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## ABOUT THIS DOCUMENT

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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 and 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 each web form.*

This document is divided into following sections:



**Part I – Law(s) governing the webform**



**Part II– Accessing the LLP Form No. 17 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

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Pursuant to Rules 38(1) of Limited Liability Partnership. Rules, 2009.

### 1.1 Purpose of the webform

The webform “LLP Form No. 17” aims to simplify the process of incorporation of LLP and the user shall be required to file this together with Form FiLLiP in case of conversion of existing partnership firm into LLP.

### 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 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 note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/PAN.
- ✓ Please note that in case of resubmission, original application of the FiLLiP (along with the linked forms, if applicable) shall be available in the application history of the user and T+15days (where T is the date of marking the application as ‘Resubmission Required’) should not have elapsed.
- ✓ Please note that the signing authority of the webform shall have an approved DPIN or valid PAN as applicable.
- ✓ 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 LLP Form No. 17 APPLICATION**

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*Please refer the Instruction Kit for Form FiLLiP for details on accessing Form 17.*



### 3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

#### 3.1 Specific Instructions to fill ‘LLP Form 17’ at Field Level

*Instructions to fill ‘LLP Form 17’ 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)	Name of the Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> <li>i. This field shall be prefilled based on SRN of RUN LLP or name proposed in FiLLiP.</li> <li>ii. This field shall be non-editable for the user.</li> </ul>
2 (a)	<b>Details of firm</b> Name of the firm	Please provide the name of firm which is proposed to be converted to LLP.
2 (b)	<b>Principal address of the firm</b>	Enter the details of the address in this field.
2 (d)	PAN Verify income-tax PAN	<ul style="list-style-type: none"> <li>i. PAN entered shall be valid PAN.</li> <li>ii. Please note that in case PAN is provided in above field it is mandatory for the user to verify pan details using the “Verify PAN” action button.</li> <li>iii. Upon clicking ‘Verify income-tax PAN’ action button, firm's name in field 2 (a) i.e. ‘Name of the firm’ shall be verified from the PAN database.</li> </ul>
2 (e)	Whether the firm is registered under the Partnership Act, 1932.	Select whether the firm is registered under the Partnership Act, 1932.
	If yes, date of registration (DD/MM/YYYY) Registration number	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case ‘Yes’ is selected in field number 2 (e) i.e. ‘Whether the firm is registered under the Partnership Act, 1932’</li> <li>ii. Date of registration entered in this field shall be less than or equal to system date.</li> <li>iii. Kindly enter the required details.</li> </ul>
2 (e) (ii)	If no, whether the firm is registered under any other law	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case ‘No’ is selected in field number 2 (e) i.e. ‘Whether the firm is registered under the Partnership Act, 1932’.</li> <li>ii. Kindly select whether the firm is registered under any other law.</li> </ul>
	If yes, the name of the Statute under which registered	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case ‘yes’ is selected in field number 2 (e) (ii) i.e. ‘If no, whether the firm is registered under any other law’.</li> <li>ii. Kindly enter the required details.</li> <li>iii. Date of registration shall be less than or equal to system date.</li> </ul>
	Date of registration (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>ii. Kindly enter the required details.</li> <li>iii. Date of registration shall be less than or equal to system date.</li> </ul>



Field No.	Field Name	Instructions
	Registration number	
	Date of agreement by which firm was formed (DD/MM/YYYY)	i. Please provide the Date of agreement by which firm was formed in this field. ii. Date of agreement entered shall be less than or equal to system date.
2 (f)	Total number of partners in the firm	i. Please mention the total number of partners in the firm which is proposed to be converted to LLP. ii. Total number of partners shall be greater than or equal to 2.
2 (g)	Total capital contribution in the firm	i. Please enter the total amount of capital contribution in the firm.
2 (h)	Total number of partners in the LLP	This field shall be prefill based on value entered in field number 2 (f) i.e. 'Total number of partners in the firm'.
3 (c)	Whether any proceeding by or against the firm is pending in any Court or Tribunal or any other Authority	Select whether any proceeding by or against the firm is pending in any Court or Tribunal or any other Authority.
	<b>If yes, particulars of such proceedings in the following manner</b> Number of proceedings Name of Court/ Tribunal/ Authority Particulars	i. These fields shall be displayed and mandatory if 'yes' is selected in field number 3 (c) i.e. 'Whether any proceeding by or against the firm is pending in any Court or Tribunal or any other Authority'. ii. Entire section shall be regenerated and mandatory based on the number entered in field 'Number of proceedings'.
3 (d)	Whether any earlier application for conversion of the said firm into limited liability partnership was refused by the Registrar	Select whether any earlier application for conversion of the said firm into limited liability partnership was refused by the Registrar.
	If yes, give SRN of earlier LLP Form 17 Reasons for refusal of earlier Form 17	i. This field shall be displayed and mandatory in case 'yes' is selected in field number 3 (d) i.e. 'Whether any earlier application for conversion of the said firm into limited liability partnership was refused by the Registrar'. ii. Please enter a valid SRN of such earlier submitted Form No. 17. iii. Enter reasons for refusal of earlier LLP Form No. 17.
3 (e)	Whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favor of or against the firm are subsisting.	Select whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favor of or against the company are subsisting.
	<b>If Yes, details thereof in following manner</b> Number of proceedings	i. These fields shall be displayed and mandatory in case 'Yes' selected in field number 3 (e) i.e. 'Whether any conviction, ruling, order, judgment of any Court,



Field No.	Field Name	Instructions
	Section and the title of relevant Act Particulars	Tribunal or other authority in favor of or against the firm are subsisting.'
	Name of Court/ Tribunal/ Authority	ii. Enter the number of such proceedings. Value entered in 'Number of Proceedings' shall be greater than zero. iii. Entire section shall be regenerated and mandatory based on the number entered in field 'Number of proceedings'.
3 (f)	Whether there are any secured creditors	Select whether there are any secured creditors.
	Consent of all the secured creditors for conversion of the firm into limited liability partnership has been obtained	i. This field shall be displayed and mandatory if yes is selected in field number 3 (f) i.e. 'Whether there are any secured creditors'. ii. Please select whether consent of all the secured creditors for conversion of the firm into limited liability partnership has been obtained
3 (g)	Whether any clearance, approval or permission for conversion of the firm into limited liability partnership is required from any other body/authority.	Select whether any clearance, approval or permission for conversion of the firm into limited liability partnership is required from any other body/authority.
	<b>If Yes, provide details of the concerned body/authority or authorities whose approval has been obtained.</b>	i. These fields shall be displayed and mandatory if yes is selected in field number 3 (g) i.e. 'Whether any clearance, approval or permission for conversion of the firm into limited liability partnership is required from any other body/authority'. ii. Entire section shall be regenerated and mandatory based on the number entered in field 'Number of authorities whose approval has been obtained'.
	Number of authorities whose approval has been obtained	
	Name of Authority	
	Date of approval (DD/MM/YYYY)	
	Order number	
	<b>Attachments</b>	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	Statement of Assets and Liabilities of the firm duly certified as true and correct by the Chartered Accountant in practice	This field is mandatory field.
	Copy of acknowledgement of latest income tax return	



Field No.	Field Name	Instructions
	List of secured creditors along with their consent to the conversion	This field shall be mandatory in case 'yes' is selected in field number 3 (f) i.e. 'Whether there are any secured creditors'.
	Approval from any regulatory body/authority	This field shall be mandatory in case 'yes' is selected in field number 3 (g) i.e. 'Whether any clearance, approval or permission for conversion of the firm into limited liability partnership is required from any other body/authority'.
	Auditor Certificate	This field is mandatory field.
	Optional attachment(s) - if any	<ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>
	<b>Part B: Statement</b>	Please ensure to select all check boxes.
	<b>To be digitally signed by DIN/DPIN/PAN of the Designated Partner</b>	<ul style="list-style-type: none"> <li>i. Ensure that the webform is digitally signed by the Designated Partner of the LLP.</li> <li>ii. Enter the Designated Partner Identification Number (DIN/DPIN) of Designated Partner or PAN of Designated Partner in case none of the Designated Partners have DIN.</li> </ul>
	<b>Certificate</b>	
	Category	<ul style="list-style-type: none"> <li>i. The webform shall 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 webform.</li> <li>ii. Select the relevant category of the professional and whether he/ she is an associate or fellow.</li> <li>iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.</li> <li>iv. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number</li> </ul>
	Chartered Accountant (in whole-time practice) or Cost Accountant (in whole-time practice) or Company Secretary (in whole-time practice)	
	Whether Associate or Fellow	
	Membership No.	
	Certificate of practice number	
	To be digitally signed by	



### 3.2 Other instructions to fill 'LLP Form 17'

Buttons	Particulars
Choose File	<ul style="list-style-type: none"> <li>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. 17.</li> <li>ii. All the attachments should be uploaded in <b>pdf or .jpg format</b>. The total size of the document being submitted can be up to <b>10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ul>
Remove	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.
Download	The user has an option to download the attached file(s) using the "Download" option provided against each attachment.
Save	<ul style="list-style-type: none"> <li>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.</li> <li>ii. The 'Save' option will be enabled only after the user completely fills in Block 2 of the FiLLiP form.</li> <li>iii. This is an optional field available in the form of Other functionality to the user.</li> <li>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.</li> <li>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul>
Submit	<ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>ii. When the user clicks on the submit button the details filled in the webforms are auto saved and the system verifies all the webforms, incase errors are detected the user will be taken back to the respective webforms and all the relevant error messages shall be displayed.</li> <li>iii. In case at the submission of webforms no errors are detected by the system the submission will be successful.</li> </ul>



## 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

### 4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)
1	Fee for Form 17	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 1 below)	NA

*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#	Contribution Amount (INR)	Normal fee applicable (INR)
1	Up to 1, 00, 000	50
2	More than 1,00,000 up to 5,00,000	100
3	More than 5,00,000 up to 10,00,000	150
4	More than 10,00,000 up to 25,00,000	200
5	More than 25,00,000 Up to 1,00,00,000	400
6	More than 1,00,00,000	600

### 4.3 Processing Type

LLP Form No. 17 shall be processed in Non-STP mode.

### 4.4 Useful links

1. Link to access LLP Form No. 17: <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>
4. Link to access Form FiLLiP: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>



#### 4.5 Rejection codes

To be provided by MCA.