

INSTRUCTIONS FOR FILLING OF FORM - 7
**(Application for allotment of Designated Partner Identification
Number)**

Every individual or nominee of a body corporate who is intending to be appointed as designated partner of a limited liability partnership shall submit an application electronically to the Central Government for allotment of Designated Partner Identification Number (DPIN) in the manner as provided in Form 7.

(2) (i) For making an application under sub-rule (1), the applicant shall attach the following:-

(a) attested or certified copy of the proof of identity containing self-photograph, date of birth and father's name;

(b) attested or certified copy of the proof of residence;

(c) attested recent self photograph pasted on a plain paper and mentioning on that paper his or her name and affixing his or her two signatures thereon;

(ii) In case the applicant is a foreign national, a copy of the valid passport shall be proof of identity.

(iii) In case the applicant is nominee of a body corporate, a copy of resolution or authorization on the letterhead of the body corporate mentioning the name and address of an individual nominated to act as Designated Partner on its behalf shall also be attached:

Provided that in case the proof of identity and proof of residence is in a language other than Hindi or English, a certified copy of translation of the same either in Hindi or English shall be attached.

(3) The documents referred in para (2) shall be attested or certified by any one of

the following authorities:

(a) Gazetted Officer of the Central or State Government,

(b) Notary Public,

(c) Company Secretary, Chartered Accountant, Cost & Works Accountant holding a certificate of Practice under the Company Secretaries Act, 1980, Chartered Accountants Act, 1949, and the Cost & Works Accountants Act, 1959 respectively:

Provided that in the case of foreign nationals residing outside India or foreign body corporate(s) registered outside India, the documents referred to in para (2) shall be duly certified and the provisions of sub-rule (2) of rule 34 of these rules, shall apply mutatis mutandis for this purpose. Extracts of sub-rule (2) of rule 34 of LLP Rules given below in Annexure-A.

(4) The Registrar shall process the application received for allotment of DPIN and shall decide on the approval or rejection thereof and communicate the same along with the DPIN allotted in the case of approval to the applicant by way of a letter by post or electronically or in any other mode, within a period of thirty days from the receipt of such application.

(5) The Designated Partner Identification Number allotted is valid for the lifetime of the applicant.

(6) Every Designated Partner shall, along with his consent to be a designated partner, intimate his or her DPIN to the Limited Liability Partnership in Form 9.

(7) (i) Every Designated Partner, who has been allotted a DPIN, in the event of any change in the particulars of such Designated Partner, shall intimate such change(s) to the Central Government within a period of 30 days of such change(s) in Form

No. 10.

(ii) The Designated Partners shall attach certified copies of the proof of the changed particulars from any of the authorities specified in para (3).

(iii) There shall be no fee for intimating the change(s) of particulars in Form 10.

(8) The concerned designated partner, shall also intimate change(s) in particulars in Form 6 to the Limited Liability Partnership or Limited Liability Partnership(s) in which he is a designated partner within 15 days of such change(s).”;

Before you fill-in application for Designated Partners Identification
Number(DPIN)

Please remember following common causes of REJECTIONS

- Applicant’s name and father’s name mentioned in abbreviated form. – The Name should be expanded even if the ID proof contains the name in abbreviated form.
- Mismatch in the Name and Father’s Name in DPIN form with the ID (Identity) proof enclosed. – Any mismatch in Name, including spelling mistake, may lead to rejection of application. Minor spelling deviations in the father’s name may be accepted, if such deviations do not materially impact the name.
- Prefixes like Mr. / Ms. / Kumari / Shri etc. used in the applicant’s name.
- Residence proofs like: Bank Statements, Electricity Bill, Telephone Bill, Utility bills etc. submitted are older than 2 months of submitting the application for verification OR such documents are in the name of

some other person, for example father or spouse.

- The supporting documents are not duly attested i.e. Name, Designation, Membership/ Practicing certificate number etc. are not clearly indicated and readable – If the seal/ stamp does not contain membership/ practicing certificate number, same may be recorded by hand.
- Passport / Driving License / Identity proofs etc attached are expired. – Only such documents which are currently valid should be attached.

Designated Partners Identification Number

As per the Limited Liability Partnership Act, 2008, “every limited liability partnership shall have at least two designated partners who are individuals and at least one of them shall be a resident in India. “

Every designated partner of a limited liability partnership shall obtain a Designated Partner Identification Number (DPIN) from the Central Government and the provisions of sections 266A to 266G (both inclusive) of the Companies Act, 1956 shall apply mutatis Mutandis for the said purpose.

Sections 266A to 266G (both inclusive) of the Companies Act, 1956 prescribes the provisions relating to obtaining and filing of Director Identification Number(DIN) for all the existing and intending Directors within the prescribed time–frame.

Submit DPIN form

The applicant is required to fill–up and submit **Form7** online for obtaining DPIN. Form 7 is available under “**e forms**” tab on the homepage of MCA–LLP portal.

If the name of a person does not have a last name, then his/ her father's **first name** should be filled in the mandatory 'Last Name' field in Form7. In such a case, an affidavit duly notarized by a Notary Public should also be submitted along with DPIN application. The format of Affidavit is given at below page No 5.

After filing the form, pay the appropriate amount using the credit card. Only after successful payment, the DPIN form will be processed at the Backoffice.

DPIN Generation & Intimation

If the details mentioned in the form are valid and the supporting documents are properly attested, then the DPIN form will be approved. Upon approval, DPIN will be generated and intimated to the applicant.

Steps after approval of DPIN :

Intimate approved DPIN to your LLP

On approval of DPIN, intimate your DPIN and consent to become designated partner to LLP in FORM 9 and LLP shall intimate such DPIN to Registrar in FORM 4 .

LLP to intimate your DPIN to Registrar

After the designated partner has intimated the DPIN allotted to the LLP, the LLP is then required to intimate the DPINs of its designated partner to Registrar the in **Form 4** .

Post-approval changes in particulars of DPIN (Form 7)

If there is any change in the particulars submitted in form 7 for allotment of DPIN, then designated partner shall File **form 10** for intimating the such changes in the particulars within 30 days. For instance in the event of change of address of a designated partner, he/ she is required to intimate this change by submitting Form **FORM 10** along with the required attested documents with MCA DPIN Cell.

The MCA DPIN Cell after shall verify the particulars of such changes from the enclosed proofs and incorporate the said changes and inform the designated partner by way of a letter issued by post or electronically or in any other mode confirming the effect of such change in the electronic database maintained by the Ministry.

Specimen/Format of Affidavit:

(If ID proof has single name for applicant)

I ____ (Applicant Name as per id proof), residing at _____(Address as per address proof) do solemnly affirm and stated as under:

I am ____ and my name _____, appearing on the enclosed ID proof, is single name. My father's name is _____. For applying DPIN application of mine, I am mentioning my father's name "_____" as my Last name, as this a mandatory requirement for applying DPIN. Both names denote one and the same person.

I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

(If ID proof has single name for applicant's father)

I am ____ and my father's name _____, appearing on the enclosed ID proof, is single name. My grandfather's name is _____. For applying DPIN application of mine, I am mentioning my grandfather's name "_____" as my father's Last name, as this a mandatory requirement for applying DPIN. Both names denote one and the same person.

I solemnly state that the contents of this affidavit are true to the best of my knowledge and belief and that it conceals nothing and that no part of it is false.

Please Note: Affidavit should be notarized by Notary only (Code of Civil Procedure, 1908) and same should not be attested either by Chartered Accountant or Company Secretary or Cost Accountant.

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

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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Annexure A

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.