



Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Table of Contents

About this Document	2
Part I – Law(s) Governing the eForm	2
Purpose of the eForm.....	2
Part II – Instructions to fill the eForm	3
Specific Instructions to fill the FiLLiP (eForm-2) at Field Level	3
Common Instructions to fill eForm.....	9
Part III - Important Points for Successful Submission	11
Fee Rules	11
Processing Type.....	11
Email	11
Annexure A.....	12
Annexure B.....	14
Annexure C.....	16

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

About this Document

The Instruction Kit has been prepared to help you file eForms with ease. This document provides references to law(s) governing the eForms, instructions to fill the eForm at field level and common instructions to fill all eForms. The document also includes important points to be noted for successful submission.

User is advised to refer instruction kit specifically prepared for each eForm.

This document is divided into following sections:

[Part I – Laws Governing the eForm](#)

[Part II – Instructions to fill the eForm](#)

[Part III – Important Points for Successful Submission](#)

Click on any section link to refer to the section.

Part I – Law(s) Governing the eForm

{In pursuance of Rule 8, Rule 11 and Rule 18 of the LLP Rules, 2009}

Purpose of the eForm

FiLLiP deals with the single application for reservation of name, incorporation of a new LLP and/or application for allotment of DIN/DPIN. This eForm is accompanied by all supporting documents including details of designated partners, partners etc. Once the eForm is processed and found complete, an LLP is registered and LLPIN is allocated. Also DINs/DPINs gets issued to the proposed designated partners/nominee of body corporate designated partners who do not have a valid DIN/DPIN. Maximum 2 designated partners are allowed for using this integrated form for allotment of DIN/DPIN while incorporating an LLP.

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Part II – Instructions to fill the eForm

Specific Instructions to fill the FiLLiP (eForm-2) at Field Level

Instructions to fill the eForm are tabulated below at field level. Only important fields that require detailed instructions to be filled in eForm are explained. Self-explanatory fields are not discussed.

S. No/ Section Name	Field Name	Instructions
	Whether name is already approved by Registrar of Companies	In case LLP name is already approved via RUN-LLP service, select option 'Yes' and mention the SRN of such approved form.
2	(a) New Incorporation / Conversion	Shall be pre-filled based on the SRN of RUN-LLP entered above. Else need to be entered.
	(b) CIN	Shall be pre-filled based on the SRN of RUN-LLP entered above in case of Conversion of private company/unlisted public company into LLP. Else need to be entered.
3	Address of registered office of the LLP	Enter the complete Registered office Address along with email id of the Proposed LLP
4	Name of the office of Registrar in which the proposed LLP is to be registered	Select the Registrar of the State in which the proposed LLP is going to be registered.
5,6	<ul style="list-style-type: none"> Business activities to be carried out by the LLP on incorporation, Based on business activities... of the LLP as per NIC-2004 	<ul style="list-style-type: none"> Provide Details of the Business Activities proposed to be carried out by the LLP. Also provide a valid main division code as per the details of business activities provided
7	(a) Total number of designated partners (individual + nominees of bodies corporate)	Enter the number of individual and nominees of bodies corporate as designated partners of the proposed LLP. The number shall be divided in two categories of having or not having valid DIN/DPIN. Based on the number entered in the table, blocks for entering the details of designated partners shall be displayed.
	Number of individual designated partners: Having valid DIN/DPIN	Enter the number of individual designated partners having valid DIN/DPIN and accordingly the blocks will be generated in field 7 (b) with limited information to be entered.

Instruction Kit for eForm FiLLiP

(Form for incorporation of Limited Liability Partnership)

		Number of individual designated partners: Not having valid DIN/DPIN	Enter the number of individual designated partners not having valid DIN/DPIN and accordingly the blocks will be generated in field 7 (b) with detailed information of such designated partners for allotment of DIN/DPIN.
		Number of designated partners who are nominees of bodies corporate: Having valid DIN/DPIN	Enter the number of designated partners who are nominees of bodies corporate having valid DIN/DPIN and accordingly the blocks will be generated in field 7 (c) to enter information related to body corporate and such limited information to be entered with respect to their nominees having DIN/DPIN.
		Number of designated partners who are nominees of bodies corporate: Not having valid DIN/DPIN	Enter the number of designated partners who are nominees of bodies corporate not having valid DIN/DPIN and accordingly the blocks will be generated in field 7 (c) to enter information related to body corporate and such detailed information with respect to their nominees for allotment of DIN/DPIN. Note: The sum of number of individual designated partners not having valid DIN/DPIN and number of nominee of body corporate designated partner not having valid DIN/DPIN shall be less than or equal to 2.
		Total number of Partners (individual + body corporate)	Enter the number of individual and bodies corporate as partners of the proposed LLP. The number shall be divided in two categories of having or not having valid DIN/DPIN. Based on the number entered in the table, blocks for entering the details of partners shall be displayed.
		Number of individual partners: Having valid DIN/DPIN	Enter the number of individual partners and accordingly the blocks will be generated in field 7 (d) with information of such partners. Once DIN is entered, relevant fields are auto-filled.
		Number of individual partners: Not having valid DIN/DPIN	Enter the number of individual partners and accordingly the blocks will be generated in field 7 (d) with information of such partners. The partners may enter PAN/ Passport Number and provide all relevant details in the form. In case of PAN, verification of the PAN entered is must.
		Number of bodies corporate partners: Having valid DIN/DPIN	This is a disabled field.
		Number of bodies corporate partners:	Enter the number of body corporate partners and accordingly the blocks will be generated in field 7 (e)

Instruction Kit for eForm FiLLiP

(Form for incorporation of Limited Liability Partnership)

		Not having valid DIN/DPIN	with information of such body corporate partners and their nominees. The nominees of body corporate partners may enter PAN / Passport Number and provide all relevant details in the form. In case of PAN, verification of the PAN entered is must.
8		Particulars of the proposed or approved name	Enter the particulars of the proposed name. In case of name already approved via RUN-LLP , the same gets pre-filled based on the SRN entered.
9		Whether the proposed name is based on a trademark registered or is subject matter of an application pending for registration under the Trade Marks Act	In case name is not already approved through RUN-LLP , enter whether the proposed name is in resemblance with any class of Trade Mark Rules, 2002. If the proposed name is based on a registered trademark or is subject matter of an application pending for registration under the Trade Marks Act, then approval shall be attached of such owner of the registered trademark or the applicant of such trade mark for which application for registration is pending.
10		Total monetary value of contribution by partners in the LLP (in figures)	Enter the total monetary value of contribution by all the partners/ designated partners of the LLP. In case of company seeking conversion, contribution should be same as total paid up value of share capital of the company.
11		Whether addendum to FiLLiP is required to be filed (refer instruction kit for details)	Select whether addendum to FiLLiP is required to be filed or not. Addendum to FiLLiP shall be required to be filed in the following scenarios: <ul style="list-style-type: none"> • In case the number of partners/ designated partners exceed the maximum number as allowed in the eForm i.e. 200. • In case details of all the designated partners or partners cannot be provided in this form due to the size of the attachments. • If Yes is selected, then please fill the addendum and upload the same along with FiLLiP as linked form.
Attachments			
1		Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body	Mandatory in case the proposed LLP has one or more body corporate as partners or their nominees as designated partners.

Instruction Kit for eForm FiLLiP

(Form for incorporation of Limited Liability Partnership)

		<p>corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body</p> <p>corporate also on a letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf.</p>	
2		Proof of address of registered office of LLP.	Mandatory in all cases
3		Subscribers' sheet including consent.	Mandatory in all cases
4		In principle approval of regulatory authority, if required.	If the proposed name includes words which require approval of regulated authorities, the attachment becomes mandatory.
5		Detail of LLP(s) and/ or company(s) in which partner/ designated partner is a director/ partner.	Mandatory in case partner or designated partner is also a director or partner in any other company or LLP
6		Approval of the owner of the trademark or the applicant of such application for registration of Trademark;	If the proposed name is based on a registered trademark or is subject matter of an application pending for registration under the Trade Marks Act, then it is mandatory to attach the copy of approval of the owner.
7		Copy of approval in case the proposed name contains any word(s) or expression(s) which requires approval from central government;	Mandatory to attach the copy of approval in case the proposed name consists of any 'Prohibited words under The Emblems And Names (Prevention Of Improper Use) Act, 1950'.
8		Copy of approval from the competent authority in case of collaboration and connection with the	If the proposed name contains any word which implies a collaboration and/or connection with a foreign country or place then it is mandatory to attach the copy of approval of such competent authority.

Instruction Kit for eForm FiLLiP

(Form for incorporation of Limited Liability Partnership)

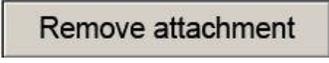
		foreign country or place	
9		Proof of identity and address of Applicant I	In case DIN / DPIN is to be allotted to designated partners through FiLLiP form, proof of identity and address needs to be attached here.
10		Proof of identity and address of Applicant II	In case DIN / DPIN is to be allotted to designated partners through FiLLiP form, proof of identity and address needs to be attached here.
11		Copy of Board resolution of the existing company or consent of existing LLP as a proof of no objection	In case the proposed name is identical with any existing company or existing LLP, proof of no objection shall be mandatory to be attached.
12		Optional attachment(s) - if any	Any other information can be provided as an optional attachment.
Verification		To the best of my knowledge and belief, the information given in this form and its attachments is correct and complete. I further confirm that the proposed name is not undesirable, identical or too nearly resembles to that of any other partnership firm or limited liability partnership or body corporate or a registered trade mark or a trade mark which is subject of an application for registration of any other person under the Trade Marks Act, 1999.	Verification is mandatory in case the name has not already been approved by Registrar of Companies through RUN-LLP .
To be digitally signed by		DSC	Ensure that the eForm is digitally signed by the proposed designated partner. Please note that even if none of the proposed designated partners have a valid DIN/DPIN, then also the form can be digitally signed by the proposed

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

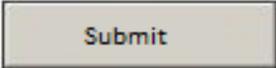
		<p>designated partner after associating his / her DSC on the MCA21 system.</p> <p>The person should have registered his/her DSC with MCA by using the following link (www.mca.gov.in). If not already register, then please register before signing this form.</p>
	<p>DIN or Income-tax PAN or Membership number</p>	<ul style="list-style-type: none"> • In case the person digitally signing the eForm is a Designated partner: <ul style="list-style-type: none"> - If any of the proposed designated partner has a valid DIN/DPIN – It is then mandatory to enter the approved DIN/DPIN. - If none of the proposed designated partners have a DIN/DPIN – Enter the Income Tax PAN associated with the DSC of any of the proposed designated partners while associating DSC on MCA21 system. • In case the person digitally signing the eForm as a designated partner is a practicing CA/CS/CWA <ul style="list-style-type: none"> - Enter valid membership number while associating DSC. A Professional who is signing FiLLiP as a designated partner, cannot again Sign the same form as a Professional. <p>In case the person digitally signing the eForm is an Advocate- Enter valid PAN while associating DSC on MCA 21 system.</p>

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Common Instructions to fill eForm

Buttons	Particulars
<p>Pre-Fill</p> 	<p>The Pre-fill button can appear more than once in an eForm. The button appears next to a field that can be automatically filled using the MCA database.</p> <p>Click this button to populate the field.</p> <p>Note: You are required to be connected to the Internet to use the Pre-fill functionality.</p>
<p>Attach</p> 	<p>Click this document to browse and select a document that needs to be attached to the eForm. All the attachments should be scanned in pdf format. You have to click the attach button corresponding to the document you are making an attachment.</p> <p>In case you wish to attach any other document, please click the optional attach button.</p>
<p>Remove Attachment</p> 	<p>You can view the attachments added to the eForm in the List of attachment field.</p> <p>To remove any attachment from the eForm, select the attachment in the List of attachment field and click the Remove attachment button.</p>
<p>Check Form</p> 	<ol style="list-style-type: none"> 1. Click the Check Form button after, filling the eForm. System performs form level validation like checking if all mandatory fields are filled. System displays the errors and provides you an opportunity to correct errors. 2. Correct the highlighted errors. 3. Click the Check Form button again and. system will perform form level validation once again. On successful validations, a message is displayed "Form level pre scrutiny is successful". <p>Note: The Check Form functionality does not require Internet connectivity.</p>
<p>Modify</p> 	<p>The Modify button is enabled, after you have checked the eForm using the Check Form button.</p> <p>To make changes to the filled and checked form:</p> <ol style="list-style-type: none"> 1. Click the Modify button. 2. Make the changes to the filled eForm. 3. Click the Check Form button to check the eForm again.

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Buttons	Particulars
<p>Pre scrutiny</p> 	<ol style="list-style-type: none"> 1. After checking the eForm, click the Pre-scrutiny button. System performs some checks and displays errors, if any. 2. Correct the errors. 3. Click the Pre-scrutiny button again. If there are no errors, a message is displayed “No errors found.” <p>The Pre-scrutiny functionality requires Internet Connectivity. Please attach signatures before clicking on Pre-scrutiny.</p>
<p>Submit</p> 	<p>This button is disabled at present.</p>

Part III - Important Points for Successful Submission

Fee Rules

S. No.	Purpose of the form	Fee applicable
1.	FiLLiP	The LLP (Registration offices and Fees) Rules - Annexure C

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

Processing Type

The eForm will be processed in **Non-STP** mode.

Email

When the eForm is processed and DIN/DPIN is generated, an acknowledgement email of DIN/DPIN generation is sent to the designated partner. Further Certificate of Incorporation will also be sent on the mail ID of the LLP as specified in the application form mentioning the LLPIN of the LLP.

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Annexure A

List of main division of business activity to be carried out in India

Sl. No.	Categories	Division (Codes)
1.	Agriculture and Allied Activities	Agriculture, Hunting and related Service activities (01); Forestry, logging and related Service activities(02); Fishing, Operation of fish hatcheries and fish farms; Service activities incidental to fishing (05)
2.	Mining & Quarrying	Mining of coal and lignite, extraction of peat (10); Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying (11); Mining of uranium and thorium ores (12); Mining of metal ores (13); Other Mining and Quarrying (14)
3.	Manufacturing (Food stuffs)	Manufacture of food products and beverages (15); Manufacture of tobacco products (16)
4.	Manufacturing (Textiles)	Manufacture of textiles (17); Manufacture of wearing apparel, dressing and dyeing of fur (18)
5.	Manufacturing (Leather & products thereof)	Tanning and dressing of leather, manufacture of luggage handbags, saddlery & harness and footwear (19)
6.	Manufacturing (Wood Products)	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plating materials (20)
7.	Manufacturing (Paper & Paper products; Publishing, printing and reproduction of recorded media)	Manufacture of paper and paper products (21); Publishing, printing and reproduction of recorded media (22)
8.	Manufacturing (Metals & Chemicals, and products thereof)	Manufacture of coke, refined petroleum products and nuclear fuel (23); Manufacture of chemicals and chemical products (24); Manufacture of rubber and plastic products (25); Manufacture of other non-metallic mineral products (26); Manufacture of basic metals (27); Manufacture of fabricated metal products, except machinery and equipment (28)
9.	Manufacturing (Machinery & Equipments)	Manufacture of machinery and equipment n.e.c (29); Manufacture of office, accounting and computing machinery (30); Manufacture of electrical machinery and apparatus n.e.c (31); Manufacture of radio, television and communication equipment and apparatus (32); Manufacture of medical, precision and optical instruments,

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

		watches and clocks (33); Manufacture of motor vehicles, trailers and semi-trailers (34); Manufacture of other transport equipment (35)
10.	Manufacturing (Others)	Manufacture of furniture; manufacturing n.e.c (36); Recycling (37)
11.	Electricity, Gas & Water companies	Electricity, gas, steam and hot water supply (40); Collection, purification and distribution of water (41)
12.	Construction	Construction (45)
13.	Trading	Sale, maintenance and repair of motor vehicles and motor cycles; retail sale of automotive fuel (50); Wholesale trade and commission trade, except of motor vehicles and motorcycles (51); Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods (52); Hotels and Restaurants (55)
14.	Transport, storage and Communications	Land transport; transport via pipelines (60); Water Transport (61); Air Transport (62); Supporting and auxiliary transport activities, activities of travel agencies (63); Post and telecommunications (64)
15.	Finance	Financial intermediation, except insurance and pension funding (65); Activities auxiliary to financial intermediation (67)
16.	Insurance	Insurance and pension funding, except compulsory social security (66)
17.	Real Estate and Renting	Real estate activities (70); Renting of machinery and equipment without operator and of personal and household goods (71)
18.	Business Services	Computer and related activities (72); Other Business Activities (74)
19.	Community, personal & Social Services	Research and Development (73); Public Administration and Defence, compulsory social security (75); Education (80); Health and Social Work (85); Sewage and refuse disposal, sanitation and similar activities (90); Activities of membership organizations n.e.c. (91); Recreational, cultural and sporting activities (92); Other Service activities (93); Activities of private households as employers of domestic staff (95);

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Annexure B

Rule 8:

1. For the purposes of sub-section (4) of section 7, the particulars of an individual who has given his consent to act as designated partner shall be filed in Form 4 along with fee as mentioned in Annexure 'A'
 - a. [Provided that in case of incorporation, the individual who has given consent to act as partner or designated partner shall file consent in Form FiLLiP along with fee as mentioned in Annexure 'A']

Rule 11:

1. For the purposes of section 11, the incorporation document shall be filed in Form FiLLiP with the Registrar having jurisdiction over the State in which the registered office of the limited liability partnership is to be situated along with the fee as mentioned in Annexure 'A':

Provided that if an individual required to be appointed as designated partner does not have a DPIN or DIN, application for allotment of DPIN shall be made in Form FiLLiP:

Provided further that the application for allotment of DPIN shall not be made by more than two individuals in Form FiLLiP:

Provided also that where an applicant had applied for reservation of name under rule 18 in Form RUN-LLP and which has been approved, he may fill the reserved name as the proposed name of limited liability partnership.

- (1) (a) Where the Registrar, on examining Form FiLLiP, finds that it is necessary to call for further information or finds such application or document to be defective or incomplete in any respect, he shall give intimation to the applicant to remove the defects and re-submit the e-form within fifteen days from the date of such intimation given by the Registrar.
 - (b) After re-submission of the document, if the Registrar still finds that the document is defective or incomplete in any respect, he shall give one more opportunity of fifteen days time to remove such defects or deficiencies:

Provided that the total period of re-submission of documents shall not exceed thirty days.

- (2) The Certificate of Incorporation of limited liability partnership shall be issued by the Registrar in Form 16.”;

Instruction Kit for eForm FiLLiP
(Form for incorporation of Limited Liability Partnership)

Rule 18:

1. The name of the limited liability partnership shall not be one prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950.
2. A name shall not generally be reserved, if—
 - i. it includes any word or words which are offensive to any section of the people;
 - ii. the proposed name is the exact Hindi or English translation of the name of an existing limited liability partnership in English or Hindi, as the case may be;
 - iii. the proposed name has a close phonetic resemblance to the name of a LLP in existence, for example, J.K. LLP, Jay Kay LLP;
 - iv. it includes the word Co-operative, Sahakari or the equivalent of word 'co-operative' in the regional languages of the country;
 - v. it connotes the participation or patronage of the Central or State Government, unless circumstances justify to, e.g., a name may be deemed undesirable in certain context if it includes any of the words such as National, Union, Central, Federal, Republic, President, Rashtrapati, etc.;
 - vi. the proposed name contains the words 'British India';
 - vii. the proposed name implies association or connection with any Embassy or Consulate or of a foreign government which suggests connection with local authorities such as Municipal, Panchayat, Zila Parishad or any other body connected with the Union or State Government;
 - viii.
 - ix. it is different from the name or names of the existing limited liability partnership only to the extent of having the name of a place within brackets before the word 'limited liability partnership', for example, Indian Press (Delhi) LLP should not be allowed in view of the existence of the LLP named Indian Press LLP:
 - i. [Provided that the name shall be reserved, in case the "No Objection Certificate" is granted by the registered Limited Liability Partnership or company, as the case may be;]
 - x. it includes name of registered Trade mark, unless the consent of the owner of the trade mark has been produced;
 - xi. the proposed name is identical with or too nearly resembles the name of a firm or LLP or company incorporated outside India and reserved by such firm, LLP or company with the registrar in accordance with these rules;
 - xii. it is identical with or too nearly resembles the name of the limited liability partnership or a company in liquidation or it is identical with or too nearly resembles names of the LLP or a company which is struck off, up to the period of 5 years;
 - xiii. it includes words like 'Bank', 'Insurance', and 'Banking', 'Venture capital' or 'mutual fund' or business activity includes the words like 'Bank', 'Insurance', and 'Banking', 'Venture capital' or 'mutual fund' or such similar names without the approval of regulatory authority:
 - i. [Provided that the approval of regulatory authority shall be obtained at the time of application for incorporation or change of name of an existing Limited Liability Partnership, as the case may be;]

Instruction Kit for eForm FiLLiP

(Form for incorporation of Limited Liability Partnership)

- xiv.
 - xv. the proposed name includes words like French, British, German etc., unless the partners satisfy that there is some form of collaboration and connection with the foreigners of that particular country or place, the name of which is incorporated in the name;
 - xvi. the proposed name of limited liability partnership includes the words company secretary, chartered accountant, advocates or such similar words as indicative of a profession, as part of the proposed name, the same shall be allowed only after obtaining approval from the Council governing such profession or such authority as may be nominated by the Central Government, in this behalf:
 - i. [Provided that the approval of the council governing the profession shall be obtained at the time of application for incorporation or change of name of an existing Limited Liability Partnership, as the case may be.]
3. A foreign LLP or a foreign company may on payment of fee as mentioned in Annexure 'A', apply in Form 25 to the Registrar for reserving its existing name by which it is registered in the country of its regulation or incorporation: ⁴[Provided that such reservation shall be valid for three years but may be renewed on a fresh application along with payment of fee as provided in Annexure 'A'.]
 4. An application for reservation of name with which the proposed limited liability partnership is to be registered or for change of name, as the case may be, shall be made to the Registrar having jurisdiction where the registered office of the limited liability partnership is to be situate.
 5. Every such application shall be made through the web-service, **RUN-UP**, available at www.mca.gov.in and be accompanied by fee as mentioned in Annexure 'A', which may either be approved or rejected, as the case may be, by the Registrar after allowing a re-submission of such application within fifteen days for rectification of defects.
 6. Where the Registrar informs applicant about reservation of name with which the LLP is to be registered or changed name, as the case may be, such name shall be available for reservation for a period of three months from the date of intimation by the Registrar.

Annexure C

1. Fee liable to be paid along with the FiLLiP form is mentioned as follows:

S. No.	Contribution Value in INR	Fee Payable in INR
1.	Up to 1, 00, 000	500/-
2.	More than 1,00,000 up to 5,00,000	2,000/-
3.	More than 5,00,000 up to 10,00,000	4,000/-
4.	More than 10,00,000	5,000/-

[Back](#)