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ABOUT THIS DOCUMENT

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 web form.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing the LLP Form No. 25 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

Pursuant to Section 16 of The Limited Liability Partnership Act, 2008 read with Rule 18 (3) of Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

The webform LLP Form No. 25 aims to simplify the process of filing an application to Registrar of Companies (RoC) for reservation or renewal of name by a Foreign Limited Liability Partnership (FLLP)/ Foreign Company. It may reserve its existing name by which it is registered in the country of its regulation or incorporation on payment of requisite fee; provided that such reservation shall be valid for three years and can be renewed on a fresh application along with payment of fee.

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 as a business user at the MCA portal before filing the webform.
- ✓ Please note that the name reserved is valid for a period of three years. In case a reserved name is required to be renewed, application for renewal is to be filed before the expiry of reservation period (i.e. 3 years) and reservation of the name will be renewed for a further period of 3 years.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN as provided in the form.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC.
- ✓ Please ensure that the SRN of Form 25 which would have been filed previously by the Foreign LLP (FLLP) for reservation of name is valid and approved, in case the FLLP applies for renewal of the name.
- ✓ Please note that in case of resubmission, application of the Form 25 shall be available in the application history of the user and T+30 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.
- ✓ 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 THE LLP FORM NO. 25 APPLICATION

2.1 Application Process for LLP Form No. 25

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services” and further select “E-Filing”

STEP 4: Select “LLP Forms Download”

STEP 5: Navigate to the header “Filing by Foreign LLP's”

STEP 6: Access “Application for reservation or renewal of name by a Foreign Limited Liability Partnership (FLLP) or Foreign Company”

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)²

STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed PDF document on MCA portal

STEP 13: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 14: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 25 through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 8: Affix the DSC

STEP 9: Upload the DSC affixed PDF document on MCA portal

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Application for reservation or renewal of name by a Foreign Limited Liability Partnership (FLLP) or Foreign Company” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters “Name of the FLLP or Foreign Company”.

³ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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STEP 10: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled)

STEP 11: Acknowledgement is generated

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

STEP 3: Access application history through user dashboard

STEP 4: Select Form 25 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)²

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed PDF document on MCA portal⁴

STEP 11: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 12: Acknowledgement is generated

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform as a draft (optional) ²

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed PDF document on MCA portal⁴Error! Bookmark not defined.

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 10: Acknowledgement is generated

⁴ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission including the upload of DSC affixed PDF within 30 days from the date the BO user has sent the SRN back for resubmission

3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

3.1 Specific Instructions to fill ‘LLP Form No. 25’ at Field Level

Instructions to fill the web form ‘LLP Form No. 25’ 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
2	Service request number (SRN) of reservation	<ul style="list-style-type: none"> i. Enter a valid and approved SRN of Form 25 which would have been filed previously by the FLLP for Registration/Renewal that will be used while the FLLP applies for renewal. ii. This field shall be enabled in case ‘Renewal of Reservation’ is selected in field number 1 i.e. ‘This form is for’.
3	Name of the FLLP or Foreign Company	<ul style="list-style-type: none"> i. Name of the FLLP or Foreign Company shall be prefilled based on the SRN entered in field number 2 and shall remain uneditable. ii. In case SRN is not provided in field number 2, the user shall have to enter the name of the Name of the FLLP or Foreign Company manually. iii. Please note that if the name entered in this field already exists in the MCA database a different name is required to be entered.
4	Registered office address or principal place of business address of the FLLP or Foreign Company	<ul style="list-style-type: none"> i. This label and sub fields under it requesting the address details of the entity shall be prefilled in-case SRN is provided in field number 2 and shall remain uneditable. ii. In case SRN is not provided in field number 2, the user shall have to enter the ‘Registered office address or principal place of business address of the FLLP or foreign company’ manually.
5	Name of the applicant	<ul style="list-style-type: none"> i. Name of the applicant shall be prefilled in-case SRN is provided in field number 2 and shall remain uneditable. ii. In case SRN is not provided in field number 2, the user shall have to enter the ‘Name of the applicant’ manually.
6	Address of the applicant	<ul style="list-style-type: none"> i. This label and sub fields under it requesting the address details of the applicant shall be prefilled in-case SRN is provided in field number 2 and shall remain uneditable. ii. In case SRN is not provided in field number 2, the user shall have to enter the ‘Address of the applicant’ manually.
7	Date of incorporation/registration (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Date of incorporation/registration shall be prefilled in-case SRN is provided in field number 2 and shall remain uneditable.

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Field No.	Field Name	Instructions
		ii. In case SRN is not provided in field number 2, the user shall have to enter the 'Date of incorporation/registration' manually.
8	Incorporation or registration number	<p>i. Incorporation or registration number shall be prefilled in-case SRN is provided in field number 2 and shall remain uneditable.</p> <p>ii. In case SRN is not provided in field number 2, the user shall have to enter the 'Incorporation or registration number' manually.</p>
	Attachments	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Certified copy of the authority to submit the application	This attachment is mandatory.
	Certified copy of the incorporation or registration certificate	This attachment shall be mandatory to attach in case option 1 i.e. 'Reservation of Name' is selected in field number 1 i.e. 'This form is for'.
	Optional attachment(s) - if any	<p>i. This field can be used to provide any other information.</p> <p>ii. Please note that the user has an option to upload up to five optional attachments</p>
	To be digitally signed by applicant	This web form should be digitally signed by the applicant.

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3.2 Other instructions to fill ‘LLP Form No. 25’

Buttons	Particulars
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Choose File</div>	<ul style="list-style-type: none"> 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. 25. ii. All the attachments should be uploaded in PDF <i>or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. The user has an option to attach multiple files as attachments within the form.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Remove</div>	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Download</div>	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Save</div>	<ul style="list-style-type: none"> 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. ii. The ‘Save’ option will be enabled only after entering the <i>‘Name of the FLLP or Foreign Company’</i>. iii. This is an optional field. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content; margin: 0 auto;">Submit</div>	<ul style="list-style-type: none"> i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies the webform. Incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Filing For - i. Reservation ii. Renewal of Reservation	Reservation of name - INR 10,000 Renewal of reservation - INR 5,000	NA	NA	NA

Fee payable is subject to changes in pursuance of the Act, or any rule or regulation made, or notification issued thereunder.

4.2 Processing Type

LLP Form No. 25 shall be processed in Non-STP mode.

4.3 Useful links

1. Link to access LLP Form No. 25: <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>