

## **Addendum to LLP Form 2**

### **INSTRUCTIONS FOR FILLING OF ADDENDUM TO LLP EFORM – 2**

**(Details in respect of designated partners and partners of Limited Liability Partnership)**

S. No.	Detailed Instructions
	<p>Note:</p> <ol style="list-style-type: none"> <li>Instructions are not provided for the fields which are self explanatory</li> <li>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.</li> </ol>
	<p><b>Please note the following:</b></p> <ul style="list-style-type: none"> <li>This eForm is to be filed in case details of all designated partners and partners are not provided in the corresponding Form 2.</li> <li>Details of maximum two hundred (200) designated partners (DP) and partners can be provided in this form. In case number of designated partners and partners exceed the maximum number, the details of remaining partners shall be filed through another addendum to eForm 2.</li> <li>Addendum to Form 2 is to be filed within 7 days from the validity period of the approved name.</li> <li>Number of designated partners (DP) and partners should not exceed the remaining number of designated partners (DP) and partners, whose details are required to be filed.</li> </ul>
	<p>Refer the relevant provisions of the Limited Liability Partnership (LLP) Act, 2008 and rules made there under with respect to the matter dealt in the eForm</p>
1	<p>(a), (b)</p> <p>Enter 'LLP eForm 1 reference number', i.e. 'Service Request Number (SRN) of LLP eForm 1', filed for name approval and SRN of corresponding eForm 2 for which addendum is being filed.</p>
2	<p>Click the "Pre-fill" button</p> <p>System will display the name of LLP based on the above mentioned SRN of eForm 1.</p>
3	<p>Enter the number of individual designated partners for which this form is being filed. Based on the number entered, block of fields for entering details of Individual DPs shall be displayed.</p> <p>Enter designated partner identification number (DPIN). Click the "Pre-fill" button.</p> <p>System will automatically display the details of the designated partner (DP) i.e. name, father's name, nationality, residential status, date of birth and present residential address.</p> <p><b>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIN-4 on MCA21 portal for updating the residential status of the DP before filing this Form.</b></p> <p>Enter other relevant particulars of the DP.</p>
4	<p>Enter the number of bodies corporate as designated partners for which this form is being filed. Based on the number entered, block of fields for entering details of body corporate DPs shall be displayed.</p> <p>Select the category of body corporate. In case the body corporate is a company or a foreign company, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. In case body corporate is a LLP or foreign LLP, enter the limited liability partnership identification number (LLPIN) or foreign limited liability partnership identification number (FLLPIN) respectively.</p> <p>In case body corporate is a LLP incorporated outside India (LIOI) or company incorporated outside India (CIOI), enter the registration number of the body corporate.</p> <p>On clicking the Pre-Fill button, system will automatically display the name of body corporate,</p>

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	<p>registered office address/ principal place of business and country of registration in case of CIN/FCRN/ LLPIN/ FLLPIN. For all other cases, these details are required to be entered.</p> <p>Enter DPIN of the nominee. Entered DPIN should be approved. Click the “Pre-fill” button.</p> <p>System will automatically display the details of the nominee i.e. name, father’s name, nationality, residential status, date of birth and present residential address. Enter other relevant particulars of the nominee.</p> <p><b>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIN-4 on MCA21 portal for updating the residential status of the DP before filing this Form.</b></p>
5	<p>Enter the number of individual partners. Based on the number entered, block of fields for entering details of Individual partners shall be displayed.</p> <p>Enter either Income tax permanent account number (Income-tax PAN) or passport number or DPIN of the partner. Indian nationals shall enter either Income-tax PAN or DPIN. In case of foreign nationals, passport number is mandatory.</p> <p>If Income tax PAN is entered, it shall be mandatory to click on ‘Verify income-tax PAN’ button. Applicant’s name (first, middle and last name), applicant father’s name (first, middle and last name) and date of birth should be as per the income-tax PAN details.</p> <p>In case DPIN is entered. Click the “Pre-fill” button. System will automatically display the details of the partner i.e. name, father’s name, nationality, residential status, date of birth, present and permanent address of the partner. In all other cases, these details are required to be entered.</p> <p><b>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIN-4 on MCA21 portal for updating the residential status of the DP before filing this Form.</b></p> <p>Enter other relevant particulars of the partner.</p>
6	<p>Enter the number of bodies corporate as partners. Based on the number entered, block of fields for entering details of body corporate partners shall be displayed.</p> <p>Select the category of body corporate. In case the body corporate is a company or a foreign company, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. In case body corporate is a LLP or foreign LLP, enter the limited liability partnership identification number (LLPIN) or foreign limited liability partnership identification number (FLLPIN) respectively. In case body corporate is a LLP incorporated outside India (LIOI) or company incorporated outside India (CIOI), enter the registration number of the body corporate.</p> <p>On clicking the Pre-Fill button, system will automatically display the name of body corporate, registered office address/ principal place of business and country of registration in case of CIN/FCRN/ LLPIN/ FLLPIN. For all other cases, these details are required to be entered</p> <p>Enter the details of nominee.</p> <p>Enter either Income tax permanent account number (Income-tax PAN) or passport number or DPIN. Indian nationals shall enter either Income-tax PAN or DPIN. In case of foreign nationals, passport number is mandatory.</p> <p>If Income tax PAN is entered, it shall be mandatory to click on ‘Verify income-tax PAN’ button. Applicant’s name (first, middle and last name), applicant father’s name (first, middle and last name) and date of birth should be as per the income-tax PAN details.</p> <p>In case DPIN is entered. Click the “Pre-fill” button. System will automatically display the details of the partner i.e. name, father’s name, nationality, residential status, date of birth, present and permanent address. In all other cases, these details are required to be entered.</p> <p><b>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIN-4 on MCA21 portal for updating the residential status of the DP before filing this Form.</b></p> <p>Enter other relevant particulars of the partner</p>

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7	<p>Select whether another addendum to Form 2 is required to be filed or not.</p> <p>It is mandatory to select 'Yes' in following cases or another addendum to Form 2 shall be required to be filed in the following scenarios:</p> <ul style="list-style-type: none"> <li>• In case the number of partners/ designated partners are less than the number of remaining partners/ designated partners, whose details are required to be filed.</li> <li>• In case details of all the designated partners or partners cannot be provided in this form due to the size of the attachments.</li> </ul>
Attachments	<ul style="list-style-type: none"> <li>▪ Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body corporate also on a letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf</li> <li>▪ Subscribers' sheet including consent</li> <li>▪ Detail of LLP(s) and/ or company(s) in which partner/ designated partner is a director/ partner (if applicable)</li> <li>▪ Any other information can be provided as an optional attachment</li> </ul>
Signature	<p>The eForm should be digitally signed by the following:</p> <ul style="list-style-type: none"> <li>▪ Designated partner of the LLP</li> <li>▪ The person giving declarations as professional i.e. advocate or company secretary (in whole-time practice) or chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) engaged in the formation of the LLP.</li> </ul>
Designation	<p>Enter the DPIN of the designated partner signing the eForm.</p> <p>Enter the membership number in case the person digitally signing the eForm is advocate or chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) and select whether he/ she is an associate or fellow.</p> <p>Enter the certificate of practice number in case the person digitally signing the eForm is a company secretary (in whole-time practice) and select whether he/ she is an associate or fellow.</p>

### **Common Instruction Kit**

Buttons	Particulars
Pre-fill	<p>When the user clicks the Pre-fill button after entering the limited liability partnership identification number in eForm (excepting eForm 1), the name and address is displayed by the system.</p> <p>This button may appear more than once in eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>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.</p>
Remove attachment	<p>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.</p>
Check Form	<p>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</p>

	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	<p>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.</p> <p>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.</p> <p>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.</p>

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