

1) In Version-2 (V2), I am a Registered User and while trying to upgrade to Business User, I am getting PAN validation error. How can this be resolved?

If you are an existing User of Version-2, please login Version-3 (V3) portal with the same credentials and click on "Update Profile" on the top right corner of the screen.

Your First Name, Middle Name, Last Name and Date of Birth, will have an "Edit" option for updating the details.

Once the correct details have been provided, your PAN Validation will be successfully completed with correct Name & Date of Birth.

Reminders:

- Please provide First Name, Middle Name, Last Name in capital letters.

2) I have multiple users ID created in V2 with same email ID? How can I upgrade myself to Business User in V3?

If you have multiple accounts in Version-2 with same email ID, please login Version-3 portal with the same credentials and click on "Update Profile" on the top right corner of the screen.

There is an option to "Edit" your Email ID. Please edit your email ID and provide a new/unique Email ID.

After successful login, the new Email ID will become the Username of such account and the User will be able to login again with updated Email ID (Username) and Password.

Please Note: - User can edit the email only once.

3) There are no values available in the "Area/Locality" field dropdown. How can this be resolved?

While filling any address related information in any form, Users are required to select the 'Country' first before giving any value in 'Pin Code' field. If the country is selected as India, the related Area/Locality of the Pin Code will appear in the dropdown list.

Below is the case where Pin Code was entered before the selection of Country in the Address Section:

(ii) Permanent address

Address Line I: HT MEDIA

Address Line II: KG MARG

Country: India

Pin code / Zip Code: 110001

Area/ Locality: Select here (dropdown menu open)

City: Enter here

District: Enter here

State / UT: Enter here

Jurisdiction of Police Station: Enter here

Phone (with STD/ISD code): Enter here

(iii) Whether present residential address same as permanent residential address
 Yes No

Further, below is the screenshot, where the Country is selected prior to entering the Pin Code detail:

Enter here +91 Enter here

(ii) Permanent address

Address Line I: HT MEDIA

Address Line II: KG MARG

Country: India

Pin code / Zip Code: 110001

Area/ Locality: Select here (dropdown menu open)

City: New Delhi

District: Central Delhi

Jurisdiction of Police Station: Enter here

Phone (with STD/ISD code): Enter here

(iii) Whether present residential address same as p
 Yes No

4) I have selected more than one number of Partners/Designated Partners in Field No. 5 of the FiLLiP Form, however, their related fields of Field No. 6 & 7 have not been regenerated. How should I file the information of the Partners/Designated Partners of the proposed LLP?

While filling the Fillip FORM section 5 please start with select number of partners with desired indicating partners. After entering the number of partners, the particulars of individuals partners having DIN/DPIN will be reflected in the section 6 (a), (b), (C) etc

5 Total number of designated partners and partners of the LLP

(a)	*Number of Designated Partners having valid DIN/DPIN	Enter Here
(b)	*Number of Designated Partners not having valid DIN/DPIN	Enter Here
(c)	*Individuals Having valid DIN/DPIN	Enter Here
(d)	*Individuals Not having valid DIN/DPIN	Enter Here
(e)	*Body corporates and their nominees Having valid DIN/DPIN	Enter Here
(f)	*Body corporates and their nominee not having valid DIN/DPIN	Enter Here
(g)	*Number of Partners other than designated partners having Valid DIN/DPIN	Enter Here
(h)	*Number of Partners other than designated partners not having Valid DIN/DPIN	Enter Here
(i)	*Individuals Having valid DIN/DPIN	Enter Here
(j)	*Individuals Not having valid DIN/DPIN	Enter Here
(k)	*Body corporates and their nominees Having valid DIN/DPIN	Enter Here

6 Particulars of individual designated partners /designated partners who are nominee of body corporate

(A) Particulars of individual designated partners having DIN/DPIN

(i) Basic details of Designated partner

Designated partner identification number (DIN/DPIN)

Name

Whether resident of India Yes No

In case of company seeking conversion

Number of shares held

Paid up value of shares held (in INR)

(ii) Description of contribution

Form of contribution

If 'Other than cash' selected, please specify

Monetary value of contribution (in INR) (in figures)

Monetary value of contribution (in words)

Number of LLP(s) in which he/ she is a partner

Number of company(s) in which he/ she is a director

(B) Particulars of individual designated partners not having DIN/DPIN

(i) Basic details of Designated partner

5) I have selected number of Partners/Designated Partners in Field No. 5 of the FiLLiP Form, however, section 6 is not reflecting the required information

These types of issues usually occur when the system required clearance of cache. Please follow the below steps:

- 1) The Users are required to clear the cache of the system;
- 2) Refresh/ reload the screen of the form;
- 3) Refill the Number of Partner/Designated Partner details in Field 5 of the FiLLiP Form.