

## **Form 24**

### **INSTRUCTIONS FOR FILLING OF FORM – 24** **(Application for striking off name of Limited Liability Partnership (LLP))**

<b>S. No.</b>	<b>Detailed Instructions</b>
	Note: <ol style="list-style-type: none"> <li>1. Instructions are not provided for the fields which are self explanatory</li> <li>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.</li> </ol>
	Refer the relevant provisions of the Limited Liability Partnership (LLP) Act and rules made there under with respect to the matter dealt in this eForm.
	<b>Please note the following:</b> <ul style="list-style-type: none"> <li>• Approval of this form shall not be allowed, if any other form is pending for approval or for payment of fee against the LLP.</li> <li>• Upon approval of this Form, status of the LLP shall be changed to 'Struck off (defunct)'.</li> </ul>
1	Enter the Limited Liability Partnership Identification Number (LLPIN) of the LLP.
2	(a) to (c) Click the "Pre-fill" button. System will automatically display the name, address of the registered office and email id of the LLP. In case there is any change in the email ID, enter the new valid email ID.
Attachments	<ul style="list-style-type: none"> <li>• Copy of detailed application (Mandatory).</li> <li>• Copy of authority to make the application (Mandatory).</li> <li>• Copy of consent of all partners (Mandatory).</li> <li>• Copy of consent of all creditors (Mandatory).</li> <li>• Copy of the undertaking/ indemnity bond for striking off name (Mandatory).</li> <li>• Copy of statement of assets and liabilities duly certified as true and correct by auditor/ chartered accountant in practice (Mandatory).</li> <li>• Copy of acknowledgement of latest Income tax return (Mandatory)</li> <li>• Any other information can be provided as an optional attachment</li> </ul>
Verification	Select all the check boxes.
Digital Signature	EForm should be digitally signed by Designated Partner (DP) of the LLP.
	Enter Designated Partner identification number (DPIN) of the DP.

#### **Common Instruction Kit**

<b>Buttons</b>	<b>Particulars</b>
Pre-fill	When the user clicks the Pre-fill button after entering the Limited Liability Partnership identification number (LLPIN) in eForm (excepting eForm 1), the name and address is displayed by the system. 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.

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