

Form 14 (LLP)

INSTRUCTIONS FOR FILLING OF EFORM -14 (LLP)

(Form for intimating the Registrar of Firms/ Registrar of Companies of conversion of the firm/ company into limited liability partnership)

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 Act, 2008 and rules made there under with respect to the matter dealt in this eForm
	Select the purpose of the eForm. Option 'Conversion of firm into limited liability partnership' can not be selected in this eForm as the same is not applicable for filing under MCA21 system.
Part A- This part is not applicable for filing under MCA21 system	
Part B	
1	Enter Corporate Identity Number (CIN) of the company You may find CIN by entering existing registration number or name of the company in the 'Find CIN/GLN' service at the portal www.mca.gov.in
2, 3	Click the "Pre-fill" button. System will automatically display the name and registered office address of the company.
Part C	
1, 2, 3, 4	Enter LLPIN of the Limited Liability Partnership (LLP). Enter the name, date of incorporation, address of the registered office and email ID of the LLP.
Attachments	<ul style="list-style-type: none"> • Copy of the certificate of incorporation of Limited Liability Partnership is a mandatory attachment. • Any other information can be provided as an optional attachment.
Certificate	Enter name of partner giving the notice of conversion. System will automatically display the name of LLP and name of company being converted into LLP based on information as per Part B and C. Enter the details in respect of date of conversion of such company to LLP.
Digital Signature	The eForm should be digitally signed by a partner of LLP who was one of the directors in the company before conversion.
	Enter Director Identification Number (DIN) or Designated Partner Identification Number (DPIN), of the person digitally signing the eForm along with the date and place of signing this eForm.

Common Instruction Kit

Buttons	Particulars
Pre-fill	When you click the pre fill button after entering the Corporate Identity Number in the eForm, the name is displayed by the system. 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. You are required to be connected to the Internet for pre-filling
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. Once you have changed the filled eForm, click the Check Form button again.
Pre scrutiny	The Pre scrutiny button gets enabled once check form is done.

Buttons	Particulars
	You are required to be connected to the Internet for pre scrutiny. On pre-scrutiny, the system level check is performed and if there are any errors, the same are displayed to the user. After correcting the pre scrutiny errors, attach the digital signature on the eForm in the signature field.
Upload eForm	Once the eForm is pre scrutinised, filled and signed, it is ready for uploading on the MCA21 portal. Login to the MCA21 portal with your user ID and password for uploading the eForm.

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