

**INSTRUCTIONS FOR FILLING OF FORM – 25**  
**(Application for reservation/renewal of name by a foreign LLP/foreign company)**

| Sr. No. | Detailed Instructions  |
|---------|--|
|         | Note: Instructions are not provided for the fields which are self explanatory. The columns which are star(*) marked are to be mandatorily filled up.   |
|         | <p>Before filing this application, refer the LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to reservation/renewal of name by a foreign LLP/foreign company.</p> <p>A foreign LLP or a foreign company may on payment of fee as mentioned in Annexure 'A', apply in <b>Form 25</b> to the Registrar for reserving its existing name by which it is registered in the country of its regulation or incorporation.</p> <p>The reservation of name shall be valid for 3 years but the same may be renewed on fresh application of renewal in Form 25.</p> <p>The Fee as per schedule 'A' for Application for Reservation of name under rule 18(3) of LLP Rules, 2009 is Rs.10000/- and Fee for Application for renewal of name under Rule 18(3) is Rs.5000/-.</p> |
|         | Select Option is given for Reservation of name or Renewal of Reservation.  |
|         | Enter the Service Request No. (SRN) filed for reservation of name by a Foreign LLP or a Foreign company in case of renewal of reservation of name.   |
| 1       | Enter the name of Applicant.<br>Enter the address of applicant along with city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number   |
| 2       | Enter the name of Foreign Limited Liability Partnership of Foreign Company which is applying for Reservation or Renewal of Reservation of name.  |
| 3       | Enter the address of Registered office or Principal place of business of Foreign LLP or Foreign Company along with city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number.   |
| 4       | Enter the Date of Incorporation/Registration of a Foreign LLP or a Foreign company.  |

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|---------------------|--|---|
| 5                   |  | Enter the Incorporation/Registration number of a Foreign LLP or a Foreign company.  |
| 6                   |  | Enter the name of country in which Foreign LLP or Foreign company is Incorporated/Registered.   |
| <b>Attachments</b>  |  | <p><b><i>Attach all mandatory/ required attachments particularly:-</i></b></p> <p>I) <b><i>Certified copy of incorporation or registration certificate of Foreign LLP or Foreign Company.</i></b></p> <p>II) <b><i>Certified copy of authority / resolution of Foreign LLP or Foreign Company in favour of applicant to submit the application for reservation/renewal of name.</i></b></p> |
| <b>verification</b> |  | The Applicant of this Form shall sign digitally verifying the above information in the Form and attachments are correct & complete and in accordance with the LLP Act, 2008 & Rules made there under and he has been authorized to sign the application..   |