

## **Form 4**

### **INSTRUCTIONS FOR FILLING OF EFORM – 4**

**(Notice of appointment, cessation, change in name/ address/ designation of a designated partner or partner and consent to become a partner/ designated partner)**

S. No.	Detailed Instruction
	<ul style="list-style-type: none"> <li>• Note:</li> <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> <li>• Details of maximum two hundred (200) designated partners (DP) and partners can be provided in this form. In case total number of designated partners and partners exceed the maximum number, the details of remaining partners shall be filed through addendum to eForm 4.</li> <li>• You can file this form with different event dates (date of appointment, date of change in designation, date of cessation, date of change in nominee etc.) only if these dates are within 30 days of the filing date. If any of the date(s) are beyond 30 days, then separate form is to be filed for every such event date. For example: "Partner A is appointed on 1st April, Partner B is appointed on 18th April, and Designated Partner C ceases to be associated with the LLP w.e.f. 18th April. In such a case details of all the three changes can be filed through the same Form 4 only if the Form is filed on or before 1st May, as all the events fall within 30 days. However, if the LLP files the Form 4 on 10th of May, then details in a separate Form would be required to be filed in respect of Partner A."</li> <li>• For filing of details of two or more events (for example, appointment and cessation) relating to the same person, you are required to file separate forms. These cannot be filed through the same form (i.e. Form 4 or its addendum).</li> <li>• In case of change in designated partners or partners in the LLP (i.e. appointment or cessation), this form is to be filed along with filing of Form 3 for change in LLP agreement. In such case, details of all designated partners/ partners as per Form 3 should be mentioned in Form 4 or its addendum.</li> <li>• Filing of this form shall not be allowed in case there is another eForm 4 pending for payment of fee or another eForm 4 is under processing in respect of the LLP.</li> <li>• Ensure that atleast one of the designated partners in the LLP after considering changes as per Form 4 or its addendum should be resident of India. Resident of India means a person who has stayed in India not less than 182 days during immediately preceding 1 year.</li> <li>• In case of cessation/ change in designation of Designated Partners, if the number of designated partners reduces below 2 (two), ensure that the designated partners is appointed within 6 months otherwise the LLP shall not be allowed to file any form on the LLP portal.</li> </ul>
	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).
2	(a), (b), (c) Click the "Pre-fill" button. System will automatically display the name, address of the registered office and the email ID of the LLP. In case there is any change in the email ID, enter the new valid email ID.
3	(a), (b) Enter the total number of DP(s) and partner(s) for which this eForm needs to be filed. Details of only 200 DP(s) and partners can be provided in this form. In case the total of DP(s) and partners exceeds two hundred (200), you are required to file details of additional DP(s) and partners in Addendum to Form 4.
4	Enter the number of individual DPs for which this eForm needs to be filed. Based on the number

S. No.	Detailed Instruction															
		<p>entered here, number of blocks shall be displayed for entering the details.</p> <p><b>In case of change in designation of an Individual partner to Designated Partner, the details should be entered here.</b></p>														
4	I.	<p>Select the purpose for which form is being filed. Please note that in case form is being filed for appointment or cessation of DP, no other option can be selected.</p> <p>Enter date of event in case of appointment or cessation or change in designation.</p> <p>In case of change in designation of a partner to DP, enter the unique identifier of the partner as per MCA records. System will automatically display the changed designation (category) as 'Designated Partner'.</p> <p>Enter the designated partner identification number (DPIN). In case of cessation, status of DPIN can either be approved or disabled and in all other cases, status of DPIN should be approved.</p> <p>Ensure that the DPIN entered is correct and then click the "Pre-fill" button. System will automatically display the name, father's name, permanent and present residential address, nationality, residential status (whether resident in India or not) and date of birth of the DP. Verify that the details displayed are correct.</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 bodies corporate and their nominees as designated partner(s) for which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details. <b>In case of change in designation of a body corporate partner to Designated Partner, the details should be entered here.</b></p>														
5	I.	<p>Select the purpose for which form is being filed.</p> <p>Please note that in case form is being filed for appointment or cessation, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p> <table border="1" data-bbox="332 1115 1495 1808"> <thead> <tr> <th data-bbox="337 1121 808 1157">Purpose</th> <th data-bbox="808 1121 1490 1157">Details to be entered</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 1157 808 1255">Appointment</td> <td data-bbox="808 1157 1490 1255">Field 5b 'Date of event' to field 5i(ix) 'Designation and authority in body corporate' except for field 5h 'Previous name, address of the body corporate'</td> </tr> <tr> <td data-bbox="337 1255 808 1354">Cessation</td> <td data-bbox="808 1255 1490 1354">Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i (i) 'DPIN' to field 5i (vii) 'Date of birth'</td> </tr> <tr> <td data-bbox="337 1354 808 1486">Change in nominee</td> <td data-bbox="808 1354 1490 1486">Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i(i) 'DPIN' to 5i (xii) 'Name of previous nominee' except field for 5i(x) 'Changed designation'</td> </tr> <tr> <td data-bbox="337 1486 808 1633">Change in designation</td> <td data-bbox="808 1486 1490 1633">Field 5b 'Date of event' to 5e 'Name of body corporate'; Field 5i(i) 'DPIN' to 5i (vii) 'Date of birth' and Field 5i(x) 'Changed designation' (This shall be displayed as 'Designated Partner')</td> </tr> <tr> <td data-bbox="337 1633 808 1703">Change in name of body corporate/ Change in address of body corporate</td> <td data-bbox="808 1633 1490 1703">Field 5b 'Date of event' to field 5h 'Previous name, address of the body corporate'</td> </tr> <tr> <td data-bbox="337 1703 808 1808">Change in name of nominee/ Change in address of nominee</td> <td data-bbox="808 1703 1490 1808">Field 5c 'Type of body corporate' to field 5e 'Name of body corporate', and Field 5i(i) 'DPIN' to 5i(vii) 'Date of Birth'</td> </tr> </tbody> </table> <p>• Select the category of body corporate. In case the body corporate is a company or a foreign</p>	Purpose	Details to be entered	Appointment	Field 5b 'Date of event' to field 5i(ix) 'Designation and authority in body corporate' except for field 5h 'Previous name, address of the body corporate'	Cessation	Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i (i) 'DPIN' to field 5i (vii) 'Date of birth'	Change in nominee	Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i(i) 'DPIN' to 5i (xii) 'Name of previous nominee' except field for 5i(x) 'Changed designation'	Change in designation	Field 5b 'Date of event' to 5e 'Name of body corporate'; Field 5i(i) 'DPIN' to 5i (vii) 'Date of birth' and Field 5i(x) 'Changed designation' (This shall be displayed as 'Designated Partner')	Change in name of body corporate/ Change in address of body corporate	Field 5b 'Date of event' to field 5h 'Previous name, address of the body corporate'	Change in name of nominee/ Change in address of nominee	Field 5c 'Type of body corporate' to field 5e 'Name of body corporate', and Field 5i(i) 'DPIN' to 5i(vii) 'Date of Birth'
Purpose	Details to be entered															
Appointment	Field 5b 'Date of event' to field 5i(ix) 'Designation and authority in body corporate' except for field 5h 'Previous name, address of the body corporate'															
Cessation	Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i (i) 'DPIN' to field 5i (vii) 'Date of birth'															
Change in nominee	Field 5b 'Date of event' to field 5e 'Name of body corporate' and Field 5i(i) 'DPIN' to 5i (xii) 'Name of previous nominee' except field for 5i(x) 'Changed designation'															
Change in designation	Field 5b 'Date of event' to 5e 'Name of body corporate'; Field 5i(i) 'DPIN' to 5i (vii) 'Date of birth' and Field 5i(x) 'Changed designation' (This shall be displayed as 'Designated Partner')															
Change in name of body corporate/ Change in address of body corporate	Field 5b 'Date of event' to field 5h 'Previous name, address of the body corporate'															
Change in name of nominee/ Change in address of nominee	Field 5c 'Type of body corporate' to field 5e 'Name of body corporate', and Field 5i(i) 'DPIN' to 5i(vii) 'Date of Birth'															

S. No.	Detailed Instruction												
	<p>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> <ul style="list-style-type: none"> <li>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.</li> <li>In case of change in name and/ or address of the body corporate, enter the previous name and/ or address of the body corporate.</li> <li>Enter DPIN of the nominee. Click the “Pre-fill” button.</li> <li>System will automatically display the details of the nominee i.e. name, father’s name, nationality, residential status, date of birth, permanent and present residential address. Enter other relevant particulars of nominee.</li> </ul> <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>												
6	<p>Enter the number of individual partners for which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details.</p>												
6	<p>I.</p> <p>Select the purpose for which form is being filed.</p> <p>Please note that in case form is being filed for appointment or cessation of partner, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p> <table border="1" data-bbox="332 1060 1490 1480"> <thead> <tr> <th data-bbox="332 1060 803 1102">Purpose</th> <th data-bbox="803 1060 1490 1102">Fields to be entered</th> </tr> </thead> <tbody> <tr> <td data-bbox="332 1102 803 1197">Appointment</td> <td data-bbox="803 1102 1490 1197">Field 6b ‘Date of event’ to field 6p ‘Number of ... in which director’ except 6i ‘Previous name / previous address’ and field 6n ‘Changed designation’</td> </tr> <tr> <td data-bbox="332 1197 803 1270">Cessation</td> <td data-bbox="803 1197 1490 1270">Field 6b ‘Date of event’ to field 6l ‘Date of birth’ except Field 6i ‘Previous name / previous address’</td> </tr> <tr> <td data-bbox="332 1270 803 1333">Change in name</td> <td data-bbox="803 1270 1490 1333">Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6i ‘Previous name /previous address’</td> </tr> <tr> <td data-bbox="332 1333 803 1407">Change in address</td> <td data-bbox="803 1333 1490 1407">Field 6b ‘Date of event’ to field 6i ‘Previous name / previous address’</td> </tr> <tr> <td data-bbox="332 1407 803 1480">Change in designation</td> <td data-bbox="803 1407 1490 1480">Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6k ‘Changed designation (Category)’</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> <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 partner before filing this Form.</b></p>	Purpose	Fields to be entered	Appointment	Field 6b ‘Date of event’ to field 6p ‘Number of ... in which director’ except 6i ‘Previous name / previous address’ and field 6n ‘Changed designation’	Cessation	Field 6b ‘Date of event’ to field 6l ‘Date of birth’ except Field 6i ‘Previous name / previous address’	Change in name	Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6i ‘Previous name /previous address’	Change in address	Field 6b ‘Date of event’ to field 6i ‘Previous name / previous address’	Change in designation	Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6k ‘Changed designation (Category)’
Purpose	Fields to be entered												
Appointment	Field 6b ‘Date of event’ to field 6p ‘Number of ... in which director’ except 6i ‘Previous name / previous address’ and field 6n ‘Changed designation’												
Cessation	Field 6b ‘Date of event’ to field 6l ‘Date of birth’ except Field 6i ‘Previous name / previous address’												
Change in name	Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6i ‘Previous name /previous address’												
Change in address	Field 6b ‘Date of event’ to field 6i ‘Previous name / previous address’												
Change in designation	Field 6b ‘Date of event’ to field 6e ‘Father’s name’ and Field 6k ‘Changed designation (Category)’												

S. No.	Detailed Instruction																
	<ul style="list-style-type: none"> <li>In case of change in designation, system will automatically display the changed designation (category) as 'Partner'.</li> <li>In case form is being filed for change in name or address of partner, enter previous name/ address of the partner.</li> </ul>																
7	Enter the number of bodies corporate and their nominees as partners which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details.																
7	<p>I.</p> <p>Select the purpose for which form is being filed.</p> <p>Please note that in case form is being filed for appointment or cessation of partner, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p> <table border="1" data-bbox="331 600 1490 1346"> <thead> <tr> <th data-bbox="331 600 805 638">Purpose</th> <th data-bbox="805 600 1490 638">Fields to be entered</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 638 805 768">Appointment</td> <td data-bbox="805 638 1490 768">Fields 7b 'Date of event' to 7i.xxviii 'Designation ... in body corporate' except field 7h 'Previous name, address of the body corporate' and 7i.xxiii 'Previous name/ previous address'</td> </tr> <tr> <td data-bbox="331 768 805 842">Cessation</td> <td data-bbox="805 768 1490 842">Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.iii 'Father's name'</td> </tr> <tr> <td data-bbox="331 842 805 1003">Change in nominee</td> <td data-bbox="805 842 1490 1003">Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.xii 'Designation and authority in body corporate' except fields 7h 'Previous name, address of the body corporate' and 7i.vii 'Previous name / previous address'</td> </tr> <tr> <td data-bbox="331 1003 805 1104">Change in designation</td> <td data-bbox="805 1003 1490 1104">Field 7b 'Date of event' to 7e 'Name of body corporate', field 7i.i 'Income.....DPIN' to 7i.iii 'Father's Name' and field 7i.xxix 'Changed designation (Category)'</td> </tr> <tr> <td data-bbox="331 1104 805 1171">Change in name of body corporate/ Change in address of body corporate</td> <td data-bbox="805 1104 1490 1171">Fields 7b 'Date of event' to 7h 'Previous name, address of body corporate'</td> </tr> <tr> <td data-bbox="331 1171 805 1272">Change in name of nominee</td> <td data-bbox="805 1171 1490 1272">Fields 7b 'Date of event' to 7e 'Name ...corporate', fields 7i.i 'Income...number' to 7i.iii 'Father's Name' and 7i.xxiii 'Previous...name'</td> </tr> <tr> <td data-bbox="331 1272 805 1346">Change in address of nominee</td> <td data-bbox="805 1272 1490 1346">Fields 7b 'Date of event' to 7e 'Name ...corporate' and fields 7i.i "Income...number' to 7i.xxiii 'Previous...name'</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>In case of change in name and/ or address of the body corporate, enter the previous name and/ or address of the body corporate.</li> <li>Enter either 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.</li> </ul>	Purpose	Fields to be entered	Appointment	Fields 7b 'Date of event' to 7i.xxviii 'Designation ... in body corporate' except field 7h 'Previous name, address of the body corporate' and 7i.xxiii 'Previous name/ previous address'	Cessation	Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.iii 'Father's name'	Change in nominee	Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.xii 'Designation and authority in body corporate' except fields 7h 'Previous name, address of the body corporate' and 7i.vii 'Previous name / previous address'	Change in designation	Field 7b 'Date of event' to 7e 'Name of body corporate', field 7i.i 'Income.....DPIN' to 7i.iii 'Father's Name' and field 7i.xxix 'Changed designation (Category)'	Change in name of body corporate/ Change in address of body corporate	Fields 7b 'Date of event' to 7h 'Previous name, address of body corporate'	Change in name of nominee	Fields 7b 'Date of event' to 7e 'Name ...corporate', fields 7i.i 'Income...number' to 7i.iii 'Father's Name' and 7i.xxiii 'Previous...name'	Change in address of nominee	Fields 7b 'Date of event' to 7e 'Name ...corporate' and fields 7i.i "Income...number' to 7i.xxiii 'Previous...name'
Purpose	Fields to be entered																
Appointment	Fields 7b 'Date of event' to 7i.xxviii 'Designation ... in body corporate' except field 7h 'Previous name, address of the body corporate' and 7i.xxiii 'Previous name/ previous address'																
Cessation	Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.iii 'Father's name'																
Change in nominee	Fields 7b 'Date of event' to 7e 'Name of body corporate' and field 7i.i 'Income...number' to 7i.xii 'Designation and authority in body corporate' except fields 7h 'Previous name, address of the body corporate' and 7i.vii 'Previous name / previous address'																
Change in designation	Field 7b 'Date of event' to 7e 'Name of body corporate', field 7i.i 'Income.....DPIN' to 7i.iii 'Father's Name' and field 7i.xxix 'Changed designation (Category)'																
Change in name of body corporate/ Change in address of body corporate	Fields 7b 'Date of event' to 7h 'Previous name, address of body corporate'																
Change in name of nominee	Fields 7b 'Date of event' to 7e 'Name ...corporate', fields 7i.i 'Income...number' to 7i.iii 'Father's Name' and 7i.xxiii 'Previous...name'																
Change in address of nominee	Fields 7b 'Date of event' to 7e 'Name ...corporate' and fields 7i.i "Income...number' to 7i.xxiii 'Previous...name'																

S. No.	Detailed Instruction
	<ul style="list-style-type: none"> <li>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.</li> <li>In case DPIN is entered. Click the "Pre-fill" button. 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. In all other cases, these details are required to be entered.</li> </ul> <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 partner before filing this Form.</b></p> <ul style="list-style-type: none"> <li>In case of change in designation, system will automatically display the changed designation category as 'Partner'.</li> </ul>
8	<p>Select whether addendum to Form 4 is required to be filed or not. Addendum to Form 4 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 exceeds the maximum number as allowed in the eForm.</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>Consent to act as partner/designated partner (Mandatory in case form is filed for appointment of partner/ designated partner)</li> <li>Evidence of cessation (Mandatory in case form is filed for cessation of partner/ designated partner)</li> <li>Affidavit or any other proof of change of name (Mandatory in case form is filed for change in name of existing partner)</li> <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 letterhead mentioning the name and address of an individual nominated to act as nominee/ designated partner on its behalf (Mandatory in case form is filed for appointment of body corporate as partner or change in nominee of body corporate)</li> <li>Any other information can be provided as an optional attachment.</li> </ul>
Digital signature	<p>eForm should be digitally signed by designated partner of LLP. In case the eForm is filed for cessation of partner/ designated partner, the person signing the form should be different from the person in whose respect the form is being filed.</p> <p>Enter the designated partner identification number (DPIN) of the DP.</p>
Certificate	<p>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.</p> <p>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.</p>

### **Common Instruction Kit**

Buttons	Particulars
Pre-fill	<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	<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	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.
Country code	The list of country code required to be mentioned in the form are as follows:

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