

**INSTRUCTIONS FOR FILLING OF FORM – 31**  
**(Form for compounding of an offence under the Act)**

S.No.	Detailed Instructions
	<b>Note:</b> 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 instructions, LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to reservation of name or change of name of an existing Limited Liability Partnership.
<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 31</b> you want to file and save the <b>Form 31</b>.</li> <li>▪ Open the <b>Form 31</b> that you have saved and start filling it with the appropriate data, as required.</li> </ul>
1	Select among the LLPIN or FLLPIN, and then enter LLPIN or FLLPIN and click pre-fill, resulting in fields 2 & 3 to be prefilled.
4	Enter the name and address of the persons that are seeking compounding of the offence. Here address constitutes city, country, country code, state and pin code.
5	Enter the name and address of the persons who have received the show cause notice, if there is any. Here address constitutes city, country, country code, state, district and pin code.
6	Indicate the section of the Act under which offence has been committed and indicate the relevant penalty provisions of the Act
7	Whether the offence has been made good as on date of application, if applicable.
8	Select if copy of latest statement of assets and liabilities attached or not

**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, " <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; text-align: center;"> <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>

### 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