

INSTRUCTIONS FOR FILLING OF FORM - 1
(Application form for reservation or change of name)

S.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
	Before filing this application, refer the instructions, LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to reservation of name or change of name of an existing Limited Liability Partnership.
1	Select option for 'Incorporation of new Limited Liability Partnership (LLP) or 'Changing the name of an existing LLP'.
	In case of application for Incorporation of a new LLP, only Part A and Part C are required to be filled. In case for Change of name, Part B and Part C are required to be filled.
	PART - A: RESERVATION OF NAME FOR NEW LLP
2	Select Option is given for as to whether the applicant is individual in the capacity of partner or a nominee of a Body Corporate.
	In the identification number pl enter the permanent DPIN or Income Tax PAN or Passport No. of the applicant In case of the Passport No., prefix the number with zero(s) (0) to make it a 12 digit number. Example: 0000E-1234567.
2	Enter the details of applicant (name of individual), occupation, address, city, state, PIN code, ISO country code, Country, e-mail ID, Phone number and Fax number.
3	Enter the details of two proposed Designated Partners (individual in their own capacity or nominee of Body Corporate as per section 7 of the Act) and one of whom should be resident of India. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.
	Enter name of Designated Partner, identification number & in case of Body Corporate name of its nominee along with details of identification number, date of resolution authorizing nominee to represent on behalf of proposed LLP to be incorporated. The copy of resolution shall be attached with the application.
4	Enter the name of the state in which proposed Limited Liability Partnership is to be registered.
5	Enter name of the office of Registrar of the State in which registered office of the proposed LLP is to be situated. In case the company has to be registered in the state of Maharashtra or Tamil Nadu, select the concerned Registrar of Companies having jurisdiction on district in which the registered office of the company will be situated. Maharashtra: RoC Pune is having jurisdiction on the following districts - Ahmednagar, Kolhapur, Pune, Ratnagiri, Sangli, Satara, Sindhudurg, Sholapur RoC Mumbai is having jurisdiction on the remaining districts in the state Tamilnadu: RoC Coimbatore is having jurisdiction on the following districts - Coimbatore, Dharmapuri, Dindigul, Erode, Krishnagiri, Nammakkal,

	Nilgiris, Salem ROC Chennai is having jurisdiction on the remaining districts in the state
6	Select option is given for reservation of name if a firm or private company or unlisted public company intended to be converted into LLP under this Act.
6	<u>In case of conversion of firm</u> , enter the name of the firm. Tick as to whether the firm is registered or not, if yes enter the name of statute/ written law under which the firm is registered. Fill the name of the state in which firm is registered date of registration and registration number.
	<u>In case of conversion of the private company or unlisted public company</u> , fill CIN and name of the company. • You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the portal www.mca.gov.in
7	Enter the details of proposed business of LLP.
8	Fill proposed monetary value of contribution of new LLP in Rupees and in words.
PART-B CHANGE OF NAME OF EXISTING LLP	
9	Enter the Registration number i.e. LLPIN of existing LLP & address of the registered office will be pre-filled by the system
11	Enter the reasons for change of name of existing LLP.
PART C Details regarding reservation of names or change of existing name of LLP	
13	Proposed name should be filled in order of preference. ROC office will consider the same in the order as provided by you. The illustrative list of names based on the type of company is as follows: ABC LLP.
14	Enter the significance of key or coined word(s), if any in the proposed name. In case the name proposed include an activity, such activity should be reflective of proposed main business of LLP.
15	Tick as to whether the proposed name(s) are applied based on registered/ applied Trade Mark of applicant. If Yes, fill the particulars of Trade Mark or application made to Trade Mark Authority.

Common Instruction Kit

Form Page

Buttons	Particulars
Preview	Clicking on this button will validate the form for any errors. If there are errors, these will be displayed in the form and one can correct the errors. If there are no errors, then the system will take to a page which will display the form for signing it digitally.

Form Preview Page

Get Signature	Insert DSC key into USB key and click on this button. It will display a
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	block from which the particular signature can be selected. After selecting the signature, click on 'Sign' button. The form will be signed digitally.
Make Payment	It will validate the DSC and if found valid, then it will generate a SRN and display the amount to be paid.
Back	Clicking on the button will take to the form back to edit mode. If any information in the form is incorrect, user can click on this button to go back and edit the information.
Cancel	Clicking on this button will take to the Eforms list. All data entered in the form will be lost.

Payment Page

Make Payment	Clicking on this button will take to payment gateway, where user can pay the amount after providing credit card details. Depending on the type of card (Master Card or Visa), there might be additional security validations.
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