact the name.**
- **Prefixes like Mr. / Ms. / Kumari / Shri etc. used in the applicant's name.**
- **Residence proofs like: Bank Statements, Electricity Bill, Telephone Bill, Utility bills etc. submitted are older than 2 months of submitting the application for verification OR such documents are in the name of some other person, for example father or spouse.**
- **The supporting documents are not duly attested i.e. Name, Designation, Membership/ Practicing certificate number etc. are not clearly indicated and readable – If the seal/ stamp does not contain membership/ practicing certificate number, same may be recorded by hand.**
- **Passport / Driving License / Identity proofs etc attached are expired. – Only such documents which are currently valid should be attached.**

General Instructions :

- 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 E-Forms you want to file and save the Form.
- Open the Form that you have saved and start filling it with the appropriate data, as required

Designated Partners Identification Number

As per the Limited Liability Partnership Act, 2008, "every limited liability partnership shall have at least two designated partners who are individuals and at least one of them shall be a resident in India.

Every designated partner of a limited liability partnership shall obtain a Designated Partner Identification Number (DPIN) from the Central Government and the provisions of sections 266A to 266G (both inclusive) of the Companies Act, 1956 shall apply mutatis Mutandis for the said purpose.

Sections 266A to 266G (both inclusive) of the Companies Act, 1956 prescribes the provisions relating to obtaining and filing of Director Identification Number(DIN) for all the existing and intending Directors within the prescribed time-frame.

Submit DPIN form

The applicant is required to fill-up and submit **Form7** online for obtaining DPIN. Form 7 is available under "**e forms**" tab on the homepage of LLP portal.

If the name of a person does not have a last name, then his/ her father's **first name** should be filled in the mandatory 'Last Name' field in Form 7. In such a case, an affidavit duly notarized by a Notary Public should also be submitted along with DPIN application. The format of Affidavit is given at below page No 5. After filing the form, pay the appropriate amount using the credit card. Only after successful payment, the DPIN form will be processed at the Backoffice.

DPIN Generation & Intimation

If the details mentioned in the form are valid and the supporting documents are properly attested, then the DPIN form will be approved. Upon approval, DPIN will be generated and intimated to the applicant.

Steps after approval of DPIN:

Intimate approved DPIN to your LLP→

On approval of DPIN, intimate your DPIN and consent to become designated partner to LLP in FORM 9 and LLP shall intimate such DPIN to Registrar in FORM 4.

LLP to intimate your DPIN to Registrar→

After the designated partner has intimated the DPIN allotted to the LLP, the LLP is then required to intimate the DPINs of its designated partner to Registrar the in **Form 4** .

Post-approval changes in particulars of DPIN (Form 7)→

If there is any change in the particulars submitted in form 7 for allotment of DPIN, then designated partner shall File **form 10** for intimating the such changes in the particulars within 30 days. For instance in the event of change of address of a designated partner, he/ she is required to intimate this change by submitting Form **FORM 10** along with the required attested documents with MCA DPIN Cell.

The MCA DPIN Cell after shall verify the particulars of such changes from the enclosed proofs and incorporate the said changes and inform the designated partner by way of a letter issued by post or electronically or in any other mode confirming the effect of such change in the electronic database maintained by the Ministry.

Specimen/Format of Affidavit:

(If ID proof has single name for applicant)

I _____ (Applicant Name as per id proof), residing at _____ (Address as per address proof) do solemnly affirm and stated as under:

I am _____ and my name _____, appearing on the enclosed ID proof, is single name. My father's name is _____. For applying DPIN application of mine, I am mentioning my father's name "_____" as my Last name, as this a mandatory requirement for applying DPIN. Both names denote one and the same person. I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

(If ID proof has single name for applicant's father)

I am _____ and my father's name _____, appearing on the enclosed ID proof, is single name. My grandfather's name is _____. For applying DPIN application of mine, I am mentioning my grandfather's name "_____" as my father's Last name, as this a mandatory requirement for applying DPIN. Both names denote one and the same person.

I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

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 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	Clicking on this button will take to payment gateway, where user can pay the amount using the two options: Internet banking and Credit Card. 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. 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