

**Form 1****INSTRUCTIONS FOR FILLING OF FORM – 1**  
**(Application form for reservation or change of name)**

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 reservation of name for incorporation of LLP or change of name of an existing Limited Liability Partnership.
1		Select option for 'Incorporation of new Limited Liability Partnership (LLP) or 'Changing the name of an existing LLP'.
		In case of application for Incorporation of a new LLP, Part A and Part C are required to be filled. In case for Change of name, Part B and Part C are required to be filled.
		<b>PART – A: RESERVATION OF NAME FOR NEW LLP</b>
2	(i) (a)	Select Option is given for as to whether the applicant is individual in the capacity of partner or a nominee of a Body Corporate as partner.
	(i) (b)	Enter the DPIN (Designated Partner Identification Number ) or Income Tax PAN or Passport No. of the applicant (mentioned at above column 2 (i) (a)).  It not mandatory for Applicant to have permanent DPIN at the time of filing Form1. Every person intending to be Designated Partners is required to obtain DPIN from MCA for incorporation of LLP.
2	(ii) (a) to (i)	Enter the details of applicant (name of individual), occupation, address, city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number.
3		Enter the details of two proposed Designated Partners (individual or nominee of Body Corporate as partner as per section 7 of the Act) and one of whom should be resident of India. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.
	(i) to (v)	Select option through drop down as to whether 1 <sup>st</sup> Designated Partner is individual, LLP, company, LLP incorporated outside India(LIOI), company incorporated outside India (CIOI).  Enter applicable information i.e. DPIN / Income Tax PAN/ Passport No. or LLPIN or corporate identity number (CIN), LIOI registration number or CIOI registration number of the said Designated Partner.  Enter name of Designated Partner, in case of Body Corporate name of its nominee along with details of number/ date of resolution authorizing nominee to represent on behalf of proposed LLP to be incorporated. The copy of resolution shall be attached with the application.
	(i) to (v)	Refer above information to fill the particulars of 2 <sup>nd</sup> Designated Partner

4		Enter the name of the state in which proposed Limited Liability Partnership is to be registered.
5		<p>Enter name of the office of Registrar of Companies of the State in which registered office of the proposed LLP is to be situated.</p> <p>In case the LLP has to be registered in the state of Maharashtra or Tamil Nadu, select the concerned Registrar of Companies having jurisdiction on district in which the registered office of the LLP will be situated.</p> <p>Maharashtra: RoC Pune is having jurisdiction on the following districts – Ahmednagar, Kolhapur, Pune, Ratnagiri, Sangli, Satara, Sindhudurg, Sholapur RoC Mumbai is having jurisdiction on the remaining districts in the state</p> <p>Tamilnadu: RoC Coimbatore is having jurisdiction on the following districts – Coimbatore, Dharmapuri, Dindigul, Erode, Krishnagiri, Nammakkal, Nilgiris, Salem ROC Chennai is having jurisdiction on the remaining districts in the state</p>
6		Select option is given for reservation of name if a firm or private company or unlisted public company intended to convert into LLP under this Act.
6	(I) (i),(ii) (a) & (d)	<p>In case of conversion of firm, enter the name of the firm. Tick as to whether the firm is registered or not, if yes enter the name of statute/ written law under which the firm is registered. Fill the name of the state in which firm is registered, date of registration and registration number.</p> <p><b>Note : on conversion of Firm only addition of the word “ LLP” in existing name of the Firm as last word ” is allowed.</b></p>
	(ii) (a) to (b)	<p>In case of conversion of the private company or unlisted public company, fill CIN and name of the company.</p> <p>• You may find CIN by entering existing registration number or name of the company in the ‘Find CIN service at the portal <a href="http://www.mca.gov.in">www.mca.gov.in</a></p> <p><b>Note : on conversion of private company/unlisted public company only deletion of words “private Limited”/ “Limited and addition of the word “ LLP” in existing name of the company as last word ” are allowed.</b></p>
7		Enter the details of proposed business of LLP. If approval of appropriate authority is required to be taken for a particular business (i.e. banking, stock exchange), the copy of in-principle approval should be attached with the form.
8		Fill proposed monetary value of contribution of new LLP in Rupees and in words.
		<b>PART-B CHANGE OF NAME OF EXISTING LLP</b>
9		Enter the Registration number i.e. LLPIN of existing LLP
10	(a) & (b)	Enter the name and address of registered office of LLP along with e-mail ID, Phone number and Fax number.

11		Enter the reasons for change of name of existing LLP.
12		Enter the existing monetary value of contribution in Rupees and in words.
		<b>PART C</b> <b>Details regarding reservation of name or change of existing name of LLP</b>
13		Proposed name should be filled in order of preference. Registrar office will consider the same in the order as provided by you. The illustrative list of names based on the type of company is as follows: i) XYZ Legal Services Limited Liability Partnership. ii) ABC Technology LLP.
14		Enter the significance of key or coined word(s), if any in the proposed name. In case the name proposed includes an activity, such activity should be reflective of proposed main business of LLP.
15	(a) to (b)	Tick as to whether the proposed name(s) are applied based on registered/ applied Trade Mark of applicant. If Yes, fill the particulars of Trade Mark or application made to Trade Mark Authority.
<b><u>Attachments</u></b>		<p>1. In case of change of name of an existing limited liability partnership, a copy of the decision shall be attached.</p> <p>2. Copy of Trade Mark Registration/ acknowledgement of application for Trade Mark Registration / authorization to use Trade Mark shall be attached.</p> <p>3. If change of name is due to a direction received from the Central Government, then a copy of such direction shall be attached.</p> <p>4. Copy of the in principle approval, if any required for a particular business.</p>

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

Before you fill-in application for DPIN (Designated Partners Identification Number)

**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. – 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.

## 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.

### Step by step Process

Step by step process to be followed by the applicant is as under:

#### **Step I. Obtain provisional DPIN**

The applicant is required to fill-up and submit **Form7** online for obtaining provisional DPIN and generate a provisional DPIN. Form 7 is available under "**e forms**" tab on the homepage of MCA-LLP portal. The provisional DPIN will be valid for 60 days from the date on which it was generated.

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 Form7. 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.

#### **Step II. Pay DPIN application fee**

*The applicant is required to login to the MCA-LLP portal and click on 'Pay fee' link available under the 'Services' tab. Select 'DPIN application fee' option and enter the provisional DPIN*

#### **Step III. Dispatch DPIN application to MCA DPIN Cell**

The applicant is required to take a print-out of "Form 7 & Provisional DPIN" (generated online). Fill the service Request Number (SRN) of the fee paid. Sign the DPIN application form manually and paste a good resolution photograph in the space earmarked.

Attach the photocopies of the 'Proof of Identity' (Attach additional proof, if 'Father's name and 'Date of Birth' is not indicated in the 'Proof of Identity') and the 'Proof of Residence' with DPIN application form and tick the relevant checkbox against the document name. **In case the proof of identify does not indicate the "Date of Birth" / 'Father's name" then additional proof of Date of Birth / Father's name duly certified/attested, should be attached.**

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.

Get the photograph and the attached supporting documents attested / certified from an approved authority as specified in general guideline for DPIN application in Form 7. The certifying authority must mention its particulars such as Name in full & capital, COP No. etc, and affix its seal/ stamp.

If application for allotment of DPIN is made by (i) Indian citizens residing abroad; (ii) foreign nationals residing in India; and (iii) foreign nationals residing outside India then While general conditions as mentioned above would be applicable in these categories also, the certification of attached documents and the photograph may be done by a notary in the home country of the applicant or the designated partner of the LLP. Further, in the case of a Foreign National, certified copy of the valid passport should be enclosed.

Complete set of documents is required to be sent to MCA - DPIN Cell at **Registrar for Limited Liability Partnership Office, Paryavaran Bhavan, 3<sup>rd</sup> Floor, CGO Complex Lodhi Road, New Delhi – 110003** by post, courier or hand delivery, as per convenience, within 60 days from the date of generation of provisional DPIN online.

### **Processing of DPIN application**

DPIN application is received by MCA DPIN Cell. DPIN application Form 7 and attached supporting documents are scrutinized and if found in order, the provisional DPIN is approved and activated in the system. If there is any defect in the DPIN application, the provisional DPIN is rejected.

It takes about a week's time to complete this process. DPIN approval/ rejection letter is generated and sent by post to the applicant. The status of application can also be tracked from the " track SRN status".

### **Steps after approval of DPIN :**

#### **Intimate approved DIN to your LLP**

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

#### **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 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 **10** along with the required attested documents with MCA DPIN Cell.

The MCA DPIN Cell 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.**

**Form 2****INSTRUCTIONS FOR FILLING OF FORM – 2  
(Incorporation document and statement)**

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 incorporation of Limited Liability Partnership .
<b>PART A : INCORPORATION DOCUMENT</b>	
1	Enter Form 1 Service Request No. (SRN) filed for reservation of name.
2	Enter the name of Limited Liability Partnership (LLP).
3	Enter the state in which registered office of LLP is to be situated.
4	Enter the details of address of registered office of LLP.  Enter the email Id of the company for communication purposes. Ensure that this email ID is valid as intimation regarding processing of the eForms, important communication from Registrar office shall also be communicated electronically.  <b><i>Note:- Proof of address of registered office of limited liability partnership shall be attached.</i></b>
5	Enter the details of business to be carried out by the LLP .
6.	Enter the No. of partners including designated partners (at least 2) and in case of designated partners, the number of designated partners who/ are resident in India on incorporation for each category of partners i.e. Individuals, LLPs, Companies, LLPs incorporated outside India and Companies incorporated outside India.
7	Enter the number of partners who are individuals and automatically required numbers of fields will opened to fill the particulars of each individual partner i.e. name, father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN) and Passport No.  <b><i>Note: In case individual(s) are more than five, attach details in respect of remaining partners in a separate sheet as an attachment</i></b>  Tick (Yes or No.) as to whether partner is designated partner. If Yes, enter his/her DPIN (Designated Partner Identification Number ).  Tick (Yes or No.) as to whether the individual partner is resident in India or not. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.

	<p>Enter the details of the permanent address of partner along with e-mail id, phone and fax number. Tick (Yes or No.) as to whether both address are same or not. If No, enter present residential address of partner along with his/her e-mail ID, Phone number and Fax number.</p> <p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, &amp; contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Enter the required details if the said partner is already a partner of another Limited Liability Partnership or director of a company. In case partner or director in more than 5 LLPs and companies each, separate sheet of the required details shall be attached as an attachment of the form. The required details are LLPIN(Registration no. of LLP), name LLP, CIN (Corporate Identification No.) of the company and name of the company in which partner is already a partner and/or director.</p>
8	<p>Enter the no. of Bodies Corporate as partner for which the form is being filed and automatically required numbers of fields will opened to fill the particulars of each Body corporate partner and its nominee.</p> <p><b><i>Note: - In case Bodies corporate (partners) are more than 5 then attach details in respect of remaining partners in separate sheet as an attachment and first enter the details of designated partners.</i></b></p> <p>Enter the details in respect of Bodies corporate (i.e. LLP, Company, LLP incorporated outside India (LIOI), company incorporated outside India (CIOI)) by using drop down facility given at this column and its nominees.</p> <p>Enter the LLPIN (registration no. of LLP), Corporate Identity Number (CIN ), LIOI Registration No. Or CIOI Registration No. of the Body corporate selected through drop down facility.</p> <p>Enter the name of body corporate, country where body corporate is registered and full address of registered office with fax, phone and e-mail id.</p> <p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, &amp; contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Enter the name and particulars of the person signing on behalf of Body corporate as nominee along with designation/ authority of the person for signing on behalf of Body corporate. Enter the particulars of nominee of Body corporate i.e., father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN) and Passport No.</p> <p>Tick (Yes or No.) as to partner (nominee) is designated partner. If Yes, enter his/her DPIN allotted to the nominee by MCA.</p>

	<p>Tick as to whether the nominee of Body corporate (partner) is resident in India or not. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</p> <p>Enter the details of the permanent address of nominee of Body corporate along with e-mail id, phone and fax number. Tick (Yes or No.) as to whether both address are same or not. If No, enter present residential address of nominee along with his/her e-mail ID, Phone number and Fax number.</p> <p><b><i>Note:-Copy of authorization in favour of nominee where the partner is a limited liability partnership, or company, or a limited liability partnership incorporated outside India or a company incorporated outside India shall be attached.</i></b></p>
9.	<p>Enter the total monetary value of contribution of LLP which is contributed by all partners in different form of contribution as per section 32 of the Act. The value of contribution in monetary term should not be less than shown in Form 1.</p>
10	<p>All the partners shall enter their name and put their signature in the given format of the form and the same should be witnessed by professionals i.e. advocate, company secretary practice, chartered accountant in practice, cost &amp; works accountants in practice. The professional should also mention his/her name, Father's/ husband name, name of profession and professional membership No.</p> <p><b><i>Note: The details at Sr. No 10 in respect of names of partners/witnesses and their signatures in the said format shall be attached as an attachment.</i></b></p>
<b>PART B : Statement</b>	
	<p>A <u>statement prescribed in part B</u> shall be signed digitally by a designated partner confirming that all requirements of LLP Act, 2008 and the Rules made there under had been complied with, in respect of incorporation of this LLP and designated partners have given their prior consent to act as designated partners.</p> <p>The <u>statement shall be certified digitally by an advocate/a company secretary / a chartered accountant/ a cost accountant in practice</u> by mentioning his / her name, Father's name /Husband's name with the name of profession and his membership no. that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of incorporation of this LLP and matters precedent and incidental thereto.</p>