

Form 11

INSTRUCTIONS FOR FILING EFORM 11

(Form for filing annual return of Limited Liability Partnership (LLP) with the Registrar)

NOTE:

1. Every LLP is required to file annual return within 60 days of closure of its financial year.
2. After the eForm has been filled, click the Prescrutiny button to prescrutinise the eForm. If the eForm is not prescrutinised, it shall be rejected when you attempt to upload the eForm.
3. This eForm shall be taken on record through electronic mode without any processing at the Registrar. Ensure that all particulars in the eForm are correct as per the annual return. There is no provision for resubmission of this eForm. No attachment is allowed to be submitted through the addendum eForm in respect of this eForm.
4. Filing of this form shall not be allowed in case there is any eForm 4 (Notice of appointment, cessation and change in designation of a designated partner or partner) pending for payment of fee or any eForm 4 is under processing in respect of the LLP.

S. No.	Detailed Instructions
Note: Instructions are not provided for the fields which are self explanatory	
Refer the relevant provisions of the Limited liability Partnership (LLP) Act, 2008 and rules there under with respect to the matter dealt in this eForm.	
2	Enter the Limited Liability Partnership identification number (LLPIN) of the LLP.
3 to 5	Click the "Pre-fill" button. The system will automatically display the name, address of registered office, e-mail ID and other address if declared under section 13(2). In case there is any change in the email ID, enter the new valid email ID.
6,7	Select the business classification of the LLP from the drop down list. System will automatically display the principal business activities based on LLPIN.
8	System will automatically display the total number of designated partners, partners and total obligation of contribution of partners of the LLP. Enter the amount of 'contribution received by all partners' of LLP. This amount should be same as amount of contribution received as entered in eForm 8 (Statement of account and solvency) in respect of the corresponding financial year.
9, 10, 11	In case total number of designated partners (DP) and partners as on 31st March of the financial year for which return is being filed exceeds two hundred: Details of each designated partner and partner including their profit sharing details should be verified through the screen for Verifying partners' detail at LLP portal. These details are required to be provided in the screen before filling this eForm. Once the details are updated on the LLP portal, a service request number (SRN) shall be generated by the system and the same shall have to be mentioned at the time of filing of this form. Please note that filing of this form shall not be allowed in case there is any other eForm 11 pending for payment of fee or any other eForm 11 is under processing or already approved in respect of the SRN. In case number of designated partners (DP) and partners are less than or equal to the maximum number allowed: System will automatically display the details of individual(s) as partner (including DP)) and detail of bodies corporate as partner (including DP)) on the basis of LLPIN entered. In case value of 'Obligation of contribution' is not displayed or the displayed details need to be

	<p>updated, enter the updated value.</p> <p>Enter the amount of Contribution received and accounted for, number of LLPs in which user is partner and number of companies in which user is director in respect of each partner.</p> <p>In case of designated partner or partners having DPIN, the residential status shall be displayed automatically by the system. In case the displayed residential status needs to be updated or the residential status is not displayed, enter the updated residential status of the DP.</p> <p>For partners not having DPIN, select 'whether he/ she is resident in India or not'. Resident of India means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</p>
13, 14	Provide details of penalties imposed on the LLP and its partners and designated partners. Provide the details of offences compounded by the LLP.
Attachments	<ul style="list-style-type: none"> Details of LLP and/ or company in which partner/ designated partner are a director/ partner (It is mandatory to attach this detail in case any partner/ DP is a partner in any LLP and/ or director in any company) Any other information can be provided as an optional attachment to eForm
Digital signature	<p>The eForm should be digitally signed by the designated partner (DP) of the LLP.</p> <p>Enter the DPIN (Designated partner identification number) of the DP.</p>
Certification	<p>In case total obligation of contribution of partners of the LLP exceeds Rs. 50 lakhs or turnover of LLP exceeds Rs. 5 crores, then the eForm needs to be certified by a Company Secretary in whole time practice. Enter the certificate of practice number and select whether he/ she is associate or fellow.</p> <p>In case total obligation of contribution of partners of the LLP does not exceed Rs. 50 lakhs and turnover of LLP does not exceed Rs. 5 crores, then the eForm needs to be certified by the designated partner of the LLP. Enter the DPIN of the DP.</p>
Pre-scrutiny	After the check eForm is successful and required documents have been attached, pre-scrutinise the eForm. This is a mandatory step.

Common Instruction Kit

Buttons	Particulars
Pre Fill	<p>When you click the pre fill button after entering the Limited Liability identification number (LLPIN) in the eForm, the name is displayed by the system.</p> <p>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.</p> <p>You are required to be connected to the Internet for pre-filling.</p>
Attach	Click the Attach button corresponding to the document you wish to attach. In case you wish to attach any other document, click the Optional Attachment button (Through Optional attachment, you can attach maximum five attachments).
Remove attachment	You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If you want to remove or delete any attachment, select the attachment to be removed and click the "Remove attachment" button.
Check Form	Once the eForm is filled up, click the Check Form button for form level validation, for example, to check whether all the mandatory fields have been filled or not. If an error is displayed, rectify the error and click the "Check Form" button again. When the form level validation is complete, the message, "Form level pre scrutiny is successful", is displayed. The form level validation (Check Form) is done without being connected to the Internet.
Modify	The "Modify" button gets enabled after the check form is done. By clicking this button, you can make changes in the filled eForm. The digital signatures, if already attached, shall be removed.

Buttons	Particulars
	Once you have changed the filled eForm, click the Check Form button again.
Pre scrutiny	<p>The “Pre scrutiny” button gets enabled once check form is done.</p> <p>You are required to be connected to the Internet for pre scrutiny.</p> <p>On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user.</p> <p>After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.</p>
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the LLP portal. Login to the LLP portal with your user ID and password for uploading the eForm.