

Instruction Kit for LLP Form 4D
(Return to the Registrar in respect of declaration of
beneficial interest in contribution received by the LLP)

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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 LLP Form 4D 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.

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1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Section [23](#) of Limited Liability Partnership Act, 2008 and sub-rule (3) of rule [22B](#) of the Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

A Limited Liability Partnership is required to file return to Registrar of Companies (RoC) upon receipt of a declaration from either registered partner (whose name is entered in the register of partners of LLP) or beneficial partner (who has some beneficial interest in the contribution) regarding beneficial interest in the contribution, or where his beneficial interest undergoes any change in Form 4D webform.

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 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 DIN/DPIN as provided in the form.*
- ✓ *Please ensure that the signatories have an approved DIN/ DPIN.*
- ✓ *Please ensure that the DPIN of the designated partner is not flagged for 'disqualification'.*
- ✓ *Please ensure that DPIN entered in the field 'DPIN' (appearing after the DSC field) should correspond to the digital signature of the designated partner.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.*
- ✓ *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.*

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2 PART II – ACCESSING LLP FORM 4D APPLICATION

2.1 Application Process for LLP Form 4D

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

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

STEP 4: Access “Form 4D (Return to the Registrar in respect of declaration of beneficial interest in contribution)”

STEP 5: Enter LLP Information²

STEP 6: Search LLPIN using the search option (optional)³

STEP 7: Select LLPIN from the dropdown option (optional)⁴

STEP 8: Fill up the application

STEP 9: Save the webform as a draft (optional)⁵

STEP 10: Submit the webform

STEP 11: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 12: Affix the DSC

STEP 13: Upload the DSC affixed pdf document on MCA portal

STEP 14: 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 webform + 2 days, whichever is earlier, the SRN will be cancelled.)

STEP 15: Acknowledgement email is generated.

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form 4D through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter LLP Information²

STEP 5: Search LLPIN using the search option (optional)³

STEP 6: Select LLPIN from the dropdown option (optional)⁴

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)⁵

¹ 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 “Return to the Registrar in respect of declaration of beneficial interest in contribution received by the LLP” in case the user is not already logged in.

² In case the user filling the webform is a LLP user then, LLP and LLP name will be auto-populated based on the user id from which the user logs in.

³ 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.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPIN’s and corresponding LLP name for LLPs where the user is associated shall be displayed.

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

⁶ 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 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 webform + 2 days, whichever is earlier, the SRN will be cancelled.)

STEP 14: Acknowledgement email is generated

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3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘LLP Form 4D’ at Field Level

Instructions to fill ‘LLP Form 4D’ 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. In case of LLP users, LLPIN of the LLP shall be pre-filled based on the user id. ii. In case of professional users, a search option shall be provided to search the LLPIN basis the LLP name. either full name of the company or partial name can be used to search the company. iii. In case of other business users, a dropdown option is provided containing the list of LLPIN with which the user is associated.
2 (a)	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)”.
2 (b)	Address of the registered office of the LLP	
2 (c)	E-mail ID	
3	Number of Registered Partners for whom the form is being filed	<ul style="list-style-type: none"> i. Please ensure that the value entered in this field shall be greater than zero and less than or equal to 10. ii. Basis the number entered in this field, the entire section “Particulars of the Beneficial Interest” shall be regenerated sequentially as BO-01, BO-02, BO-03 and so on.
4 (b)	Date of such declaration (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field should be greater than or equal to date entered in field 4(e) i.e. “Date of entry of name in register”. iii. Please ensure that the date entered in this field shall be greater than the date entered in field 4(e) i.e. “Date of Birth / Date of incorporation”.
4 (c)	Date of receipt of the said Declarations by the LLP (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field should be greater than or equal to date entered in field 4(e) i.e. “Date of entry of name in register”. iii. Please note that the date entered in this field should be greater than or equal to the date entered in field 4(b) i.e. “Date of such declaration (DD/MM/YYYY)”

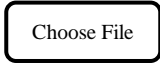
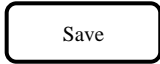
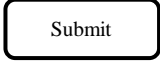
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Field No.	Field Name	Instructions
		iv. Please ensure that the date entered in this field shall be greater than the date entered in field 4(e) i.e. "Date of Birth / Date of incorporation".
4 (e)	Particulars of Registered Partner Body Corporate Identification Number (CIN/ LLPIN/ Other Registration Number)	i. This field shall be displayed and mandatory only if 'Body corporate' is selected in field "Type of Registered Partner". ii. Please ensure that CIN/ LLPIN entered in this field should be a valid CIN/ LLPIN.
	Income Tax PAN / DPIN/ Passport Number	i. This field shall be displayed and mandatory only if 'Individual' is selected in field "Type of Registered Partner". ii. Please ensure that PAN/ DPIN/ Passport number entered in this field should be valid. iii. Please ensure that the value entered in this field shall not be the same value entered in field 4(f) i.e. "Income Tax PAN / DPIN/ Passport Number."
	Name of Registered Partner	i. This field shall be pre-filled basis DPIN in case 'DPIN' is entered in field 4(e) i.e. "Income Tax PAN / DPIN/ Passport Number" or basis 'CIN/ LLPIN' in case the same is entered in field 4(e) i.e. "Body Corporate Identification Number". Else shall be entered manually. ii. Please ensure that single alphabet should not be entered in case of Indian nationality.
	Date of entry in the register (DD/MM/YYYY)	i. Please ensure that the date entered in this field shall be less than the system date. ii. Please ensure that the date entered in this field shall be greater than the date entered in field 4(e) i.e. "Date of Birth / Date of incorporation".
4 (f)	Particulars of Beneficial Partner Income Tax PAN / Passport Number	i. Please ensure that PAN/ DPIN/ Passport number entered in this field should be valid. ii. Please ensure that the value entered in this field shall not be the same value entered in field 4(f) i.e. "Income Tax PAN / DPIN/ Passport Number" of Registered Partner. iii. Please ensure that the value entered in this field shall not be the same value entered in field 4(f) i.e. "Income Tax PAN / DPIN/ Passport Number" of Nominee of body corporate.
	Verify income-tax PAN	This action button will be disabled in all the cases.
6D (h) (ii)	Date of creation/ acquisition of beneficial interest (DD/MM/YYYY)	Please ensure that the date entered in this field shall be less than the system date.
	Attachments	All the attachments shall be either in pdf or.jpg format. The size of each individual attachment can be up to 2MB.

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Field No.	Field Name	Instructions
(a)	Declaration under sub-rule (1) of rule 22B of LLP Rules, 2009	This attachment shall be enabled and mandatory in case "sub-rule 1" is selected in field 4(a) "Declarations made under which sub-rule of rule 22B of Limited Liability Partnership Rules, 2009"
(b)	Declaration under sub-rule (2) of rule 22B of LLP Rules, 2009	This attachment shall be enabled and mandatory in case "sub-rule 2" is selected in field 4(a) "Declarations made under which sub-rule of rule 22B of Limited Liability Partnership Rules, 2009"
(c)	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.
	Declaration	
	I, being a designated partner of the LLP, am authorised to sign and submit this form DPIN of the designated partner	Please ensure that DPIN entered in this field shall be a valid and approved DPIN of the designated partner.

3.2 Other instructions to fill 'LLP Form 4D'

Buttons	Particulars
	<ul 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 4D'. ii. This is an optional field. iii. All the attachments should be uploaded in <i>pdf or .jpg format up to 2 MB</i>. iv. The user has an option to attach multiple files as attachments within the webform.
	<ul 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.
	<ul 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 webform are auto saved and the system verifies the webform. In case 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 webform 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	Return to the Registrar in respect of declaration of beneficial interest in contribution received by the LLP	Refer Table 1 below	Refer Table 2 below	Date of receipt of declaration (oldest) (field 4c)	—30 days from the date of receipt of declaration by the LLP.

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

4.1.1 Table 1

S#	Category of LLP	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 webforms

S#	Period of delay	Additional fee payable for Small LLPs	Additional fee payable for other than Small LLPs
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

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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

4.2 Processing Type

LLP 4D webform shall be processed in STP mode and shall be taken on record through electronic mode without any further processing. Ensure that all particulars in the webform are correct. There is no provision for resubmission of this webform.”

4.3 Useful links

1. Link to access LLP form 4D: <https://www.mca.gov.in/content/mca/global/en/mca/llp-e-filing/Form-4D.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/payment-services.html>