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## ABOUT THIS DOCUMENT

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This Instruction Kit is designed as a step by step guide to assist the user in filling up the web form. This document provides references to law(s) governing the web form, guidelines to access the application, instructions to fill the web form at field level along with other instructions to fill the web form. The document also includes important check points while filling up the web form along with.

*User is advised to refer to the respective instruction kit for filing of each web form.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II– Accessing Form FiLLiP application**



**Part III – Instructions to fill the web form**



**Part IV – Key points for successful submission**

*Click on any section link to refer to the particular section.*

## 1 PART I – LAW(S) GOVERNING THE WEBFORM

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Pursuant to Rules **8 ,10,11 and 18** of Limited Liability Partnership. Rules, 2009.

### 1.1 Purpose of the webform

The webform “Form FiLLiP” aims to simplify the process of incorporation of LLP and its registration with the Registrar of Companies (RoC) by the user. The following services can be availed by the user through this webform:

- i. Application for reservation of name
- ii. Application for allotment of Designated Partner identification Number (DPIN)
- iii. Application for issuance of Limited Liability Partnership Identification Number/Registration of LLP with RoC
- iv. Consent by a designated partner
- v. Application and statement in case of conversion of partnership firm into LLP
- vi. Application and statement in case of conversion of private/unlisted public company into LLP
- vii. Application for PAN/ TAN allocation

Once the webform is processed and found complete, an LLP is registered, PAN/TAN and LLPIN is allocated. Also, DINs/DPINs gets issued to the proposed designated partners (individuals and nominees of body corporate) who do not have a valid DIN/DPIN.

### 1.2 Important Check Points while filling up the webform

#### 1.2.1 General Instructions

- ✓ *Please read instructions and guidelines carefully before filling online application forms.*
- ✓ *Please attach the required mandatory supporting documents in the specified format only.*
- ✓ *Please ensure that applicant of the webform is registered at MCA portal before filing the webform.*
- ✓ *Please note that number of designated partners (including nominee of Body corporate as DP) for whom the details are being entered is at least two and at least one of them is a resident of India.*
- ✓ *Please note that maximum five designated partners are allowed to apply for DIN/DPIN using this integrated form.*
- ✓ *Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/ PAN/Membership number as provided in the form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *Please ensure that the SRN of RUN-LLP provided in the webform is valid and approved against which no other FiLLiP form shall be pending or approved, and the name reserved against the entered SRN should not have been expired/withdrawn*
- ✓ *Please note that in case a country outside India is selected in the field ‘Country’ in the webform the user shall be allowed to enter ‘0000’ in the field PIN/ZIP code and ‘NA’ in the field ‘State’.*
- ✓ *Please note that the user has an option to file Form 9 as a pdf attachment to “Form FiLLiP” in cases where the Designated partners do not have DPIN or for the ones who have applied for DPIN through FiLLiP. For*

*other Designated partners having DPIN, the user will have an option to file Form 9 via linked filing to form FiLLiP.*

- ✓ *Please note that if 'Type of incorporation' selected in the form is "Conversion of Firm into LLP" then LLP Form No. 17 should be filed together at the time of filing of Form FiLLiP as a linked form.*
- ✓ *Please note that if 'Type of incorporation' selected in the form is "Conversion of Private company/unlisted public company into LLP" then LLP Form No. 18 should be filed together at the time of filing of Form FiLLiP as a linked form.*
- ✓ *Please note that in case of resubmission, option selected in field 'Whether name is already approved by Registrar of Companies' in the original form remains same in resubmitted form.*
- ✓ *Please note that in case SRN of RUN-LLP is provided in the form then user ID who has applied for Name Reservation through RUN-LLP shall be the same user ID which is used to file Form FiLLiP.*
- ✓ *Please note that in case form FiLLiP is marked under resubmission against any RUN-LLP SRN, fresh filing of another FiLLiP with the same RUN-LLP SRN shall not be allowed.*
- ✓ *Please note that details if 500 partners/ designated partners can be filed through Form FiLLiP and in case of detail of more than 500 DP/Partners is required to be filed the same can be attached to the form as an excel sheet by way of optional attachment.*
- ✓ *Please note that in case of resubmission, original application of the FiLLiP (along with the linked forms, if applicable) shall be available in the application history of the user and T+15days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.*
- ✓ *If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.*
- ✓ *Please check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.*

### 1.2.2 Instructions in case of 'Conversion'

- ✓ *Please note that the company being converted is a private company or unlisted public company.*
- ✓ *Please note that there are no Open Form work items or Form pending for payment or processing in respect of the company.*
- ✓ *Please note that there are no Open (unsatisfied) charges pending against the company.*
- ✓ *Please note that there are no updation requests pending for approval (like master data updation, charge updation etc.)*
- ✓ *Please note that there are no inspection/investigation/prosecution initiated and pending against the company (however, this check is not applicable in case inspection Follow-up has been initiated)*
- ✓ *Please note that the company being converted is not marked as 'Having management dispute'.*
- ✓ *Please note that the company being converted shall not be a 'Section 8 company'.*

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(Name reservation and LLP incorporation)

- ✓ *Please note balance sheets and annual returns have been filed.*
- ✓ *Please note that the name of company being converted, and proposed name of the LLP shall match.*
- ✓ *Please note that the LLP must be registered in the same state as Registered office of the company being converted.*
- ✓ *Please note there are no open cost audit orders pending against the company.*
- ✓ *Please note that the company being converted should have share capital.*

## 2 PART II – ACCESSING FORM FiLLiP APPLICATION

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### 2.1 Application Process for “Form FiLLiP”

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Select “LLP Forms Download”

**STEP 5:** Navigate to the header “Name reservation and LLP incorporation”

**STEP 6:** Access “Form FiLLiP” under the header “Name reservation and LLP incorporation”

**STEP 7:** Fill up the application

**STEP 8:** Proceed to Form 9<sup>2</sup>

**STEP 9:** Filling up Form 9 (Consent to Act as Designated Partner)<sup>3</sup>

**STEP 10:** Proceed to Form 17 (optional)<sup>4</sup>

**STEP 11:** Filling up Form 17 (optional)

**STEP 12:** Proceed to Form 18 (optional)<sup>5</sup>

**STEP 13:** Filling up Form 18 (optional)

**STEP 14:** Submit the webform

**STEP 15:** SRN is generated upon submission of webform

**STEP 16:** Affix the DSC

**STEP 17:** Upload the DSC affixed pdf document on MCA portal

**STEP 18:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled.)

**STEP 19:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access Form FiLLiP through search bar on MCA homepage (website search)<sup>6</sup>

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<sup>1</sup>In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Name reservation and LLP incorporation” in case the user is not already logged in.

<sup>2</sup>Once the user has completed filling up Form FiLLiP then he/she will click on this button, on clicking on it, system shall save the information in draft form and perform relevant validations. After successful validation Form FiLLiP shall be locked for editing.

<sup>3</sup>After successful validation of information in Form FiLLiP, the user will fill up Form 9. Once the user has completed filling up the form, they will click on action buttons as provided in subsequent steps below.

<sup>4</sup>This action button shall be displayed to the user if value selected in field number 1 (c) of Form FiLLiP is “Conversion of Firm into LLP”

<sup>5</sup>This action button shall be displayed to the user if value selected in field number 1 (c) of Form FiLLiP is “Conversion of Private company/unlisted public company into LLP”

<sup>6</sup>In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

- STEP 3:** Login to MCA portal with valid credentials
- STEP 4:** Fill up the application
- STEP 5:** Proceed to Form 9<sup>2</sup>
- STEP 6:** Filling up Form 9 (Consent to Act as Designated Partner)<sup>3</sup>
- STEP 7:** Proceed to Form 17 (optional)<sup>4</sup>
- STEP 8:** Filling up Form 17 (optional)
- STEP 9:** Proceed to Form 18 (optional)<sup>5</sup>
- STEP 10:** Filling up Form 18 (optional)
- STEP 11:** Submit the webform
- STEP 12:** SRN is generated upon submission of webform
- STEP 13:** Affix the DSC
- STEP 14:** Upload the DSC affixed pdf document on MCA portal<sup>6</sup>
- STEP 15:** Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled.)
- STEP 16:** Acknowledgement is generated

## 2.1.2 Resubmission

### 2.1.2.1 Option 1

- STEP 1:** Access MCA homepage
- STEP 2:** Login to MCA portal with valid credentials
- STEP 3:** Access application history through user dashboard
- STEP 4:** Select Form FiLLiP application with status as 'Resubmission required'
- STEP 5:** Fill up the application
- STEP 6:** Proceed to Form 9<sup>2</sup>
- STEP 7:** Filling up Form 9 (Consent to Act as Designated Partner)<sup>3</sup>
- STEP 8:** Proceed to Form 17 (optional)<sup>4</sup>
- STEP 9:** Filling up Form 17 (optional)
- STEP 10:** Proceed to Form 18 (optional)<sup>5</sup>
- STEP 11:** Filling up Form 18 (optional)
- STEP 12:** Submit the webform
- STEP 13:** SRN is updated
- STEP 14:** Affix the DSC
- STEP 15:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

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<sup>7</sup>For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission (including the upload of DSC affixed pdf) within 15 days from the date the BO user has sent the SRN back for resubmission.

**STEP 16:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 17:** Acknowledgement is generated

#### 2.1.2.2 Option 2

**STEP 1:** Click on the link provided in the notification email sent (received for resubmission)

**STEP 2:** Login to MCA portal with valid credentials

**STEP 3:** Fill up the application

**STEP 4:** Proceed to Form 9<sup>2</sup>

**STEP 5:** Filling up Form 9 (Consent to Act as Designated Partner)<sup>3</sup>

**STEP 6:** Proceed to Form 17 (optional)<sup>4</sup>

**STEP 7:** Filling up Form 17 (optional)

**STEP 8:** Proceed to Form 18 (optional)<sup>5</sup>

**STEP 9:** Filling up Form 18 (optional)

**STEP 10:** Submit the webform

**STEP 11:** SRN is updated

**STEP 12:** Affix the DSC

**STEP 13:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 14:** Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed pdf document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 15 days OR till the time this is submitted, whichever is earlier)

**STEP 15:** Acknowledgement is generated



### 3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

#### 3.1 Specific Instructions to fill ‘FiLLiP’ at Field Level

*Instructions to fill ‘Form FiLLiP’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1 (a)	Whether name is already approved by Registrar of Companies	i. In case LLP name is already approved through RUN-LLP webform, the user is required to select ‘Yes’ and mention the SRN of such approved form.
1 (b)	Service Request Number (SRN) of RUN-LLP	ii. The field to enter SRN of RUN LLP webform shall be enabled and mandatory for the user only if ‘Yes’ is selected in field ‘Whether name is already approved by Registrar of Companies’. iii. Please ensure that SRN entered in this field is valid.
1 (c)	Type of incorporation	i. In case SRN of RUN-LLP is entered by the user, this field shall be pre-filled else the user is required to enter the information manually. ii. If the information is getting prefilled the user shall not be allowed to edit the field.
1 (d)	CIN	i. This field shall be displayed and mandatory only in case option 3 i.e. “Conversion of private company/unlisted public company into LLP” is selected in field number 1 (c) i.e. ‘Type of incorporation’. ii. Enter a valid CIN of private/unlisted public company.
2 (a)	Proposed or approved name	i. In case SRN of RUN-LLP is entered by the user, this field shall be pre-filled else the user is required to enter the information manually. ii. If the information is getting prefilled the user shall not be allowed to edit the field.
2 (d)	Whether the proposed name is based on a trademark registered or is subject matter of an application pending for registration under the Trade Marks Act	i. This field shall be displayed and mandatory in case ‘No’ is selected in field number 1(a) i.e. ‘Whether name is already approved by Registrar of Companies’. ii. If the proposed name is based on a registered trademark or is subject matter of an application pending for registration under the Trade Marks Act, then approval shall be attached of such owner of the registered trademark or the applicant of such trade mark for which application for registration is pending.
	<b>Attachments</b>	All the attachments shall be either in pdf or jpg format. The size of each individual attachment can be up to 2MB.

Field No.	Field Name	Instructions
	In principle approval of regulatory authority, if required.	i. This attachment field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies' and in case the proposed name includes the words which require approval of regulatory authorities or includes words that indicate profession.
	Approval of the owner of the trademark or the applicant of such application for registration of Trademark;	This attachment field shall be displayed in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies' 'Yes' is selected in field number 2 (d) i.e. 'Whether the proposed name is based on a trademark registered or is subject matter of an application pending for registration under the Trade Marks Act'.
	Copy of approval in case the proposed name contains any word(s) or expression(s) which requires approval from central government;	This attachment field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies' and in case the proposed name consists of any 'Prohibited words under The Emblems And Names (Prevention Of Improper Use) Act, 1950' or 'or 'Words which connotes participation or patronage of the Central or State Government'.
	Copy of approval from the competent authority in case of collaboration and connection with the foreign country or place	This attachment field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies' and in case the proposed name contains any words which shows some form of collaboration and connection with the foreign country or place.
	Copy of Board resolution of the existing company or consent of existing LLP as a proof of no objection	This attachment field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies' and in case name matches with the name of any other LLP/company.
3 (a)	Address of registered office of LLP	Enter the complete Registered office Address along with the contact details.
3 (b)	Contact Details	
	<b>Attachments</b>	The attachment shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	Proof of Office address along with NOC, if applicable (Conveyance/ Lease deed/Rent Agreement along with rent receipts);	These attachments are mandatory.

Field No.	Field Name	Instructions
	Copy of the utility bills (not older than two months)	
4	Details of business activity carried out by LLP on incorporation /conversion Primary	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies'.</li> <li>ii. Following four fields i.e. 'Primary', Industry sub class (as per NIC codes 2008)', 'Description of NIC code' and 'Delete' shall be displayed in a tabular format for the user.</li> <li>iii. It is mandatory for the user to select one of the industry sub class identified in above fields as primary sub-class. Only one checkbox can be selected in this field.</li> </ul>
	Industry sub class (as per NIC codes 2008)	<ul style="list-style-type: none"> <li>iv. This field shall be displayed and mandatory in case 'No' is selected in field number 1(a) i.e. 'Whether the name is already approved by Registrar of companies'.</li> <li>v. User will have an option to select maximum 3 NIC codes (five digit sub class) in the form.</li> <li>vi. The selected NIC codes will be displayed below this field and the corresponding description shall also be displayed along with it for the user.</li> <li>vii. A delete option shall also be provided against each selection to enable the user to delete the selected NIC codes. A confirmation would be sought from the user before deletion.</li> </ul>
4 (a)	Main industrial activity - NIC code	<ul style="list-style-type: none"> <li>i. This field shall be prefilled based on SRN of RUN-LLP in case the same is provided in section 1, else pre-fill based on the option selected in above field.</li> <li>ii. The primary NIC code selected by user shall be displayed under this field.</li> </ul>
5	<b>Total number of designated partners and partners of the LLP</b>	<ul style="list-style-type: none"> <li>i. This block shall contain the number of designated partners and partners of the LLP.</li> <li>ii. Basis the number entered here, the respective block 6 and block 7 shall be regenerated.</li> </ul> <p><i>Please note that Total number of Designated Partners (having DIN/DPIN and not having DIN/DPIN) shall not exceed 3.</i></p>
6	<b>Particulars of individual designated partners /designated partners who are nominee of body corporate</b>	
6 (A) (i)	Basic details of Designated partner Designated partner Identification number (DIN/DPIN)	<ul style="list-style-type: none"> <li>i. The subsequent fields i.e. 'Name' and 'Whether resident of India' will get pre-filled based on the DIN/DPIN entered .</li> </ul>

Field No.	Field Name	Instructions
6 (B)	<b>Particulars of individual designated partners not having DIN/DPIN</b>	
6 (B) (i)	<b>Basic details of Designated partner</b>	<ul style="list-style-type: none"> <li>i. Enter the details of the designated partners not having DIN/DPIN.</li> <li>ii. Option to fetch the details from digilocker is also provided to the user wherein he/she can easily fetch the important information in case information is not readily available. On selecting this option, the basic details of designated partner will get pre-filled.</li> </ul>
	<b>Verify PAN</b>	<ul style="list-style-type: none"> <li>i. Please note that it shall be mandatory to click 'Verify PAN' button in case where Income-tax PAN is entered.</li> <li>ii. Please note that upon clicking 'Verify PAN' action button, users name, father's name and date of birth shall be verified from the PAN database</li> </ul>
6 (B) (iv)	<b>Submit a copy of the proof of identity and proof of address</b>	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	<b>Attachments</b>	
	Proof of identity	The document will be fetched directly from digilocker based on the document selected from the dropdown of 'identity proof' in case, digilocker option is selected.
	Residential proof	<ul style="list-style-type: none"> <li>i. Attach a supporting document for the residential proof selected in field 6B i.e. 'Residential Proof'.</li> <li>ii. This attachment is mandatory.</li> </ul>
6 (C)	<b>Particulars of bodies corporate and their nominees as designated partners having DIN/DPIN</b>	
	<b>Attachment</b> Copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body corporate also on a letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf.	<ul style="list-style-type: none"> <li>i. This attachment is mandatory for the user to attach in case value entered in field 5 (e) i.e. "Body corporates and their nominees Having valid DIN/DPIN"; 5 (f) i.e. "Body corporates and their nominees Not having valid DIN/DPIN", 5 (k) i.e. "Body corporates and their nominees Having valid DIN/DPIN" and 5 (l) i.e. "Body corporates and their nominees Not having valid DIN/DPIN" is greater than 0</li> <li>ii. The attachments shall be either in pdf or .jpg format. The size of the attachment can be up to 2MB.</li> </ul>
8	<b>Total monetary value of contribution by partners in the LLP</b>	<ul style="list-style-type: none"> <li>i. This field shall be pre-filled based on total contribution by all Partners/DPs i.e. it will be sum of contributions by all designated partners/partners entered in field number 6</li> </ul>

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Field No.	Field Name	Instructions
	Total monetary value of contribution by partners in the LLP (in figures)	i.e. 'Particulars of individual designated partners /designated partners who are nominee of body corporate' and field number 7 'Particulars of partners other than designated partners'.
8	Total monetary value of contribution by partners in the LLP (in `) (in words)	i. This field shall be pre-filled based on Total monetary value of contribution by partners in the LLP (in figures)
9	<b>Additional Information for applying Permanent Account Number (PAN) and Tax Deduction Account Number (TAN)</b> Area code	i. Enter this information in order to apply for PAN/TAN in case of "New incorporation" or "Conversion of private company/unlisted public company into LLP". ii. There shall be three boxes for alphabets and in each box only one alphabet can be entered. <i>Please refer section 4.4 – 'Useful Links' below for list of Area Code, AO Type, Range Code &amp; AO No.</i>
	AO type	i. This field shall be enabled and mandatory once 'Area code, is entered. ii. There shall be two boxes for alphabets and in each box only one alphabet can be entered.
	Range code	i. This field shall be enabled and mandatory once 'Area code, is entered. ii. There shall be three boxes for numeric digits and in each box only one numeric can be entered.
	AO No.	i. There shall be first two boxes for numeric digits and in each box only one numeric can be entered. ii. This field shall be enabled and mandatory once 'Area code, is entered.
	Business/Profession code	i. This field shall be enabled and mandatory in case 'Income from business/profession' is selected in field 'Source of Income'. ii. The code can only be 01 to 20. iii. There shall be two boxes in which single number can be entered in single box.
	<b>Attachments</b>	All the attachment shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	Valuation Certificate	This attachment is mandatory to attach by user in case option "Other than cash ' is selected in field 'Form of contribution' in fields 6 and/or 7.
	Optional attachment(s) - if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.

Field No.	Field Name	Instructions
		iii. In case of detail of more than 500 DP/Partners is required to be filed the same can be attached to the form as an excel sheet by way of optional attachment.
	<p><b>Consent by Designated partners/Partners</b></p> <p>We, the several partners whose names are subscribed below, are desirous of being formed into a LLP for carrying on a lawful business with a view to earn profit and have entered or agreed to enter into a LLP agreement in writing. We respectively agree to contribute money or other property or other benefit or to perform services for the LLP in accordance with the LLP agreement, the particulars of which are stated against our respective names.</p> <p>We hereby give our consent to become a partner/ designated partner/ nominee/ nominee &amp; designated partner of the LLP pursuant to section 7(4) / 25(3)(c) of the Limited Liability Partnership Act, 2008</p>	
	Subscribers' sheet including consent.	The attachment shall be either in pdf or .jpg format. The size of the attachment can be up to 2MB.
	<p>To be digitally signed by a designated partner: Signature Field 1</p> <p>DIN/DPIN/PAN of the designated partner</p>	<ol style="list-style-type: none"> <li>Ensure that the webform is digitally signed by the proposed designated partner.</li> <li>Please note that even if none of the proposed designated partners have a valid DIN/DPIN, then also the form can be digitally signed by the proposed designated partner after associating his / her DSC on the MCA21 system.</li> <li>DIN/DPIN shall be an approved DIN/DPIN or PAN shall be a valid PAN.</li> <li>In case Individual DP or nominee of body corporate having valid DIN/DPIN as entered in the form field 5 is one or more, then DIN/DPIN shall be entered. DIN/PAN entered should be same as entered in any of the fields 6 (a), 6(c) , 7 (a) or 7 (c).</li> </ol>

Field No.	Field Name	Instructions
	Signature Field 2	<ol style="list-style-type: none"> <li>i. The user shall not be able to sign under this field until it has been signed by the designated partner in the above field “Signature field 1”.</li> <li>ii. Professional signing under this field could be either of the following: <ul style="list-style-type: none"> <li>▪ Advocate</li> <li>▪ Company Secretary in whole time practice</li> <li>▪ Chartered Accountant in whole time practice</li> <li>▪ Cost Accountant in whole time practice</li> </ul> </li> <li>iii. In case the professional digitally signing the webform is an “Advocate”, PAN is required to be entered in field “is.....(certificate of practice number in case of company secretary /membership in all the cases)”.</li> </ol>

### 3.2 Other instructions to fill ‘FiLLiP’

Buttons	Particulars
Choose File	<ol style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to Form FiLLiP.</li> <li>ii. All the attachments should be uploaded in <i>pdf or jpg format</i>. The total size of the document being submitted can be up to <b>10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ol>
Remove	The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.
Download	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
Save	<ol style="list-style-type: none"> <li>i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the web form.</li> <li>ii. The ‘Save’ option will be enabled only after the user completely fills in Block 2 of the FiLLiP form.</li> <li>iii. This is an optional field available in the form of Other functionality to the user.</li> <li>iv. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ol>
Submit	<ol style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webforms are auto saved and the system verifies all the webforms, incase errors are detected the user will be taken back to the respective webforms and all the relevant error messages shall be displayed.</li> </ol>

Buttons	Particulars
	iii. In case at the submission of webforms no errors are detected by the system the submission will be successful.



## 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Notice for Change of Name	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 1 below)	NA	NA	NA
2	Fee for Form 9	NA	NA	NA	NA
3	Fee for Form 17/ Form 18, as applicable	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 2 below)	NA	NA	NA

*Fee payable is subject to changes in pursuance of the Act or any rule or regulation made, or notification issued thereunder.*

### 4.2 Limited Liability Partnership Rules, 2009

#### 4.2.1 Table 1

S#	Contribution Amount (INR)	Normal Fee applicable (INR)
1	Up to 1,00,000	500
2	More than 1,00,000 up to 5,00,000	2,000
3	More than 5,00,000 up to 10,00,000	4,000
4	More than 10,00,000	5,000
5	More than 25,00,000 up to 100,00,000	10,000
6	More than 100,00,000	25,000

#### 4.2.2 Table 2

S#	Contribution Amount (INR)	Normal Fee applicable (INR)
1	Up to 1,00,000	50
2	More than 1,00,000 up to 5,00,000	100
3	More than 5,00,000 up to 10,00,000	150
4	More than 10,00,000	200
5	More than 25,00,000 up to 100,00,000	400
6	More than 100,00,000	600

#### 4.3 Processing Type

Form FiLLiP shall be processed in Non-STP mode.

#### 4.4 Useful Links

1. Link to access LLP Form No. 3: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>
4. Link to access Linked Form No. 9: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
5. Link to access Linked Form No. 17: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
6. Link to access Linked Form 18: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
7. Link to access Area Code, AO Type, Range Code & AO No: <https://www.tin-nsdl.com/services/pan/pan-aocode.html>; <https://www.tin-nsdl.com/services/tan/tan-ao-code.html>

#### 4.5 Email

When the webform is processed and DIN/DPIN is generated, an acknowledgement email of DIN/DPIN generation is sent to the designated partner. Further, Certificate of Incorporation or Certificate of Registration on Conversion, as applicable will also be sent on the email ID of the FO user, LLP and designated partners as specified in the application form mentioning the LLPIN of the LLP.

#### 4.6 Rejection Codes

To be provided by MCA.

## 5 ANNEXURES

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### 5.1 Annexure A – List of Activity Codes – NIC 2008

Please refer the below link to view the list of activity codes:

*“[https://www.ncs.gov.in/Documents/NIC\\_Sector.pdf](https://www.ncs.gov.in/Documents/NIC_Sector.pdf)”*