LLP Form 17

INSTRUCTIONS FOR FILLING OF LLP EFORM – 17
(Application and statement for conversion of a firm into Limited Liability Partnership (LLP))

S. No.		Detailed Instructions
		Note: 1. Instructions are not provided for the fields which are self explanatory 2. 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 eForm.
		Please note the following: • It is required that eForm 17 should be filed together with filing of eForm 2 (Incorporation document and subscriber's statement) in case of conversion of an existing partnership firm into LLP.
		Refer the relevant provisions of the Limited Liability Partnership Act, 2008 and rules made there under with respect to the matter dealt in the eForm
		Part A - Application
1		Enter 'LLP eForm 1 reference number', i.e. 'Service Request Number (SRN) of LLP eForm 1', filed for name approval.
2, 3		Click the "Pre-fill" button System will display the name of LLP and name of the firm based on the above mentioned SRN of LLP eForm 1.
4		Enter the principal address of the firm. The address shall be same as the registered office address of the proposed LLP.
5	a, b	Select whether the firm is registered under the Partnership Act, 1932. If yes, enter the date of registration, registration number. If the firm is not registered under the Partnership Act, 1932, select whether the firm is registered under any other Statute/ Law. If yes, enter the name of statute under which the Firm is registered, date of registration and registration number of firm. Ensure that the firm has closed atleast one financial year after incorporation for becoming eligible for converting into LLP.
7		Enter the total amount of capital contribution in the firm. Please note that the amount entered cannot be less than proposed monetary value of partner's contribution in the proposed LLP.
9		Ensure that all the partners of firm have given their consent for conversion of the firm into the limited liability partnership. Copy of the consent has to be mandatorily attached.
10		Ensure that all the partners of the limited liability partnership comprise all the partners of the Firm and no one else.
12		Select whether any proceedings filed by the firm or filed against the firm are pending in any court or tribunal or any other authority. In case proceedings are pending in court or tribunal or any other authority, enter the number of proceedings. Based on the number entered, blocks for entering the details of proceedings shall be displayed.
14		Select whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favour of or against the firm are subsisting. In case any convictions, ruling, order, judgment in favour or against the firm is subsisting, enter

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		the number of such proceedings. Based on the number entered here, blocks for entering the details of proceedings shall be displayed.
Part B - Statement		
Declaration		Please select the check boxes.
Attachments		▪ Statement of consent of partners of the firm (Mandatory) ▪ Statement of assets and liabilities of the firm duly certified as true and correct by the Chartered Accountant in practice (Mandatory) ▪ Copy of acknowledgement of latest income tax return (Mandatory) ▪ Approval from any regulatory body/ authority (Mandatory, in case applicable approvals from the concerned body/ authority or authorities is required and have been obtained) ▪ List of all the secured creditors along with their consent to the conversion (Mandatory in case consent of all the secured creditors for conversion of the firm into limited liability partnership has been) ▪ Any other information can be provided as an optional attachment
Digital signature		EForm should be digitally signed by the proposed designated partner 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. 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 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 eForm, and shall be required to be clicked for displaying the data pertaining to that field. 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 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 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.
Upload eForm	After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form. Once the form is submitted the fee is displayed to the user. When the user press the “Pay” button the mode of payment option is displayed. For online payment option (Credit Card or Net banking), user shall be redirected to pay the filing fees. On challan payment option, a challan is generated displaying the amount of filing fee to be paid. The user is required to take the print out of three copies of both challans and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.

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