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ABOUT THIS DOCUMENT

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

User is advised to refer to the respective instruction kit for filing of webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing the LLP Form No. 4 application



Part III – Instructions to fill the webform



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

Pursuant to rule 8, 10(3), 22(2) and 22(3) of The Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

This webform aims to simplify the process of application by a LLP with the concerned Registrar of Companies (RoC) for the following scenarios:

- i. Where a person becomes a Designated Partner or Partner; or ceases to be one, then a notice is filed with the Registrar within thirty days from the date he becomes or ceases to be a Designated Partner or Partner; and
- ii. Where there is any change in the particulars of a Partner, a notice is filed with the Registrar within thirty days of such change.

1.2 Important Check Points while filling up the webform

- ✓ 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 as a business user before filing the webform.
- ✓ Please note that the LLP for which the webform is being filed should have a valid LLPIN.
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP for which the webform is being filed.
- ✓ Please ensure that the DPIN as provided in the webform is not flagged for disqualification of the Designated Partner.
- ✓ 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 webform.
- ✓ Please note that the signing authority of the webform should have valid and non-expired/non-revoked DSC or valid DIN/DIN/PAN.
- ✓ Please note that you can file this webform with different event dates (date of appointment, date of change in designation, date of cessation, date of change in nominee etc.) only if these dates are within 30 days of the filing date. If any of the date(s) are beyond 30 days, then separate form is to be filed for every such event date.¹
- ✓ For filing of details of two or more events (for example, appointment and cessation) relating to the same person, you are required to file separate forms. These cannot be filed through the same form.
- ✓ Please ensure that in case of change in Designated Partners or Partners in the LLP (i.e. appointment or cessation), this form is to be filed along with filing of LLP Form No. 3 as a linked form to it for change in

¹ For example: "Partner A is appointed on 1st April, Partner B is appointed on 18th April, and Designated Partner C ceases to be associated with the LLP w.e.f. 18th April. In such a case details of all the three changes can be filed through the same Form 4 only if the Form is filed on or before 1st May, as all the events fall within 30 days. However, if the LLP files the Form 4 on 10th of May, then details in a separate Form would be required to be filed in respect of Partner A."



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LLP agreement. In such case, details of all Designated Partners/Partners as per LLP Form No. 3 should be mentioned in LLP Form No. 4.

- ✓ *Please ensure that at least one of the Designated Partners in the LLP after considering changes as per Form 4 should be resident of India. Resident of India means a person who has stayed in India not less than 182 days during immediately preceding 1 year.*
- ✓ *Please note that details of only 500 Designated Partner(s) and Partner(s) can be provided in this form. In case the total of number of Designated Partner(s) and Partner(s) exceeds 500, user is required to file details of additional Designated Partner(s) and Partner(s) by filing LLP Form No. 4 again.*
- ✓ *Please note that filing of this form shall not be allowed in case there is another Form 4 pending for payment of fee, or another Form 4 is under processing in respect of the LLP.*
- ✓ *Please ensure that in case of cessation/ change in designation of Designated Partners, if the number of Designated Partners reduce below 2 (two), the Designated Partners should be appointed within 6 months of such a scenario, otherwise the LLP shall not be allowed to file any form on the LLP portal.*
- ✓ *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.*

2 PART II – ACCESSING THE LLP Form No. 4 APPLICATION

2.1 Application Process for LLP Form No. 4

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials²

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

STEP 4: Select “LLP Forms Download”

STEP 5: Access “Notice of appointment, cessation, change in name/ address/designation of a Designated Partner or Partner and consent to become a Partner/Designated Partner”

STEP 6: Enter LLP Information³

STEP 7: Search LLPIN using the search option (optional)⁴

STEP 8: Select LLPIN form the dropdown option (optional)⁵

STEP 9: Fill up the application

STEP 10: Save the webform as a draft (optional)⁶

STEP 11: Submit the webform

STEP 12: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 13: Affix the DSC

STEP 14: Upload the DSC affixed PDF document on MCA portal

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

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP form No. 4 through search bar on MCA homepage (website search)⁷

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter LLP Information²

STEP 5: Search LLPIN using the search option (optional)⁴

STEP 6: Select LLPIN form the dropdown option (optional)⁵

² 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 “Notice of appointment, cessation, change in name/ address/designation of a Designated Partner or Partner and consent to become a Partner/Designated Partner” in case the user is not already logged in.

³ In case the user filling the webform is an LLP user then, LLPIN and LLP name will be auto populated based on the user id from which the user logs in.

⁴ In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for LLPIN basis name of LLP.

⁵ In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPINs⁷ and corresponding LLP name for LLP⁸s where the user is associated shall be displayed.

⁶ The option to save the webform as a draft shall be enabled once the user enters the “LLPIN”.

⁷ 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.



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STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional) ⁶

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 11: Affixing of DSC

STEP 12: Upload the DSC affixed PDF document on MCA portal

STEP 13: 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 14: Acknowledgement is generated



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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘LLP Form No. 4’ at Field Level

Instructions to fill ‘LLP Form No. 4’ 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)	Limited Liability Partnership Identification Number (LLPIN)	<ul style="list-style-type: none"> i. Enter a valid and approved LLPIN. ii. The field to enter the LLPIN shall be prefilled on the basis of LLP information entered by the user. iii. A search option shall also be provided to search the LLPIN basis the name of the LLP. Either the full name of the LLP or partial name can be used to search the LLPIN.
1 (b)	Name of the Limited Liability Partnership (LLP)	These fields shall be prefilled based on the LLPIN entered in field number 1 (a) i.e. Limited Liability Partnership Identification Number (LLPIN).
1 (c)	Address of the registered office of the LLP	
1 (d)	Email ID	
2 (a)	Number of individual Designated Partner(s) for which this form is being filed	
2 (b)	Number of bodies corporate and their nominees as Designated Partners for which this form is being filed	
2 (c)	Number of individual partner(s) for which this form is being filed	
2 (d)	Number of bodies corporate as partners and their nominees for which this form is being filed	
3	Details of individual Designated Partner(s) for which this form is being filed	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (a) i.e. ‘Number of individual Designated Partner(s) for which this form is being filed’ is greater than zero.
3 (a)	The form is being filed for	<ul style="list-style-type: none"> ii. Select the purpose for which form is being filed from the checkbox options provided. iii. If the form is filed as a linked form to LLP Form No. 3, only ‘Appointment’ OR ‘Cessation’ can be selected from the options provided under this field. iv. If the form is being filed on standalone basis values other than ‘Appointment’ or ‘Cessation’ can be selected in the given field.



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Field No.	Field Name	Instructions
3 (b)	Date of Event	<ul style="list-style-type: none"> i. Enter date of event in case of appointment or cessation or change in designation. ii. Please enter a date which is less than or equal to system date in this field.
3 (c)	Changed designation (Category)	<ul style="list-style-type: none"> iii. This field shall be displayed and mandatory in case value entered in field number 2 (a) i.e. 'Number of individual Designated Partner(s) for which this form is being filed' is greater than zero. iv. This field is non-editable and 'Designated partner' shall be prefilled in it.
3 (d)	In case of change in designation to Designated Partner, DPIN/ Income-tax PAN/ Passport number of Partner	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (a) i.e. 'Number of individual Designated Partner(s) for which this form is being filed' is greater than zero. ii. Enter DPIN/ Income-tax PAN/ Passport number of a partner associated with the filing LLP. iii. User can enter passport number in this field only in case the nationality of the partner is other than 'India'.
3 (e)	Designated Partner Identification Number (DPIN)	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (a) i.e. 'Number of individual Designated Partner(s) for which this form is being filed' is greater than zero. ii. In case 'Cessation' is selected in field number 3 (a) i.e. 'The form is being filed for' then this field shall be prefilled and non-editable based on LLPIN/ CIN/ FCRN/ FLLPIN/ other identification number. This field shall be an open text box for other cases. iii. In case 'DIN' is entered in field number 3 (d) i.e. 'In case of change in designation to Designated Partner, DPIN/ Income-tax PAN/ Passport number of Partner', it shall be same as in this field. iv. DIN entered in repetitive blocks of DP/ Partner (including nominee of body corporate as DP/ Partner) should be unique.'
3 (f)	Name	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (a) i.e. 'Number of individual Designated Partner(s) for which this form is being filed' is greater than zero.
3 (g)	Whether resident of India	<ul style="list-style-type: none"> ii. Both of these fields 'Name' and 'Whether resident of India' shall be prefilled based on Designated Partner Identification Number (DPIN) entered in field number 3 (e) i.e. 'Designated Partner Identification Number (DPIN)'.



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Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> iii. In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the Designated Partner before filing this webform.
4	Details of bodies corporate and their nominees as Designated Partners for which this form is being filed	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. 'Number of bodies corporate and their nominees as designated partners for which this form is being filed' is greater than zero.
4 (a)	This form is being filed for	<ul style="list-style-type: none"> ii. Select the purpose for which form is being filed from the checkbox options provided. iii. If the form is filed as a linked form to LLP Form No. 3, only 'Appointment' OR 'Cessation' can be selected from the options provided under this field. iv. If the form is being filed on standalone basis values other than 'Appointment' or 'Cessation' can be selected in the given field. v. 'Change in nominee' and 'Change in designation' cannot be selected simultaneously.
4 (c)	Type of body corporate	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. 'Number of bodies corporate and their nominees as Designated partners for which this form is being filed' is greater than zero. ii. In case option 5 i.e. 'Change in address of body corporate' OR option 6 i.e. 'Change in name of body corporate' is selected in field number 4 (a) i.e. 'This form is being filed for' then only the following options can be selected from the dropdown provided under this field: <ul style="list-style-type: none"> ▪ "LLP Incorporated outside India (LIOI)" ▪ "Company Incorporated outside India (CIOI)"
4 (d)	Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or any other identification number	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. 'Number of bodies corporate and their nominees as Designated partners for which this form is being filed' is greater than zero. ii. In case the body corporate is a company or a foreign company, enter the Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN), respectively. In case body corporate is a LLP or foreign LLP, enter the Limited Liability Partnership



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Field No.	Field Name	Instructions
		<p>Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN), respectively.</p> <p>iii. Should be a valid and active CIN/ LLPIN/ FCRN/ FLLPIN based on selection in field number 4 (c) i.e. 'Type of body corporate'.</p> <p>iv. Value entered in repetitive block of bodies corporate as DPs and block of body corporate as partners should be unique.</p> <p>v. Body corporate should be associated to LLP in cases other than appointment.</p>
4 (e)	Name of body corporate	<p>i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. 'Number of bodies corporate and their nominees as Designated partners for which this form is being filed' is greater than zero.</p> <p>ii. Name of the body corporate shall be prefilled based on LLPIN/ CIN/ FCRN/ FLLPIN entered in field number 4 (d) i.e. 'Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or any other identification number' and the user shall not be allowed to edit this field.</p> <p>iii. In case the field is not prefilled the user shall manually enter the details.</p>
4	Proof of change in Name of body corporate	<p>i. This attachment field shall be mandatory in case the name of body corporate has been changed.</p> <p>ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB.</p>
4 (f)	Country where registered	<p>i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. 'Number of bodies corporate and their nominees as Designated partners for which this form is being filed' is greater than zero.</p> <p>ii. This field shall be prefilled based on LLPIN/ CIN/ FCRN/ FLLPIN entered in field number 4 (d) i.e. 'Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) or Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or any other identification number'.</p> <p>iii. India cannot be selected in case option 5 i.e. 'LLP Incorporated outside India (LIOI)' or option 6 i.e.</p>

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Field No.	Field Name	Instructions
		<p>‘Company Incorporated outside India (CIOI)’ is selected in field number 4 (c) i.e. ‘Type of body corporate’.</p> <p>iv. In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the DP before filing this webform.</p>
4	Proof of change in address of body corporate	<p>i. This attachment field shall be mandatory in case the address of body corporate has been changed.</p> <p>ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB.</p>
4 (j)	Previous name, address of the body corporate	In case of change in name and/ or address of the body corporate, enter the previous name and/ or address of the body corporate.
4 (k)	Name and particulars of the person signing on behalf of the body corporate as nominee DPIN	<p>i. This field shall be displayed and mandatory in case value entered in field number 2 (b) i.e. ‘Number of bodies corporate and their nominees as Designated partners for which this form is being filed’ is greater than zero.</p> <p>ii. In case ‘Cessation’ or ‘Change in designation’ is selected in field number 4 (a) i.e. ‘The form is being filed for’ then this field shall be prefilled based on LLPIN/ CIN/ FCRN/ FLLPIN/ other identification number. This field shall be an open text box for all other cases.</p> <p>iii. In case ‘Change in designation’ is selected in field number 4 (a) i.e. ‘The form is being filed for’ and ‘DIN’ of the nominee exists against the body corporate then the same DIN shall be provided under this field.</p> <p>iv. DIN entered in repetitive blocks of DP/ partner (including nominee of body corporate as DP/ partner) should be unique.</p>
4 (l)	Name	Both the fields ‘Name’ and ‘Whether resident of India’ shall be prefilled based on DPIN entered in field number 4 (k) i.e. ‘DPIN’.
4 (m)	Whether resident of India	
4 (p)	DPIN/ PAN/ Passport number of the previous nominee	Both the fields ‘DPIN/ PAN/ Passport number of the previous nominee’ and ‘Name of the previous nominee’ shall be prefilled based on CIN/ LLPIN/ FCRN/ FLLPIN or any other identification number.
4 (q)	Name of the previous nominee	



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Field No.	Field Name	Instructions
5	Details of individual partner(s) for which this form is being filed	i. This field shall be displayed and mandatory in case value entered in field number 2 (c) i.e. 'Number of individual partner(s) for which this form is being filed' is greater than zero.
5 (a)	The form is being filed for	ii. Select the purpose for which form is being filed from the checkbox options provided. iii. If the form is filed as a linked form to LLP Form No. 3, only 'Appointment' OR 'Cessation' can be selected from the options provided under this field. iv. If the form is being filed on standalone basis values other than 'Appointment' or 'Cessation' can be selected in the given field.
5 (d)	Income tax permanent account number (Income-tax PAN) or Passport Number or DPIN	i. This field shall be displayed and mandatory in case value entered in field number 2 (c) i.e. 'Number of individual partner(s) for which this form is being filed' is greater than zero. ii. Select the relevant option from the radio button provided under this field. iii. DPIN shall not be allowed to be selected in case option 3 i.e. 'Change in name of partner' or option 5 i.e. 'Change in address' is selected in field number 5 (a) i.e. 'The form is being filed for'. iv. In case option 4 i.e. "Change in designation" is selected in field number 5 (a) i.e. 'The form is being filed for', the user can only select "DPIN" in this field.
5 (e)	Name of partner First Name Middle Name Last Name	i. This field shall be displayed and mandatory in case value entered in field number 2 (c) i.e. 'Number of individual partner(s) for which this form is being filed' is greater than zero. ii. This field shall be prefilled based on DPIN entered in field number 5 (a) i.e. 'The form is being filed for'. iii. In case of Indian citizen, the user shall not be allowed to enter single alphabet in his/her first name field. iv. Either first name or last name of the partner is mandatory. v. Name of the partner shall be verified based on PAN.
5	Proof of change in Name of partner	i. This attachment field shall be mandatory 'Change in name of partner' is selected in field number 5 (a) i.e. 'The form is being filed for' ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB.

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Field No.	Field Name	Instructions
5 (f)	Father's Name First Name Middle Name Last Name	<ul style="list-style-type: none"> i. These fields shall be prefilled based on the DPIN incase provided in previous fields. ii. In case of Indian citizen, the user shall not be allowed to enter single alphabet in father's first or last name field. iii. Either of the two fields out of First and Last name are mandatory. iv. In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the partner before filing this Form.
5	Proof of change in permanent residential address	<ul style="list-style-type: none"> i. It is mandatory for the user to attach a proof of change in permanent address in case permanent address of the partner has been changed. ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB.
6	Details of bodies corporate as partners and their nominees for which this form is being filed	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (d) i.e. 'Number of bodies corporate as partners and their nominees for which this form is being filed' is greater than zero.
6 (a)	The form is being filed for	<ul style="list-style-type: none"> ii. Select the purpose for which form is being filed from the checkbox options provided. iii. If the form is filed as a linked form to LLP Form No. 3, only 'Appointment' OR 'Cessation' can be selected from the options provided under this field. iv. If the form is being filed on standalone basis values other than 'Appointment' or 'Cessation' can be selected in the given field. v. 'Change in nominee' and 'Change in designation' cannot be selected simultaneously.
6 (c)	Type of body corporate	Select the relevant Body corporate for which the form is being file for from the options provided in the dropdown.
6 (d)	CIN or FCRN or LLPIN or FLLPIN or any other identification number	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (d) i.e. 'Number of bodies corporate as partners and their nominees for which this form is being filed' is greater than zero. ii. In case the body corporate is a company or a foreign company, enter the Corporate Identity Number (CIN) or Foreign Company Registration Number (FCRN) respectively. In case body corporate is a LLP or foreign LLP, enter the Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN), respectively.



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Field No.	Field Name	Instructions
		<ul style="list-style-type: none"> iii. Should be a valid and active CIN/ LLPIN/ FCRN/ FLLPIN based on selection in field number 6 (c) i.e. 'Type of body corporate'. iv. Value entered in repetitive block of bodies corporate as DPs and block of body corporate as partners should be unique. v. Body corporate should be associated to LLP in cases other than appointment.
6 (e)	Name of body corporate	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (d) i.e. 'Number of bodies corporate as partners and their nominees for which this form is being filed' is greater than zero. ii. Name of the body corporate shall be prefilled based on LLPIN/ CIN/ FCRN/ FLLPIN entered in field number 6 (d) i.e. 'CIN or FCRN or LLPIN or FLLPIN or any other identification number'.
6	Proof of change in Name of body corporate	<ul style="list-style-type: none"> i. This attachment field shall be mandatory in case the name of body corporate has been changed. ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB.
6 (f)	Country where registered	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case value entered in field number 2 (d) i.e. 'Number of bodies corporate as partners and their nominees for which this form is being filed' is greater than zero. ii. This field shall be prefilled based on LLPIN/ CIN/ FCRN/ FLLPIN entered in field number 6 (d). iii. India cannot be selected in case option 5 i.e. 'LLP Incorporated outside India (LIOI)' or option 6 i.e. 'Company Incorporated outside India (CIOI)' is selected in field number 6 (c) i.e. 'Type of body corporate'. iv. In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the partner before filing this webform.
6	Proof of change in address of body corporate	<ul style="list-style-type: none"> i. This attachment field shall be mandatory in case the address of body corporate has been changed. ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB. iii. The user is allowed to attach only a single file under this attachment field.



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Field No.	Field Name	Instructions
6 (k)	Name and particulars of the person signing on behalf of the body corporate as nominee	i. This field shall be displayed and mandatory in case value entered in field number 2 (d) i.e. 'Number of bodies corporate as partners and their nominees for which this form is being filed' is greater than zero.
6 (l)	Income-tax PAN/ passport number/ DPIN	ii. 'DPIN' cannot be selected in case the form is being filed for 'Change in nominee' or 'Change in name of nominee' or 'Change in address of the nominee'. iii. In case the form is being filed for 'Change in designation', then only 'DPIN' can be selected. iv. Passport number shall be allowed to be selected only in case nationality of the nominee is other than 'India'.
6	Verify income-tax PAN/ Pre-Fill	i. In case of 'Appointment', 'Change in nominee', 'Change in name of nominee' and in case PAN is provided, it shall be mandatory for the user to click on 'Verify income-tax PAN/Pre-Fill' button for verification of details. ii. Applicant's name (first, middle and last name), applicant father's name (first, middle and last name) and date of birth shall be verified as per income-tax PAN details.
6	Proof of change in name of nominee	i. This attachment field shall be mandatory in case the of name of nominee has been changed. ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB. iii. The user is allowed to attach only a single file under this attachment field.
6	Proof of change in address of nominee	i. This attachment field shall be mandatory in case the of address of nominee has been changed. ii. The attachment shall be either in PDF or .jpg format. The size of the attachment can be up to 2MB. iii. The user is allowed to attach only a single file under this attachment field.
6 (w)	Whether resident of India	i. If DPIN is provided by the user previously, then this field shall be prefilled based on the DPIN details. ii. In case 'DPIN' is provided and this detail does not exist in the MCA database with respect to the DPIN, filing of this webform shall not be allowed. iii. In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the Designated Partner before filing this webform.

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(Notice of appointment, cessation, change in name/
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consent to become a Partner/Designated Partner)

Field No.	Field Name	Instructions
	Attachments	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Consent to become a partner/ Designated Partner	<ul style="list-style-type: none"> i. This attachment shall be mandatory in case the form is being filed for 'Appointment'. ii. The user is required to upload a signed PDF as consent document.
	Related Entity Details	This attachment shall be mandatory in case the form is being filed for 'Appointment'.
	Evidence of cessation	This attachment shall be mandatory in case the form is being filed for 'Cessation'.
	Where the appointed partner is a body corporate, 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 letterhead mentioning the name and address of an individual nominated to act as nominee/ Designated Partner on its behalf.	This attachment shall be mandatory in case the form is being filed for 'Applicable in case of Appointment of Body Corporate'.
	Optional attachment(s) - if any	<ul style="list-style-type: none"> 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.
	To be digitally signed by a Designated Partner: DPIN of the Designated Partner	<ul style="list-style-type: none"> i. Webform should be digitally signed by Designated Partner of LLP. In case the webform is filed for cessation of partner/ Designated Partner, the person signing the form should be different from the person in whose respect the form is being filed. ii. Enter a valid Designated Partner Identification Number (DPIN) of the DP.
	Certificate by practicing professional	
	Signature field 2	<ul style="list-style-type: none"> i. The webform shall be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.
	Whether associate or fellow	



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Field No.	Field Name	Instructions
	Membership number or certificate of practice number	<ul style="list-style-type: none">ii. Select the relevant category of the professional and whether he/she is an associate or fellow.iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.iv. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.

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3.2 Other instructions to fill ‘LLP Form No. 4’

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Choose File</div>	<ol style="list-style-type: none"> i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to LLP Form No. 4. ii. This is an optional field. iii. All the attachments should be uploaded in PDF or .jpg format. The total size of the document being submitted can be up to 10 MB. iv. The user has an option to attach multiple files as attachments within the form.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Save</div>	<ol style="list-style-type: none"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. The ‘Save’ option will be enabled only after entering the ‘LLPIN’. iii. This is an optional field. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Submit</div>	<ol style="list-style-type: none"> i. This is a mandatory field. 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 (LLP Form No. 3, 4 and 5), incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webforms no errors are detected by the system the submission will be successful.

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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 of appointment, cessation, change in name/ address/designation of a Designated Partner or partner and consent to become a Partner/ Designated Partner	Refer Table 1 below	Refer Table 2	Date of Event	30 days from the date of the event

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

Table 1

S#	Small LLPs/Other than Small LLPs	Fee applicable (INR)
1	For Small LLPs	50
2	For Other than Small LLPs	150

Table 2

Additional Fees in case of delay in filing of forms

S#	Period of delay	Additional fee payable for Small LLPs (INR)	Additional fee payable for Other than Small LLPs (INR)
1	Up to 15 days	1 times of normal filing fees	1 times of normal filing fees
2	More than 15 days and up to 30 days	2 times of normal filing fees	4 times of normal filing fees
3	More than 30 days and up to 60 days	4 times of normal filing fees	8 times of normal filing fees
4	More than 60 days and up to 90 days	6 times of normal filing fees	12 times of normal filing fees
5	More than 90 days and up to 180 days	10 times of normal filing fees	20 times of normal filing fees
6	More than 180 days and up to 360 days	15 times of normal filing fees	30 times of normal filing fees
7	Beyond 360 days	25 times of normal filing fees	50 times of normal filing fees

Refer section [2\(1\)\(ta\)](#) of The Limited Liability Partnership Act, 2008 for definition of Small LLP.



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4.2 Processing Type

LLP Form No. 4 shall be processed in Non-STP and STP mode depending upon the purposes selected by the FO user.

4.3 Useful links

1. Link to access LLP Form No. 4: <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>