

INSTRUCTIONS FOR FILLING OF FORM – 17
(Application and Statement for the conversion of a firm into Limited Liability Partnership)

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
	Before filing this application, refer the LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to conversion of a firm into limited liability partnership (LLP).
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 17 you want to file and save the Form 17. ▪ Open the Form 17 that you have saved and start filling it with the appropriate data, as required.
	PART A : INCORPORATION DOCUMENT
1	Enter the name of Limited Liability Partnership (LLP).
2	Enter the complete principal address of the firm with phone no., fax no. and present email id.
3	(a) Select option is given as to whether the firm is registered under the Partnership Act, 1932. If yes, enter the date of registration, registration no. If no (the firm is not registered under the Partnership Act, 1932), tick (yes or no.) as to whether the firm is registered under any other written Law. If yes, enter the name of statute under which the Firm is registered, date of registration and registration no.
	(b) Enter the date/month/year of the partnership Agreement of the Firm by which firm was formed or came into existence.
4	Enter the total no. of partners in the Firm as on date of application and automatically required numbers of fields will opened in this Form to fill the particulars of each individual partner.
5	Enter the name , address of the partners and the amount of capital, if any, held in the Firm as per the Partnership Agreement .
6	Enter the reference No. (SRN- Service Request No.) of Form 1 filed for reservation of name of new LLP.
7	Enter the proposed name of Limited Liability Partnership (LLP) which is approved in form 1. <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin: 5px 0;">Note : on conversion of Firm only addition of the word “ LLP” in existing name of the Firm as last word ” is allowed.</div>
8	Enter the address of the proposed name of Limited Liability Partnership (LLP) with phone no., fax no. and present email id.
9	Enter the total no. of partners in the proposed Limited Liability Partnership (LLP) .
10	Tick (Yes or No) as to whether all partners of the firm have given their consent for conversion of the firm in to the proposed Limited Liability Partnership (LLP) . If yes, attach the copies of the consent of partners of the firm.
12	Tick (Yes or No) as to whether up to date Income Tax Return is filed under the Income Tax Act., 1961. If, yes, the period (date/ month/year) up to which

		Income Tax Return is filed.
13		<p>Tick (Yes or No) as to whether any proceedings by or against the firm are pending in any Court or other Authority. If, yes, fill the particulars of such proceedings with the name of Court/Tribunal/ Authority and short description of the matter pending including amount involved.</p> <p>Note:-In case of number of proceedings are more than five number, separate sheets in the above manner may be attached as an attachment</p>
14	(i)	Tick (Yes or No) as to whether any earlier application for conversion of the said Firm into limited liability partnership was refused by the Registrar of LLP.
	(ii)	If yes, Enter service request no. (SRN) of Form -17 which was filed earlier and rejected by the Registrar of LLP. Enter the reasons of rejection of Form 17 indicated by Registrar of LLP.
15		<p>Tick (Yes or No) as to whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favour of or against the Firm are subsisting. If yes, enter the particulars of the matter i.e Section & the title of relevant Act, description of the matter and name of Court/Tribunal/authority.</p> <p>Note: In case of number of proceedings is more than five number, separate sheets in the above manner may be attached as an attachment</p>
16		Tick (Yes or No) as to whether consent of all the creditors for conversion of the Firm in to the proposed Limited Liability Partnership (LLP) has been obtained. If yes, attach the list of the Creditors and copies of the consent of Creditors of the firm.
17		<p>Tick (Yes or No) as to whether any clearance, approval or permission for conversion of the firm into limited liability partnership (LLP) is required form any other body/ authority. If yes, tick (Yes or No) as to whether the applicable approvals from the concerned body/authority have been obtained.</p>
18		Enter as to whether the statement of assets and liabilities of the firm duly certified as true and correct by a Chartered Accountant in practice and made up to a date not preceding 30 days of the date of filing the application for conversion is attached.
Attachments		<p>Attach all mandatory/ required attachments particularly:-</p> <p>a) Statement of partners of the Firm as per prescribed Format B of the Form. (May be attached in a tabular form)</p> <p>b) Incorporation Document & Statement in Form 2 shall be filed electronically.</p> <p>c) Statement of Assets and Liabilities of the Firm duly certified as true and correct by the C.A.</p> <p>d) List of all the creditors along with their consent to conversion. (May be attached in a tabular form).</p> <p>e) Approval from any other body/authority, if required.</p>
Statement And Certification		The Form and statement prescribed in part B of this Form shall be signed digitally by a Designated Partner stating that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of conversion of the firm into LLP, all partners of the firm are partners in LLP, all approvals/ clearance for conversion have been obtained , consent of the all

	<p>creditors of the firm have been obtained and all information in this Form & its attachment are correct & complete.</p> <p>The statement shall be certified digitally by a company secretary / a chartered accountant/ a cost accountant in practice by mentioning his/her membership no. that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of conversion of the firm into LLP. .</p>
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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-top: 10px;"> <p>Clear the signature after making the modification in the form and then re-sign the form; otherwise the process of modification is unsuccessful.</p> </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>