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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, 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. 23 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 Section 17 of The Limited Liability Partnership Act, 2008 read with Rule 19 (1) of Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

The webform LLP Form No.23 aims to simplify the process of filing application by any entity which has a name similar to the name of LLP incorporated subsequently to give direction to the LLP to change its name.

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 DIN/DPIN/PAN/Membership number as provided in the form.*
- ✓ *Please ensure that the DSC attached in the webform is associated with the LLP for which the webform is being filed except for the case wherein the DSC attached in the webform belongs to an applicant.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid PAN or valid Membership number as applicable*
- ✓ *This webform can be filed within 24 months from the date of incorporation of the LLP against which complaint is being filed.*
- ✓ *Please note that in case of resubmission, application of the Form 23 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. 23 APPLICATION

2.1 Application Process for LLP Form No. 23

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: Access “Application for obtaining direction to change name of existing LLP”

STEP 6: Enter the applicant information²

STEP 7: Search CIN/LLPIN using the search option (optional)³

STEP 8: Select CIN/LLPIN from the dropdown option (optional)⁴

STEP 9: Fill up the application

STEP 10: Save the webform as a draft (optional)⁵

STEP 11: Submit the webform

STEP 12: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 13: Affix the DSC

STEP 14: Upload the DSC affixed pdf document on MCA portal

STEP 15: 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 16: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 23 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter the applicant information²

STEP 5: Search CIN/LLPIN using the search option (optional)³

STEP 6: Select CIN/LLPIN from the dropdown option (optional)⁴

STEP 7: Fill up the application

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 direction to change name of existing LLP” in case the user is not already logged in.

² In case the user filling the webform is a Company/LLP user then, LLPIN/CIN and LLP/Company name will be auto-populated based on the user id from which the user logs in.

³ In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for the LLPIN/CIN basis the name of the LLP/Company.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPINs’ or CINs’ and corresponding LLP/Company name for LLP’s or company’s where the user is associated shall be displayed.

⁵ The option to save the webform as a draft shall be enabled once the user enters “LLPIN”.

⁶ 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.

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STEP 8: Save the webform as a draft (optional)⁵

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 portal⁶

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

2.1.2 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 23 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)⁵

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 portal⁷

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)⁵

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 portal⁷

⁷ For 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

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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

3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

3.1 Specific Instructions to fill ‘LLP Form No. 23’ at Field Level

Instructions to fill ‘LLP Form No. 23’ 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
1 (a)	Category of applicant	<ul style="list-style-type: none"> i. Select relevant category of the applicant provided in the dropdown i.e. LLP, Company or Other entity. ii. The field to enter the Category of applicant shall be pre-filled based on the LLP information entered by the user.
1 (b)	Limited Liability Partnership Identification Number (LLPIN) or Corporate Identity Number (CIN) or registration number of other entity seeking direction	<ul style="list-style-type: none"> i. Enter a valid and active LLPIN/CIN or registration number of other entity seeking direction. ii. The field to enter the LLPIN/CIN shall be pre-filled based on the LLP/Company information entered by the user. iii. A search option shall also be provided to search the LLPIN/CIN basis the name of the LLP/Company. Either the full name of the LLP/Company or partial name can be used to search the LLPIN/CIN. iv. The user will have to manually enter the details in this field incase ‘other entity’ is selected in field number 1 (a).
1 (c)	Name of the LLP/ Company/ Applicant	<ul style="list-style-type: none"> i. Name of the LLP/ Company shall be pre-filled based on the LLPIN/CIN entered in field number 1 (b). ii. In case other entity is selected in field number 1 (a) i.e. ‘Category of applicant’, the user will have to enter details manually.
2	Address	<ul style="list-style-type: none"> i. The address fields shall be pre-filled based on CIN/LLPIN entered in field number 1 (b) and shall remain uneditable. ii. In case other entity is selected in field number 1 (a) i.e. ‘Category of applicant’, the user will have to enter details manually.
2	Jurisdiction of Police Station	<ul style="list-style-type: none"> i. This field shall be pre-filled based on the LLP master (incase available). ii. This field shall be enabled in case ‘India’ is selected in field number 2 i.e. ‘Country’. iii. ~, ^ and Non-ASCII code values are not allowed. iv. User has an option to manually enter ‘Jurisdiction of Police Station’ in case the field is not pre-filled.

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LLP)

Field No.	Field Name	Instructions
2 (b)	Email ID	<ul style="list-style-type: none"> i. Email ID shall be pre-filled based on the LLPIN/CIN entered in field number 1 (b) and shall remain uneditable. ii. In case other entity is selected in field number 1 (a) i.e. 'Category of applicant', the user will have to enter details manually. iii. Enter a valid Email ID.
3	Details of the LLP against whom application is filed	
3 (a)	LLPIN	<ul style="list-style-type: none"> i. Enter a valid and active LLPIN
3 (b)	Name of the LLP	<ul style="list-style-type: none"> i. The fields Name of the LLP, Address of the registered office of the LLP and Email ID shall be pre-filled based on the LLPIN entered in field number 3 (a).
3 (c)	Address of the registered office of the LLP	
3 (d)	Email ID	
4	Grounds of objection	<ul style="list-style-type: none"> ii. Please enter the grounds of objection for this application in this field. iii. Please note that the user shall be allowed to enter only 4000 characters in this field.
	Attachments:	The attachments shall be either in pdf or .jpg. format. The size of each individual attachment can be up to 2MB.
	Copy of incorporation/registration certificate of LLP or the company or registration certificate of other entity, if any	This is a mandatory field and shall be displayed in case other entity is selected in field number 1 (a) i.e. 'Category of applicant'.
	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.
	Designation	<ul style="list-style-type: none"> i. Select the designation of the person digitally signing the webform from the dropdown provided. ii. In case applicant is LLP, designated partner shall be selected. iii. In case of company, managing director or director or manager or secretary shall be selected. iv. And in all other cases, applicant shall be selected.
	DPIN or DIN or Income-tax PAN or Membership number	<ul style="list-style-type: none"> i. Enter the DPIN or DIN in case the person digitally signing the webform is designated partner or director or managing director. ii. Enter income-tax PAN in case the person signing the webform is a manager or applicant. iii. Enter membership number or income-tax PAN in case the person digitally signing the webform is a secretary.

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Field No.	Field Name	Instructions
	Signature Field 1	The webform should be digitally signed by: <ul style="list-style-type: none">▪ In case filing by LLP, designated partner (DP) of the LLP.▪ In case filing by a company, director or managing director or manager or secretary of company.▪ In case of any other entity, applicant.

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3.2 Other instructions to fill ‘LLP Form No. 23’

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. 23. ii. All the attachments should be uploaded in <i>pdf 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 file(s) 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 attached file(s) 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>‘LLPIN’</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 all 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)
1	Application for direction to LLP to change its name (Form No 23)	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 1 below)	Not applicable

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

4.2 Limited Liability Partnership Rules, 2009

Table 1

S#	Small LLPs/Other than Small LLPs	Fee applicable (INR)
1	For Small LLPs	INR 5000
2	For Other than Small LLPs	INR 5000

Refer section [2\(1\)\(ta\)](#) of Limited Liability Partnership Act, 2008 for definition of Small LLP.

4.3 Processing Type

LLP Form No. 23 shall be processed in Non-STP mode.

4.4 Useful Links

1. Link to access LLP Form No. 23: <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>