

INSTRUCTIONS FOR FILLING OF FORM - 2
(Filing of incorporation document and statement)

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
	Before filing this application, refer the LLP Act and Rules framed by the Ministry of Corporate Affairs, Government of India with regard to incorporation of Limited Liability Partnership
	<p>Where the intending 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 or authorization of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee or nominee & Designated Partner on its behalf shall be attached with Form 2.</p> <p style="text-align: center;">In the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, seeking to register a LLP in India , the name, address and signature of an individual or nominee or nominee & Designated Partner of a body corporate on the incorporation document, proof of identity, where required and documents referred in this rule, shall be duly certified and the provisions of sub-rule (2) of rule 34 of these rules, shall apply mutatis mutandis for this purpose.”;</p> <p>Extracts of sub-rule (2) of rule 34 of LLP Rules given below in Annexure-B</p>
	PART A : INCORPORATION DOCUMENT
1	Enter Form 1 Service Request No. (SRN) filed for reservation of name and click pre-fill button. Name approved for the LLP, State in which the registered office of the LLP is to be situated, Name of the office of Registrar in which the proposed LLP is to be registered & Business activities (filled in Form 1) will be pre-filled
4	<p>Enter the details of address of registered office of LLP.</p> <p>Enter the email Id of the company for communication purposes. Ensure that this email ID is valid as intimation regarding processing of the</p>

	eForms, important communication from RoC office shall also be communicated electronically.
7	<p>Based on the main objects of the company, please enter the main division of industrial activity as per National Industrial Classification (NIC)-2004 given below in Annexure A. The main division should be selected based on relevant sub-class and description applicable to the company given in NIC-2004.</p> <p>The details of main division, sub-class and description of National Industrial Classification-2004 are also available under 'information' link on home page of the portal www.mca.gov.in</p>
8	<p>Enter the number of partners who are individuals and automatically required numbers of fields will opened to fill the particulars of each individual partner i.e. name, father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN). Select the appropriate option as to whether partner is designated partner. If so enter his/her DPIN.</p> <p>Tick as to whether the individual partner is resident in India or not. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</p> <p>Enter the details of the permanent address and present residential address. If both address are same tick appropriate option yes or no.</p> <p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, & contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Fill the required details if the said partner is already a partner of another Limited Liability Partnership or director of a company. In case partner or director in more than 5 LLPs and companies each, separate sheet of the required details shall be attached as an optional attachment. The required details are LLPIN(Registration no. of LLP), name LLP, CIN (Corporate Identification No.) of the company and name of the company in which partner is already a partner and/or director.</p>
8	<p>Enter the no. of Bodies Corporate as partner for which the form is being filed and automatically required numbers of fields will opened to fill the particulars of each Body corporate partner and its nominee. In case Bodies corporate (partners) are more than 5 then attach details in respect of remaining partners in separate sheet as an attachment and first enter the details of designated partners.</p> <p>Enter the details in respect of Bodies corporate (i.e. LLP, Company, LLP incorporated outside India (IOI), companies incorporated outside India (IOI)) by using drop down facility given at this column and its nominees.</p> <p>Enter the LLPIN(registration no. of LLP), CIN, LLP(IOI) Regn. No. or Company (IOI) regn. No. of the Body corporate selected through drop down facility.</p> <p>Enter the name of body corporate, country where body corporate is registered and full address of registered office with fax, phone and e-mail id.</p>

	<p>Enter the form of contribution which may consist of tangible, moveable or immovable or intangible property or other benefit to the limited liability partnership, including money, promissory notes, other agreement to contribute cash or property, & contracts for services performed or to be performed and Monetary value of contribution in Rupees and words may also be entered.</p> <p>Enter the name and particulars of the person signing on behalf of Body corporate as nominee along with designation/ authority of the person for signing on behalf of Body corporate. Enter the particulars of nominee of Body corporate i.e., father/ husband name, nationality, date of birth, occupation valid Income Tax Permanent Account Number (PAN) and Passport No.</p> <p>Select the appropriate option as to whether partner is designated partner. If so enter his/her DPIN allotted to the nominee.</p> <p>Tick as to whether the nominee of Body corporate (partner) is resident in India or not. "The Resident of India" means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</p> <p>Enter the details of the permanent address and present residential address along with e-mail id, phone and fax number. If both address are same tick appropriate option yes or no.</p>
10	Enter the summary of partners/designated partners as on date of filling Form
11	Enter the total monetary value of contribution of LLP which is contributed by all partners in different form of contribution as per section 32 of the Act.
12	All the partners shall sign the form and the same should be witnessed by professionals i.e. advocate, company secretary practice, chartered accountant in practice, cost & works accountants in practice. The professional should also mention his/her name, address and professional membership.
PART B : Statement	
	<p>A statement prescribed in part B shall be signed digitally by a designated partner stating that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of incorporation of this LLP.</p> <p>The statement shall be certified digitally by an advocate/a company secretary / a chartered accountant/ a cost accountant in practice by mentioning his with the name of profession and his membership no. that all requirements of LLP Act, 2008 and the rules made there under had been complied with, in respect of incorporation of this LLP.</p>

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 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.
--------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Annexure A – List of main divisions of industrial activities

Categories	Divisions (Codes)
Agriculture and Allied Activities	Agriculture, Hunting and related Service activities (01); Forestry, logging and related Service activities(02); Fishing, Operation of fish hatcheries and fish farms; Service activities incidental to fishing (05)
Mining & Quarrying	Mining of coal and lignite, extraction of peat (10); Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying (11); Mining of uranium and thorium ores (12); Mining of metal ores (13); Other Mining and Quarrying (14)
Manufacturing (Food stuffs)	Manufacture of food products and beverages (15); Manufacture of tobacco products (16)
Manufacturing (Textiles)	Manufacture of textiles (17); Manufacture of wearing apparel, dressing and dyeing of fur (18)
Manufacturing (Leather & products thereof)	Tanning and dressing of leather, manufacture of luggage handbags, saddlery & harness and footwear (19)
Manufacturing (Wood Products)	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plating materials (20)
Manufacturing (Paper & Paper products; Publishing, printing and reproduction of recorded media)	Manufacture of paper and paper products (21); Publishing, printing and reproduction of recorded media (22)
Manufacturing (Metals & Chemicals, and products thereof)	Manufacture of coke, refined petroleum products and nuclear fuel (23); Manufacture of chemicals and chemical products (24); Manufacture of rubber and plastic products (25); Manufacture of other non-metallic mineral products (26); Manufacture of basic metals (27); Manufacture of fabricated metal products, except machinery and equipments (28)
Manufacturing (Machinery & Equipments)	Manufacture of machinery and equipment n.e.c (29); Manufacture of office, accounting and computing machinery (30); Manufacture of electrical machinery and apparatus n.e.c (31); Manufacture of radio, television and communication equipment and apparatus (32); Manufacture of medical, precision and optical instruments, watches and clocks (33); Manufacture of motor vehicles, trailers and semi-trailers (34); Manufacture of other transport equipment (35)

Categories	Divisions (Codes)
Manufacturing (Others)	Manufacture of furniture; manufacturing n.e.c (36); Recycling (37)
Electricity, Gas & Water companies	Electricity, gas, steam and hot water supply (40); Collection, purification and distribution of water (41)
Construction	Construction (45)
Trading	Sale, maintenance and repair of motor vehicles and motor cycles; retail sale of automotive fuel (50); Wholesale trade and commission trade, except of motor vehicles and motorcycles (51); Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods (52); Hotels and Restaurants (55)
Transport, storage and Communications	Land transport; transport via pipelines (60); Water Transport (61); Air Transport (62); Supporting and auxiliary transport activities, activities of travel agencies (63); Post and telecommunications (64)
Finance	Financial intermediation, except insurance and pension funding (65); Activities auxiliary to financial intermediation (67)
Insurance	Insurance and pension funding, except compulsory social security (66)
Real Estate and Renting	Real estate activities (70); Renting of machinery and equipment without operator and of personal and household goods (71)
Business Services	Computer and related activities (72); Other Business Activities (74)
Community, personal & Social Services	Research and Development (73); Public Administration and Defence, compulsory social security (75); Education (80); Health and Social Work (85); Sewage and refuse disposal, sanitation and similar activities (90); Activities of membership organizations n.e.c. (91); Recreational, cultural and sporting activities (92); Other Service activities (93); Activities of private households as employers of domestic staff (95); Undifferentiated goods-producing activities of private households for own use (96); Undifferentiated service-producing activities of private households for own use (97); Extra territorial organizations and bodies (99)

Annexure B

Sub rule (2) of Rule 34 of the LLP Rules, 2009

(2) (i) If the limited liability partnership is incorporated in any country which is a part of the Commonwealth, the copies of the documents referred to in sub-rule (1) shall be certified as true copies -

- (a) by an official of the Government to whose custody the original is committed ;or
- (b) by a Notary (Public) in that Part of the Commonwealth; or
- (c) by an officer of the limited liability partnership, on oath before a person having authority to administer an oath in that part of the Commonwealth.

(ii) If the Limited Liability Partnership is incorporated in a country that falls outside the Commonwealth but is a party to the Hague Apostile Convention, 1961 -

- (a) the copies of the documents referred to in sub-rule (1) shall be certified by an official of the Government to whose custody the original is committed and be duly apostillised in accordance with Hague Convention;
- (b) a list of the partners and designated partners of the LLP, if any, the name and address of persons resident in India, authorized to accept notice on behalf of the Limited Liability Partnership shall be duly notarized and be apostillised in the country of their origin in accordance with Hague Convention.

(iii) If the limited liability partnership is incorporated in a country outside the Commonwealth and is not a party to the Hague Convention, the copy of the incorporation documents referred in sub-rule (1) shall be certified -

- (a) by an official of the Government to whose custody the original is committed ; or
- (b) a Notary (Public) of such country ; or
- (c) by an officer of the limited liability partnership.

(iv) The signature or seal of the official referred to in sub-clause (a) of clause (iii) or the certificate of the Notary (Public) referred to in sub- clause (b) of that clause shall be authenticated by a Diplomatic or Consular Officer empowered in this behalf under section 3 of the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948 (XL of

1948), or where there is no such officer, by any of the officials mentioned in section 6 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic. C. 10), or in any Act amending the same.

(v) The certificate of the officer of the limited liability partnership referred to in sub-clause (c) of clause (iii) shall be signed before a person having authority to administer an oath as provided under section 3 of the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948 (XL of 1948), or as the case may be, by section 3 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic, C. 10) the status of the person administering the oath in the latter case being authenticated by any official specified in section 6 of the Commissioners of Oaths Act, 1889 (52 and 53 Vic. C. 10) or in any Act amending the same.

.....