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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 web form. This document provides references to law(s) governing the web form, guidelines to access the application, instructions to fill the web form at field level and important check points while filling up the web form along with other instructions to fill the web form.

User is advised to refer to the respective instruction kit for filing of web form.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing the LLP Form No. 27 application



Part III – Instructions to fill the web form



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to Rule 34 (1) along with sub clause 2 and 5 of Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

The webform LLP Form No. 25 aims to simplify the process of filing for registration of particulars by Foreign Limited Liability Partnership (FLLP) to Registrar of Companies 'ROC'. A foreign limited liability partnership shall, within thirty days of establishing a place of business in India, file its particulars with the Registrar in LLP Form No. 27 along with the fee as provided in rule 34 (1) of Limited Liability Partnership Rules, 2009.

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 as a business user at MCA portal before filing the webform.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DPIN/PAN as provided in the form.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DPIN/PAN.
- ✓ Please note that the signing authority of the webform shall have an approved DPIN or valid PAN as applicable.
- ✓ Please provide details of at least two authorized representatives.
- ✓ Please note that in case of resubmission, application of the Form 27 shall be available in the application history of the user and T+30 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.
- ✓ 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.

2 PART II – ACCESSING THE LLP Form No. 27 APPLICATION

2.1 Application Process for LLP Form No. 27

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 “E-Filing”

STEP 4: Select “LLP Forms Download”

STEP 5: Navigate to the header “Filing by Foreign LLP's”

STEP 6: Access “Application for obtaining registration by Foreign LLP's”

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)²

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 form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 14: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 27 through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 8: Affix the DSC

STEP 9: Upload the DSC affixed PDF document on MCA portal

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 “Application for obtaining registration by Foreign LLP's” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters “Name of the FLLP”.

³ 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.

STEP 10: 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 form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 11: Acknowledgement is generated

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

STEP 3: Access application history through user dashboard

STEP 4: Select Form 27 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)²

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed PDF document on MCA portal⁴

STEP 11: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 12: Acknowledgement is generated

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform as a draft (optional)²

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed PDF document on MCA portal⁴

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 10: Acknowledgement is generated

⁴For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission including the upload of DSC affixed PDF within 30 days from the date the BO user has sent the SRN back for resubmission

3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

3.1 Specific Instructions to fill 'LLP Form No. 27' at Field Level

Instructions to fill 'LLP Form No. 27' 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
	Type of entity	<ul style="list-style-type: none"> i. Select the relevant option from the following provided in the form of a radio button under this field: <ul style="list-style-type: none"> ▪ Limited Liability Partnership ▪ Company / LLC ▪ Any other body corporate ii. In case the user selects any other option other than 'LLP', then all the fields in the form would be disabled.
1 (a)	Name of the limited liability partnership (LLP) incorporated or registered outside India	Please provide the name of the LLP incorporated in this field.
2	Full address of the registered or principal office of the limited liability partnership incorporated or registered outside India	<ul style="list-style-type: none"> i. Enter the full address of the registered office or principal office of the Limited Liability Partnership (LLP) situated outside India in the respective address fields displayed under this label.
2 (i)	Email ID	Enter a valid Email ID of the limited liability partnership (LLP) incorporated or registered outside India.
4	Date of establishment of principal place of business in India (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Enter the date of establishment of principal place of business in India of the foreign LLP. ii. The date entered in this field should be greater than the date of notification of LLP rules i.e. 01 April 2009.
5 (a)	Type of office	Select the type of office from the options provided under this field in the form of a radio button.
5 (b)	If other, then provide details	<ul style="list-style-type: none"> i. Provide the details of the other Office. ii. This field shall be enabled and mandatory if option number 4 i.e. 'Other office' is selected in field number 5 (a) above.
5 (c) (i)	Main Sub-class of industrial activity to be carried out in India	<ul style="list-style-type: none"> i. The user shall have an option to search and select the five-digit NIC Code from the search window provided. ii. The user shall have an option to search the NIC codes on the basis of both NIC code and NIC code description. <i>Refer 'Annexure A' for the NIC 2008 list.</i>
7	Full address of the office of the limited liability partnership in India which is deemed as its	<ul style="list-style-type: none"> i. Enter the full address of the principal office of the limited liability partnership situated in India in the respective address fields displayed under this label.

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Field No.	Field Name	Instructions
	principal place of business in India	
8	Number of Partners and Designated Partners	
8 (a)	Number of Partners	<ol style="list-style-type: none"> i. Enter the total number of partners in the foreign LLP. ii. Please note that number of partners provided in this field shall be equal or greater than zero. iii. User is allowed to enter zero only in one of the following fields: <ul style="list-style-type: none"> • Number of Partners • Number of Designated Partners
8 (a) (i)	Details of Partner of the Foreign LLP - Partner 1	<ol style="list-style-type: none"> i. Based on the value entered in field number 8 (a) i.e. 'Number of partners', information blocks containing fields 8 (a) (i), 8 (c), 8 (d), 8 (e) and 8 (f) i.e. Details of Partner of the Foreign LLP - Partner 1', 'Designated Partner Identification number (DPIN)' to 'Email ID' requesting the details of the said partners of the Foreign LLP shall be re-generated and enabled.
8 (b)	Number of Designated Partners	<ol style="list-style-type: none"> i. Enter the total number of designated partners in the foreign LLP. ii. Please note that number of designated partners provided in this field shall be equal or greater than zero. iii. User is allowed to enter zero only in one of the following fields: <ul style="list-style-type: none"> • Number of Partners • Number of Designated Partners
8 (b) (i)	Details of Designated Partner of the Foreign LLP - DP1	<ol style="list-style-type: none"> i. Based on the value entered in field number 8 (b) i.e. 'Number of designated partners', information blocks containing fields 8 (b) (i), 8 (c), 8 (d), 8 (e) and 8 (f) i.e. 'Details of Designated Partner of the Foreign LLP - DP1' to 'Email ID' requesting the details of the said designated partners of the Foreign LLP shall be re-generated and enabled.
9 (a)	Details of Authorized Representatives Number of persons authorized	<ol style="list-style-type: none"> i. Enter the number of persons resident in India and authorized on behalf of the foreign LLP. ii. At least two authorized representatives should be entered in this field. iii. Please note that maximum number of persons authorized on behalf of the foreign LLP that can be added in this field shall be up to 99.
9 (a) (i)	Particulars of person authorized - 1	<ol style="list-style-type: none"> i. Based on the value entered in field number 9 (a) i.e. 'Number of persons authorized', fields 9 (a) (i) to 9 (m) which are "Particulars of person authorized - 1" to "Details of company(s)/ LLP(s) in which authorized representative is a director/partner" shall be re-generated and enabled. ii. Provide the particulars of person authorized in these fields.

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Field No.	Field Name	Instructions
9 (b)	Designated Partner Identification Number (DPIN)	<ul style="list-style-type: none"> i. Enter an approved DPIN as per the MCA database. ii. In case 'Number of persons authorized' is greater than 1, DPIN entered for each Authorized Representative shall be unique. iii. In case DPIN is provided in this field, all the fields under block 9 shall be prefilled except fields 9(e) 'Designation', 9(g) 'Income-tax permanent account number (Income-tax PAN)', 9(j) 'Mobile number' and 9(k) Email ID and the user shall not be allowed to edit these fields. iv. In case DPIN is provided in field 9, then fields 9(j) 'Mobile number' and 9(k) Email ID shall be disabled and not visible.
	Fetch from digilocker	Option to fetch the details from digilocker is also provided to the user wherein he/she can easily fetch the important information in case DPIN of authorized representative is not readily available.
9 (g)	Income-tax permanent account number (Income-tax PAN)	<ul style="list-style-type: none"> i. Please note that in case DPIN is not provided in field number 9 (b) i.e. 'Designated Partner Identification Number (DPIN)' above and details of PAN is not fetched from Digilocker, entering PAN number shall be enabled for the user. ii. In case 'Number of persons authorized' is greater than 1, PAN entered for each Authorized Representative shall be unique. iii. If Income tax PAN is entered, enter the particulars of the authorized person.
	Verify income-tax PAN	<ul style="list-style-type: none"> i. Please note that it shall be mandatory to click 'Verify income-tax PAN' button in case where PAN is entered in field number 9 (g) 'Income-tax permanent account number (Income-tax PAN)'. <ul style="list-style-type: none"> ii. Please note that upon clicking 'Verify income-tax PAN' action button, applicant's name, father's name, and date of birth shall be verified from the PAN database.
9 (m) (ii)	CIN/LLPIN	Only current and active DIN associations with the respective CIN/LLPIN shall be pre-filled.
	Attachments:	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Copy of the incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub-rule (2) of rule 34	These attachments are mandatory.
	Extracts of the Statute under which the foreign limited liability partnership has been set up	

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Field No.	Field Name	Instructions
	Documentary approvals / authority obtained outside India under which Limited Liability Partnership is establishing a place of business in India	
	Power of attorney in favor of authorized representative	
	If the documents attached is not in English then the translated version of the documents, certified in the manner specified in the sub-rule (5) of rule 34	
	Copy of Intimation filed with requisite Authority(s)/Regulator(s)	This attachment shall be displayed and mandatory for the user to attach in case 'No' is selected in field number 6 (a) i.e. 'Whether any approval is required for setting up the office in India?'
	Copy of approval from requisite Authority(s)/Regulator(s)	This attachment shall be displayed and mandatory for the user to attach in case 'Yes' is selected in field number 6 (a) i.e. 'Whether any approval is required for setting up the office in India?' .
	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.
	Verification	Please select all the checkboxes.
	To be digitally signed by	
	Authorized representative of FLLP	<ul style="list-style-type: none"> i. The webform shall be digitally signed by the authorized representative of the foreign limited liability partnership (FLLP).
	DPIN or Income tax PAN	<ul style="list-style-type: none"> ii. Enter the DPIN or Income-tax permanent account number (income-tax PAN) of the authorized representative signing the webform.

3.2 Other instructions to fill 'LLP Form No. 27'

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Choose File</div>	<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 Form No. 27. ii. All the attachments should be uploaded in PDF <i>or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Download</div>	<p>The user has an option to download the file(s) required to be attached using the "Download" option provided against each attachment</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Save</div>	<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 web form. ii. The 'Save' option will be enabled only after entering the '<i>Name of the FLLP</i>'. 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.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>	<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. Incase 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.

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	Form for registration of particulars by Foreign Limited Liability Partnership (FLLP) as per rule 34(1) of Limited Liability Partnership Rules, 2009	INR 5,000	NA	NA	NA

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

4.2 Processing Type

LLP Form No. 27 shall be processed in Non-STP mode.

4.3 Useful Links

1. Link to access LLP Form No. 27: <https://www.mca.gov.in/MinistryV2/llpformsdownload.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/paymentservices.html>

5 ANNEXURES

5.1 Annexure A – List of Activity Codes – NIC 2008

Please refer the below link to view the list of activity codes:

“https://www.ncs.gov.in/Documents/NIC_Sector.pdf”