Form 15

INSTRUCTIONS FOR FILLING OF EFORM – 15
(NOTICE FOR CHANGE OF PLACE OF REGISTERED OFFICE)

		Detailed Instructions
Note: Instructions are not provided for the fields which are self explanatory.		
Refer the relevant provisions of the Limited Liability Partnership 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), (b)	Click the "Pre-fill" button. System will automatically display the name and present address of the registered office of the LLP.
3	(a) to (j)	Enter the details of new address of the registered office of the LLP.
4		Enter the name of office of new Registrar. In case there is no change in the office of Registrar, mention the name of office of existing Registrar.
5		Enter the details of the address of the police station under whose jurisdiction the changed registered office of the LLP is situated.
7		Select the purpose of filing the form.
9		Enter the date from which the registered office of the LLP has changed.
Attachments		• Proof of changed address of registered office is a mandatory attachment. • Either 'Copy of the minutes of decision/ resolution/ consent of partners' or 'The extracts of the relevant provisions of the Limited liability Partnership Agreement' is to be provided as mandatory attachment. • In case of 'change of place of the registered office from one State to another State', it is mandatory to enclose copies of public notice and consent of secured creditors. • Any other information can be provided as an optional attachment.
Verification		Select the check boxes.
Digital signature		The eForm should be digitally signed by the designated partner of the LLP. Enter the Designated Partner identification number (DPIN) of the DP.
Certificate		The eForm should be certified by 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. Select the relevant category of the professional and whether he/ she is an associate or fellow. 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 practising professional is a company secretary (in whole-time practice), enter the certificate of practice number.
Pre-scrutiny		After the check form is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

Common Instruction Kit

Buttons	Particulars
Pre-fill	When the user clicks the pre fill button after entering the Limited Liability Partnership Identification Number (LLPIN) in eForm, the name and address is displayed by the system. 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.

Buttons	Particulars
	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. 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 eForm 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 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 eForm. If the user makes any change in the eForm 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 eForm. 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.