# Form 5

## INSTRUCTIONS FOR FILLING OF EFORM – 5
**(Notice for change of name)**

| S. No. | | Detailed Instruction |
|---|---|---|
| | | Note:<br>• Instructions are not provided for the fields which are self explanatory.<br>• In case change in name of LLP is due to change in business of LLP; Form 3 for change in business of LLP should be filed before filing this eForm. |
| | | Refer the relevant provisions of the Limited Liability Partnership (LLP) Act, 2008 and rules made there under with respect to the matter dealt in this eForm. |
| 1 | | Enter Limited Liability Partnership Identification Number (LLPIN) of the LLP. |
| 2 | (a) to (c) | Click the Pre-Fill button.<br>System will automatically display the name, address of the registered office and the email ID of the LLP. In case there is any change in the email ID, enter the new valid email ID. |
| 3 to 6 | | Enter the Service Request Number (SRN) of eForm 1 (for name availability) and click on Pre-fill button.<br>System will automatically display the relevant details. |
| 7 | | Enter the SRN of form 3, in case of change of name is due to change in business of LLP. |
| Attachments | | • Copy of the minutes of decision/ resolution/ consent of partners (Mandatory if change in name is with consent of partners);<br>• The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any (Mandatory if change is name is based on the procedure laid down in the LLP agreement);<br>• If change is due to a direction received from the Central Government/ Registrar, then a copy of such direction is mandatory to be attached.<br>• Any other information can be provided as an optional attachment. |
| Digital signature | | EForm should be digitally signed by the Designated Partner (DP) of the LLP. Enter the Designated Partner Identification Number (DPIN) of DP. |
| Certificate | | The eForm should be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the eForm.<br>Select the relevant category of the professional and whether he/ she is an associate or fellow.<br>In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number. |

## Common Instruction Kit

| Buttons | Particulars |
|---|---|
| Pre-Fill | This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.<br>You are required to be connected to the internet for pre-filling. |
| Attach | You have to click the attach button corresponding to the document you are making an attachment.<br>In case you wish to attach any other document, please click the optional attach button. |
| Remove attachment | You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the “Remove attachment” button. |
| Check Form | Once the form is filled up. The user is required to press the Check Form button. When this button is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and |

| Buttons | Particulars |
|---|---|
| | again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet. |
| Modify | “Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button. |
| Pre scrutiny | Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form”. Press the Get Form button and make the required corrections. |

Note: User is advised to refer to eForm specific instruction kit.