

**INSTRUCTIONS FOR FILLING OF FORM – 10**  
**(Intimation of changes in particulars by Designated Partners)**

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 Designated Partner's Identification Number.</p> <p>Every designated partner, who has been allotted a DPIN under LLP Rules shall, in the event of any change in his particulars as stated in <b>Form 7</b> under sub-rule (5), intimate such change(s) to the Central Government (DPIN Cell, Registrar of Limited Liability Partnership) within a period of 30 days of such change(s) in <b>Form 10</b>:</p> <p>The designated partners shall fill-in the relevant change(s) in prescribed <b>Form 10</b>, enclose a copy of the proof of the changed particulars duly certified in the manner specified in clause (ii) of sub-rule (5), affix signature at the place specified, and file the same to the Central Government (DPIN Cell, Registrar of Limited Liability Partnership). <b>There shall be no fee for intimating the changes in particulars in Form 10.</b></p> <p>Complete set of documents along with printed copy of "Form 10 generated online" is required to be sent to MCA - DPIN Cell at <b>Registrar for Limited Liability Partnership Office, Paryavaran Bhavan, 3<sup>rd</sup> Floor, CGO Complex Lodhi Road, New Delhi – 110003</b> by post, courier or hand delivery, as per convenience.</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 10</b> you want to file. A dialog box appears prompting to Open or Save the <b>Form 10</b>.</li> <li>▪ Select the desired radio button, <b>Open</b> with or <b>Save File</b>. Here in our case we select the <b>Save File</b> radio button to save the <b>Form 10</b>.</li> <li>▪ Click the <b>OK</b> button after selecting the desired radio button.</li> <li>▪ Open the <b>Form 10</b> that you have saved and start filling it with the appropriate data, as required.</li> </ul>
	Attach a latest photograph and get it attested/certified for submission of the form with MCA- DPIN Cell at Registrar for Limited Liability Partnership
1	Enter the Designated Partner Identification Number (DPIN) allotted by DPIN Cell of MCA on approval of Form 7 filed by Designated Partner.
2	Tick and fill-in particulars sought to be changed in respect of applicant designated partner which has been given in form 7.
3	Enter the name of Applicant (First Name, Last Name & Middle Name if any).
4	Select option is given to opt Yes or No as to whether the applicant (Designated Partner) is resident in India.
5 to 10	Enter the Nationality, Date of Birth, Income tax permanent account number (PAN) , Voter's identity card number, Passport Number, Driving license number of applicant.
11	Enter the permanent address of applicant along with city, state, Country, PIN code, Phone number and Fax number
12	Enter the present residential address of applicant along with city,state, Country, PIN code, Phone number and Fax number
Signature	The applicant is required to take a print-out of "Form 10" generated online), <b>fill the service Request Number (SRN) of Form 10</b> and sign the

		application Form manually and paste a good resolution photograph in the space earmarked.
Attachments		i) The photograph of the applicant shall be affixed on the form and same should be certified/attested.
		<p><b>Note:</b></p> <p><b>a) Attestation/certification of photograph, proof of identity and proof of residence :</b></p> <p><b>Get the photograph and the attached supporting documents in respect of proof of changed particulars duly attested / certified from a Public Notary or a Gazetted Officer of a Government or a practicing professional (Chartered Accountant/ Company Secretary/Cost Accountant) or a Company Secretary in full time employment of the company. The certifying authority must mention his/her particulars such as Name in full &amp; capital, COP No. etc, and affix its seal/ stamp.</b></p> <p><b>b) Language of proofs for identity and residence:</b></p> <p><b>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 in Hindi or English should be enclosed and the translation be also certified by the professional who has otherwise certified the said proofs.</b></p> <p><b>c) Process for applications who are (i) Indian citizens residing abroad; (ii) foreign nationals residing in India; and (iii) foreign nationals residing outside India:</b></p> <p><b>If application in Form 10 is made by (i) Indian citizens residing abroad; (ii) foreign nationals residing in India; and (iii) foreign nationals residing outside India then the certification of attached documents and the photograph may be done by a notary in the home country of the applicant or by the designated partner of the LLP. Further, in the case of a Foreign National, certified copy of the valid passport should be enclosed.</b></p>

## 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; margin-top: 10px;"><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></div>

### 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).