

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

Sr. No.	Detailed Instructions
	<p>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>
	<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).</p> <p><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>
	<p>Affix a latest passport size photograph and get it attested/certified for submission of the form with MCA– DPIN Cell at Registrar for Limited Liability Partnership</p>
1	<p>Enter the Designated Partner Identification Number (DPIN) allotted by DPIN Cell of MCA on approval of Form 7 filed by Designated Partner.</p>
2	<p>Tick and fill-in particulars sought to be changed in respect of applicant designated partner which has been given in form 7.</p>

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 licence 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
<b>Signature</b>		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.
<b>Attachments</b>		<p>i) The photograph of the applicant shall be affixed on the form and same should be certified/attested.</p> <p>ii) The proof of changed particulars duly attested/certified shall be attached with the form.</p> <p><b>Note:</b></p> <p><b>a) Attestation/certification of photograph, proof of identity and proof of residence :</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 practising 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.</p> <p><b>b) Language of proofs for identity and residence -</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.</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> – 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.</p>
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