

Table of Contents

1	PART I – LAW(S) GOVERNING THE WEBFORM.....	3
1.1	Purpose of the webform .....	3
1.2	Important Check Points while filling up the webform.....	3
2	PART II – ACCESSING THE LLP Form No. 15 APPLICATION .....	4
2.1	Application Process for LLP Form No. 15 .....	4
3	PART III – INSTRUCTIONS TO FILL THE WEB FORM .....	7
3.1	Specific Instructions to fill ‘LLP Form No. 15’ at Field Level.....	7
3.2	Other instructions to fill ‘LLP Form No. 15’ .....	9
4	PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION .....	10
4.1	Fee rules .....	10
4.2	Limited Liability Partnership Rules, 2009 .....	10
4.3	Processing Type .....	11
4.4	Useful links .....	11

## 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 and important check points while filling up the web form along with other instructions to fill the web form.

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

This document is divided into following sections:



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



**Part II– Accessing the LLP Form No. 15 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 Section **13** of The Limited Liability Partnership Act, 2008 read with Rule **17** of Limited Liability Partnership Rules, 2009.

### 1.1 Purpose of the webform

This webform aims to simplify the process of filing an application for change in registered office address by a LLP. The Limited Liability Partnership (LLP) may change its registered office and file the notice of such change with Registrar of Company (ROC) by filing LLP Form No. 15 within 30 days of complying with the requirements of sub-rule (1) of rule 17 of Limited Liability Partnership Act, 2008, in case of change of registered office within the same state, and within 30 days of complying with sub-rule (4) of rule 17 of Limited Liability Partnership Act, 2008 in case of change of registered office from one state to another state.

### 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 as a business user at the MCA portal before filing the webform.*
- ✓ *Please note that the LLP for which the webform is being filed shall be registered with MCA and shall 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 DSC attached in the webform is registered on MCA portal against the DPIN/ 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 or valid DPIN/PAN*
- ✓ *Please note that in case of resubmission, application of the Form 15 shall be available in the application history of the user and T+30 days (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.*

## 2 PART II – ACCESSING THE LLP Form No. 15 APPLICATION

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### 2.1 Application Process for LLP Form No. 15

#### 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 “Address related filings”

**STEP 6:** Access the “Notice for change of place of Registered Address”

**STEP 7:** Enter LLP Information<sup>2</sup>

**STEP 8:** Search LLPIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select LLPIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** 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 17:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access LLP Form No. 15 through search bar on MCA homepage (website search)<sup>6</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter LLP Information<sup>2</sup>

**STEP 5:** Search LLPIN using the search option (optional)<sup>3</sup>

**STEP 6:** Select LLPIN from the dropdown option (optional)<sup>4</sup>

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</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 “Reporting of change in address” in case the user is not already logged in.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> In case the user filling the webform is any other business user, a dropdown option containing a list of all the LLPINs<sup>7</sup> and corresponding LLP name for LLP's where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters the “LLPIN”.

<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 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:** Affix the 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

### 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 15 application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 7:** Submit the webform

**STEP 8:** SRN is updated

**STEP 9:** Affix the DSC

**STEP 10:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 11:** 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 12:** 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:** Save the webform as a draft (optional) <sup>5</sup>

**STEP 5:** Submit the webform

**STEP 6:** SRN is updated

**STEP 7:** Affix the DSC

**STEP 8:** Upload the DSC affixed pdf document on MCA portal<sup>7</sup>

**STEP 9:** 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 30 days OR till the time this is submitted, whichever is earlier)

<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 10:** Acknowledgement is generated

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

#### 3.1 Specific Instructions to fill ‘LLP Form No. 15’ at Field Level

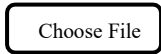


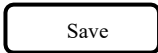

*Instructions to fill ‘LLP Form No.15’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1 (a)	Limited Liability Partnership identification number (LLPIN)	Enter a valid and active LLPIN.
1 (b)	Name of the Limited Liability Partnership (LLP)	These fields shall be pre-filled based on the LLPIN entered in field number 1 (a) i.e. Limited Liability Partnership identification number (LLPIN).
1 (c)	Present address of the registered office of the LLP	
1 (d)	Email ID	
1 (e)	Jurisdiction of Police Station	<ul style="list-style-type: none"> <li>i. This field shall be pre-filled based on the LLP master (incase available).</li> <li>ii. User has an option to manually enter ‘Jurisdiction of Police Station’ in case the field is not pre-filled.</li> <li>iii. ~, ^ and Non-ASCII code values are not allowed.</li> </ul>
3	<b>New address of registered office of the LLP</b>	Enter the details of new address of the registered office of the LLP.
	Jurisdiction of Police Station	<ul style="list-style-type: none"> <li>i. Enter the details of the address of the police station under whose jurisdiction the changed registered office of the LLP is situated .</li> <li>ii. ~, ^ and Non-ASCII code values are not allowed.</li> </ul>
4	Name of office of new Registrar	Select the relevant options from the RoC names provided in the form of dropdown under this field.
9 (b)	Date on which consent has been taken under sub rule (1) of Rule 17	<ul style="list-style-type: none"> <li>i. Date entered in this field shall be less than or equal to system date.</li> <li>ii. Date entered in this field shall be greater than or equal to date of incorporation.</li> </ul>
	<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.
	Proof of Registered Office address (Conveyance/Lease deed/ Rent Agreement etc. along with the rent receipts)	This attachment is mandatory.
	Copy of the minutes of decision/ resolution/ consent of partners	This field shall be enabled and mandatory if option 1 'Based on procedures laid out in the LLP agreement' is selected in field number 9 (a) i.e. “Whether change in address is”.

Field No.	Field Name	Instructions
	Copy of consent of all partners	This field shall be enabled and mandatory if option 2 'With consent of all partners' is selected in field number 9 (a) i.e. "Whether change in address is".
	Copies of public notice, if applicable.	This field shall be enabled and mandatory in case following purposes are selected in field number 1 i.e. 'Purpose': <ul style="list-style-type: none"> <li>▪ Change of address of registered office resulting in change in State within the jurisdiction of same Registrar (P4).</li> <li>▪ Change of address of registered office resulting in change in State outside the jurisdiction of existing Registrar (P5).</li> </ul>
	Optional attachment(s) - if any	<ol style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ol>
	<b>To be digitally signed by</b>	
	Designated Partner	<ol style="list-style-type: none"> <li>i. The eform should be digitally signed by the designated partner of the LLP.</li> </ol>
	Designated Partner Identification Number (DPIN)	<ol style="list-style-type: none"> <li>ii. Enter the Designated Partner identification number (DPIN) of the DP.</li> </ol>
	<b>Certificate by Professional</b>	
	To be digitally signed by:	<ol style="list-style-type: none"> <li>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.</li> </ol>
	Whether associate or fellow	<ol style="list-style-type: none"> <li>ii. Select the relevant category of the professional and whether he/she is an associate or fellow.</li> </ol>
	Membership number or certificate of practice number	<ol style="list-style-type: none"> <li>iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.</li> <li>iv. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.</li> </ol>



### 3.2 Other instructions to fill ‘LLP Form No. 15’

Buttons	Particulars
	<ul 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 LLP Form No. 15.</li> <li>ii. This is an optional field.</li> <li><b>iii.</b> All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be <b>up to 10 MB</b>.</li> <li>iv. The user has an option to attach multiple files as attachments within the form.</li> </ul>
	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment</p>
	<ul 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><b>ii.</b> The ‘Save’ option will be enabled only after entering the <b>‘LLPIN’</b>.</li> <li>iii. This is an optional field.</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> </ul>
	<ul 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 webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>

#### 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	Change of address of registered office within the same city / town / village	Based on the total amount of contribution of the LLP (Refer Table 1 below)	Refer Table 2 below	Date of complying with requirement of sub rule (1) of rule 17 Limited Liability Partnership Act.	Within 30 days of complying with requirement of sub rule (1) of rule 17 Limited Liability Partnership Act.

*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

Table 1

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 up to 2,50,00,000	200
5	More than 2,50,00,000 up to 100,00,00,000	400
6	More than 100,00,00,000	600

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 Limited Liability Partnership Act,2008 for definition of Small LLP.

#### 4.3 Processing Type

LLP Form No. 15 shall be processed in Non-STP and STP mode depending upon the purposes selected by the FO user.

#### 4.4 Useful links

1. Link to access LLP Form No. 15: <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>