

**Statutory Compliance Calendar of  
Limited Liability Partnership  
as per LLP Act, 2008 and  
Rules thereunder**



**Corporate Laws & Corporate Governance Committee  
The Institute of Chartered Accountants of India**  
*(Set up by an Act of Parliament)*  
**New Delhi**

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First Edition : January, 2021  
Committee/Department : Corporate Laws & Corporate Governance Committee  
E-mail : [clcg@icai.in](mailto:clcg@icai.in)  
Website : [www.icai.org](http://www.icai.org)  
Price : Rs 120/-  
ISBN No : 978-81-8441-

Published by : The Publication Department on behalf of the Institute of Chartered Accountants of India, ICAI Bhawan, Post Box No. 7100, Indraprastha Marg, New Delhi - 110 002.

## Foreword

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The Parliament of India enacted the Limited Liability Partnership (LLP) Act, 2008 to introduce a special corporate business vehicle that allows its members to have the flexibility of organising their internal structure as a partnership and also provides the benefits of limited liability as availed by Companies. With these special features, the Limited Liability Partnership is considered as a cost effective, smooth, innovative and a flexible business model, therefore many existing private limited companies and partnership firms are taking initiatives to get themselves converted into LLPs.

Once incorporated or converted as LLP, it has to adhere to the provisions of the LLP Act and Rules framed thereunder and comply with the filings with the Registrar of Companies (ROC). The need was felt for guidance on the various compliance procedures relating to filing of various documents and e-forms relating to LLP.

In this regard, the Institute of Chartered Accountants of India (ICAI) through its Corporate Laws & Corporate Governance Committee (CL&CGC) is bringing this "Statutory Compliance Calendar of LLP, as per Limited Liability Partnership Act, 2008 and Rules thereunder" to provide detailed guidance on the procedural aspects relating to filing of various forms.

I appreciate the Corporate Laws & Corporate Governance Committee (CL&CGC) in bringing this publication which I hope will be very useful for our members. I extend my sincere appreciation to CA. Chandrashekhar V. Chitale, Chairman, CA. Durgesh Kabra, Vice-Chairman and other members of the Corporate Laws & Corporate Governance Committee to bring out this important publication at this point of time.

I am sure that the members and other interested readers would find the publication immensely useful.

**CA. Atul Kumar Gupta**  
President, ICAI

Date: 05<sup>th</sup> January, 2021

# Preface

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Limited Liability Partnership is a hybrid form of structure where features of partnership and the companies are combined together. With changing times, this form of structure is seen as more advantageous to begin their organization due to the smooth and cost effective compliances.

The Ministry of Corporate Affairs is the administrative authority to supervise the LLP Act, 2008 and it mandates the LLP incorporated in India to file certain documents with the Registrar of Companies every year. All these compliances are monitored by the MCA through its robust e-filing system. Failure to comply with the provisions of the acts and rules could result in huge penalties or prosecution for the LLP or its partner or designated partner.

The impact of COVID-19 has hit hard the whole nation and considering the difficulties faced by the stakeholders MCA has time to time provided many relaxations to the Limited Liability Partnership

Following the importance accorded to the LLP form of structure, its various timelines to file documents and e-form and further relaxations in such timelines provided by the MCA due to COVID-19, the Corporate Laws & Corporate Governance Committee decided to bring out a Statutory Compliance Calendar of Limited Liability Partnership, as per the LLP Act, 2008 and Rules thereunder.

The publication has been designed in a simple way to assist and guide our members and fellow professionals, enabling them to file various forms relating to LLP without any external consultation and educating them on the practical aspects of the law.

In this connection we take this opportunity in thanking the President of ICAI, CA. Atul Kumar Gupta and Vice President, CA. Nihar Niranjana Jambusaria for bringing out this publication. We profoundly thank CA. Sarika Singhal, Secretary to the Committee and team members Ms Seema Jangid, CA Deepa Agarwal and CA Nikita Aggarwal to prepare this publication.

It is believed that efforts taken by the Corporate Laws & Corporate Governance Committee will serve as a valuable asset for all the professionals and the members of the industries and other stakeholders.

**CA. Chandrashekhar Vasant Chitale**  
Chairman,  
Corporate Laws & Corporate  
Governance Committee, ICAI

**CA. Durgesh Kumar Kabra**  
Vice-Chairman,  
Corporate Laws & Corporate  
Governance Committee, ICAI

Date: 28<sup>th</sup> December, 2020

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# Chapter-I

## Background/ Introduction

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The Limited Liability Partnership Act, 2008 and the Rules made thereunder cast liability on the LLP and its Designated Partner to file various forms with the Registrar within the given timelines.

The compliances (in respect of forms) are divided into various situations such as:

- a) Annual filing compliances
- b) Incorporation Based compliances
- c) General Event Based compliances
- d) Special Event Based compliances
- e) Compliances relating to Foreign LLP

Each of these compliances have been elaborated.

All the requirements of the forms have been detailed as per the following parameters:

1. Purpose
2. Reference to the Law governing the e-form
3. Due date of filing the e-form
4. Change in timelines due to COVID-19
5. Enclosures to be made
6. DSC requirement
7. Certification Requirement
8. Procedural requirement
9. Procedure to upload belated forms
10. Fees payable
11. Consequences for delay.

**Chapter-II**

**List of forms required to be filed  
as per LLP Act, 2008 and rules  
thereunder**

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**A. Annual Filing Forms**

- a. Form-8 i.e. Statement of Accounts and Solvency
- b. Form-11 i.e. Annual Return of LLP

**B. Forms for Incorporation of LLP**

- a. Form-RUN-LLP i.e. Reservation of name for new LLP/ already incorporated LLP for change of name
- b. Form-FiLLiP i.e. LLP incorporation form
- c. Form-3 i.e. Information with regard to limited liability partnership agreement and changes, if any, made therein

**C. General Event Based Forms**

- a. Form-4 i.e. Notice of appointment, cessation, change in name/ address/designation of a designated partner or partner. and consent to become a partner/designated partner
- b. Form-5 i.e. Notice for change of name
- c. Form-12 i.e. Form for intimating other address for service of documents
- d. Form-15 i.e. Notice for change of place of registered office
- e. Form DIR-3 i.e. Application for allotment of Director Identification Number
- f. Form DIR-6 i.e. Intimation of change in particulars of Director to be given to the Central Government

**D. Special Event Based Forms**

- a. Form-17 i.e. Application and statement for conversion of a firm into Limited Liability Partnership (LLP)
- b. Form-18 i.e. Application and Statement for conversion of a private company/ unlisted public company into limited liability partnership (LLP)
- c. Form-23 i.e. Application for direction to Limited Liability Partnership (LLP) to change its name to the Registrar
- d. Form-24 i.e. Application to the Registrar for striking off name
- e. Form-31 i.e. Application for compounding of an offence under the Act
- f. Form-22 i.e. Notice of intimation of Order of Court/ Tribunal/CLB/ Central Government to the Registrar

**E. Forms to be filed by Foreign LLP**

- a. Form-25 i.e. Application for reservation/ renewal of name by a Foreign Limited Liability Partnership (FLLP) or Foreign Company
- b. Form-27 i.e. Form for registration of particulars by Foreign Limited Liability Partnership (FLLP)
- c. Form-28 i.e. Return of alteration in the incorporation document or other instrument constituting or defining the constitution; or the registered or principal office; or the partner or designated partner of limited liability partnership incorporated or registered
- d. Form-29 i.e. Notice of (A) alteration in the certificate of incorporation or registration; (B) alteration in names and addresses of any of the persons authorised to accept service on behalf of a foreign limited liability partnership (FLLP) (C) alteration in the principal place of business in India of FLLP (D) cessation to have a place of business in India

## Chapter-III

# Detailed Description of each of the Annual Filing Forms

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Details of each of the forms required to be filed is given below:

### **A. Form-8 (Statement of Accounts and Solvency)**

#### **1. Purpose**

This form is applicable for filing details w.r.t “Annual” and “Interim” Statement of Accounts and Solvency (SAS). The “Annual” SAS is mandatorily required to be filed as per the requirement of the LLP law, whereas the “Interim” SAS can be filed on the discretion of LLP.

In case of “Annual” SAS, the information to be provided should be as on 31<sup>st</sup> March of the year for which the statement is being filed. Whereas, In the case of “Interim” SAS, the details w.r.t creation/modification/satisfaction as the case may be, has to be filed.

#### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to sec-34 read with rule 24 of the LLP Rules, 2009.

Extract of the law for the reference is given below:

Section 34(3)- *“Every limited liability partnership shall file within the prescribed time, the Statement of Account and Solvency prepared pursuant to sub-section (2) with the Registrar every year in such form and manner and accompanied by such fees as may be prescribed.”*

Rule 24(4)- *“For the purposes of sub-section (3) of section 34, every limited liability partnership shall file the Statement of Account and Solvency in Form 8 with the Registrar, within a period of thirty days from the end of six months of the financial year to which the Statement of Account and Solvency relates.*

***Provided that*** *if a limited liability partnership has closed the financial year on the 31st March, 2011, it shall file the Statement of Account and Solvency in Form 8 with the Registrar, within a period of sixty days from the end of six*

## **Detailed Description of each of the Annual Filing Forms**

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*months of the financial year to which the Statement of Account and Solvency relates.”*

### **3. Due date of filing the e-form**

The due date to file e-form 8 for FY 2019-20 is 30th October 2020, i.e. within 30 days from the end of six months of the financial year.

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

The statement of account and solvency for the financial year 2019-20 which has been signed beyond the period of six months from the end of financial year but not later than 30<sup>th</sup> November 2020 will not be deemed as non-compliance.

### **5. Enclosures to be made**

The Enclosures of the form will depend upon; which radio button has been selected. In case “Annual” radio button has been selected in the e-form, following enclosures are required to be made:

- Disclosure under Micro, Small and Medium Enterprises Development Act, 2006 (Mandatory)
- In case contingent liabilities exists; Statement of contingent liabilities to be attached
- Any other information can be provided as an optional attachment

And In case of “Interim” radio button has been selected in the e-form, following enclosures are required to be made:

- Instrument(s) of creation or modification of charge is a mandatory attachment in case of creation or modification of charge
- In case of acquisition of property, already subjected to charge; instrument evidencing creation or modification of charge is a mandatory attachment in case of creation or modification of charge
- In case of joint charge and consortium finance; particulars of other charge holders should be attached

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- Letter of charge holder stating that the amount has been satisfied (Mandatory in case of satisfaction of charge)
- Any other information can be provided as an optional attachment.

### **6. DSC requirement**

In case “Annual” radio button has been selected in the e-form, DSC of 2 Designated partners of LLP or Authorized Representatives of FLLP shall be required.

And in case “Interim” radio button has been selected in the e-form, DSC of Charge Holder, Designated Partner in case of LLP and Authorised Representative in case of Foreign LLP shall be required.

However, if the charge is modified in favor of the asset reconstruction company (ARC) or assignee then DSC of ARC or assignee shall be affixed, and DSC of DP or Authorised Representative shall be optional in such a case.

### **7. Certification requirement**

In case total turnover of the LLP/ FLLP exceeds Rs. 40 lakhs or partner’s obligation of contribution exceeds Rs. 25 lakhs then certification by auditor of the LLP/ FLLP shall be required.

Whereas, in cases other than above this form needs to be certified by Designated Partner in case of LLP and by authorized Representative in case of FLLP and shall be additionally certified by a practicing professional i.e. Chartered Accountant/ Company Secretary /Cost Accountant.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 8 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded form for your records.

## Detailed Description of each of the Annual Filing Forms

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between Rs 50 to Rs 200.

The fees shall be:

- a) Rs 50/- if the contribution of the LLP does not exceed Rs 1 Lakh,
- b) Rs 100/- if the contribution of the LLP exceeds Rs 1 Lakh but does not exceed Rs 5 Lakhs,
- c) Rs 150/-if the contribution of the LLP exceeds Rs 5 Lakhs but does not exceed Rs 10 Lakhs,
- d) Rs 200/-if the contribution of the LLP exceeds Rs 10 Lakhs

And fees for filing Form-8 by FLLP is INR 1000/-

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **B. Form-11 (Annual Return of Limited Liability Partnership)**

### **1. Purpose**

This form is for filing annual return of LLP with the Registrar. This form is required to be filed every year within 60 days of closure of its financial year

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to Section 35(1) read with rule 25(1) of the LLP Rules, 2009

Extract of the law is stated below:

*Section 35(1)- "Every limited liability partnership shall file an annual return duly authenticated with the Registrar within sixty days of closure of its financial year in such form and manner and accompanied by such fee as may be prescribed"*

*Rule 25(1)- "For the purpose of sub-section 1 of section 35, every Limited Liability Partnership shall file an annual return with the Registrar in Form-11"*

### **3. Due date of filing the e-form**

The due date to file e-form 11 for FY 2019-20 is 30<sup>th</sup> May 2020, i.e. within 60 days of closure of financial year.

### **4. Change in timelines due to COVID-19**

The timeline to file the e-form 11 for FY 2019-20 and for previous belated e-form 11 which has not yet been filed, has been extended upto 31st December 2020 as per Ministry's General Circular No- 31/2020 dated 28th September 2020.

### **5. Enclosures to be made**

The following Enclosures are required to be made to the form-11:

- Details of LLP and/ or company in which partner/ designated partner are a director/ partner (It is mandatory to attach this detail in case any partner/ DP is a partner in any LLP and/ or director in any company)
- Any other information can be provided as an optional attachment

## Detailed Description of each of the Annual Filing Forms

### **6. DSC requirement**

The e-form needs to be digitally signed by a designated partner (DP) of the LLP.

### **7. Certification requirement**

The e-form 11 shall be certified by a DP in case total obligation of contribution of partners of the LLP does not exceed INR 50 lakhs and turnover of LLP does not exceed INR. 5 crores.

And if any of the above limit exceeds the threshold then the e-form needs to be certified by a Company Secretary in whole-time practice.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 11 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded form for your records.

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,

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d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

And in case, the LLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees shall be payable.

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **C. Form-RUN-LLP (Reservation of name for new LLP/already incorporated LLP for change of name)**

### **1. Purpose**

The Form RUN-LLP stands for Reserve Unique Name-LLP. It is a web-based service, available at the MCA official website after login.

This form is required to be filed for name reservation of a LLP, in case of incorporation of a Limited Liability Partnership, or where firm/company is desirous of being converted into LLP, and in case of change of name of an already incorporated LLP.

The form allows maximum 2 proposed names to be submitted, out of which one name would be reserved based on the availability, preference and subject to other conditions.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to Section 16(1) and rule 18(5) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 16(1)- *“A person may apply in such form and manner and accompanied by such fee as may be prescribed to the Registrar for the reservation of a name set out in the application as—*

- a) the name of a proposed limited liability partnership; or*
- b) the name to which a limited liability partnership proposes to change its name.”*

Rule 18(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 situated.”*

Rule 18(5)- *“Every such application shall be made through the web service, **RUN-LLP**, available at [www.mca.gov.in](http://www.mca.gov.in) and be accompanied by fee as mentioned in Annexure 'A' (as mentioned in the Fees Payable below), 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.”*

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

### **3. Due date of filing the e-form**

Not Applicable

### **4. Change in timelines due to COVID-19**

Not Applicable

### **5. Enclosures to be made**

To reserve the proposed name of LLP, following enclosures are required to be made to the e-form FiLLiP:

- Sectoral Regulatory approvals (Mandatory, if proposed name(s) include such a word which requires approval of regulated authorities)
- No-Objection certificate (Mandatory, if proposed names is based on a registered trade mark or is a subject matter of an application pending for registration under the Trade Marks Act)
- Any other required information/document.

**Note:** This form allows only one file to be attached, therefore in case of multiple documents/attachments all the files should be scanned together as a single file which should not exceed 6MB.

### **6. DSC requirement**

This form does not require to be digitally signed.

### **7. Certification requirement**

No certification is required for this form

### **8. Procedural Requirements**

To incorporate a LLP, first and foremost the LLP is required to get its name reserved through this form, and thereafter apply for incorporation of LLP through FiLLiP. Alternatively, the LLP can directly apply through incorporation and name reservation through FiLLiP.

Also, conversion from firm/company into LLP and change of name of already existing LLP requires prior reservation of name through filling the form RUN-LLP. However alternative option as referred above is not applicable in such cases.

In case the name is reserved through this form, the procedure is as follows:

## **Detailed Description of each of the Annual Filing Forms**

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Firstly, the user has log into the MCA portal with the login credentials (if the user is a first time user then login credentials has to be created).

Link for the same is: <http://www.mca.gov.in/mcafoportal/login.do>

Once, the user has logged in, he has to click 'RUN-LLP' available under the tab 'MCA services'. This will open the web form "RUN-LLP", click on the radio button "new request" in case of fresh filing and in case of re-submission, radio button "Resubmission" has to be chose. Based on the selection of radio button, start filling the details as asked for in the form.

It has to be noted that the proposed name has to be entered in the order of preference, and the stakeholder shall mandatorily ensure the name availability at the link <http://www.mca.gov.in/mcafoportal/showCheckLLPName.do> and shall also use the trademark search facility at <https://ipindiaonline.gov.in/tmrpublicsearch/frmmain.aspx> to ensure that the proposed name is not in violation of the provisions of section 15(2) of the LLP Act, 2008 failing which it is liable to be rejected.

Also, before final submission, Stakeholders are requested to adhere to Rule 18 of the LLP Rules, 2009 in respect of the proposed name(s) before applying for the same.

In case of any detailed clarification, "Instruction Kit" of the form may be referred that is available on the same screen of the form. Upon completion of the form, click on submit and proceed for payment. On successful payment SRN will be generated, the same shall be kept for the future correspondence with MCA and records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees payable for reservation of name through RUN-LLP is INR 200/- (MCA website shown as 0)

### **11. Consequences for delay**

Not applicable

## **D. Form-FiLLiP (LLP Incorporation Form)**

### **1. Purpose**

This form is required to be filed for the purpose of Incorporation of LLP. It is single integrated application which deals with reservation of name, incorporation of new LLP and/ or application for allotment of DIN/DPIN.

This form allows maximum 2 designated partner to file an application for allotment of DIN/DPIN through this form, also where a proposed LLP applies for reservation of name using this eform, it shall be allowed to propose only one name for the LLP to be incorporated.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 8 and 11 of the LLP Rules, 2009

Extract of the law for the reference is given below:

*Rule 8- "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' (as mentioned in Fees Payable below)*

*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 (as mentioned in Fees Payable below)."*

*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 fee as provided in Annexure A (as mentioned in Fees Payable below)".*

*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 an application for reservation of name may be made through Form FiLLiP*

## **Detailed Description of each of the Annual Filing Forms**

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*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.”*

### **3. Due date of filing the e-form**

If the name has been reserved through RUN-LLP then the form-FiLLiP shall be filed within 90 days of name reservation.

### **4. Change in timelines due to COVID-19**

MCA vide notification dated 22<sup>nd</sup> April 2020 had extended the time period for name reservation by 20 days beyond 31<sup>st</sup> July 2020 for names expiring any day between 15<sup>th</sup> March 2020 to 31<sup>st</sup> July 2020. Therefore, timeline to file FiLLiP has been relaxed for the said period.

### **5. Enclosures to be made**

To incorporate a LLP following enclosures are required to be made to the e-form FiLLiP:

- Proof of address of Registered office of the LLP (Mandatory)
- Subscriber's sheet including consent (Mandatory)
- Detail of LLP(s) and/or company(s) in which partner/ designated partner is a director/ partner. (Mandatory, if any)
- Proof of identity and address of Applicant I and II. (Mandatory, if application for DIN/DPIN is made through FiLLiP form)
- Copy of resolution on the letterhead of body corporate to become partner in the proposed LLP and a copy of resolution/authorization of such body corporate also on a letter head mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf. (Mandatory, if proposed LLP has one or more body corporate as partners or their nominees as designated partners)
- Copy of Board resolution of the existing company or consent of existing LLP as a proof of no objection (Mandatory, if the name has not already been approved through RUN-LLP form and the proposed name contains any word which implies a collaboration and/or connection with a foreign country or place)
- Approval of Regulatory Authority (Mandatory, if the name has not already been approved through RUN-LLP form and the proposed

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names include such a word which requires approval of regulated authorities)

- Approval of the owner of the trademark or the applicant of such application for registration of Trademark; (Mandatory, if the name has not already been approved through RUN-LLP form and the proposed name is based on a registered trade mark or is a subject matter of an application pending for registration under the Trade Marks Act)
- Copy of approval in case the proposed name contains any word(s) or expression(s) which requires approval from central government (Mandatory, if the name has not already been approved through RUN-LLP form and the proposed name consists of any 'Prohibited words under The Emblems and Names (Prevention of Improper Use) Act, 1950'.
- Copy of approval from the competent authority in case of collaboration and connection with the foreign country or place. (Mandatory, if the name has not already been approved through RUN-LLP form and the proposed name is identical with any existing company or LLP)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the Designated Partner of the proposed LLP (who may or may not have valid DIN/DPIN)

### **7. Certification requirement**

A statement from Advocate/Company Secretary (in whole time practice)/ Chartered Accountant (in whole time practice)/ Cost Accountant (in whole time practice) is required to be made.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form FiLLiP and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, register the

## **Detailed Description of each of the Annual Filing Forms**

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DSC of the proposed DP at MCA portal (if not already registered) and then affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the MCA portal and pay the fees. If addendum-FiLLiP is filed then it has to be uploaded as linked form. Keep the SRN of the uploaded form for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 500 to INR 5000.

The fees shall be:

- a) INR 500/- if the contribution of the LLP is upto INR 1 Lakh,
- b) INR 2000/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 4000/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 5000/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

Not Applicable

## **E. Form-3 (Information with regard to LLP and changes, if any, made therein)**

### **1. Purpose**

Upon incorporation of a LLP, it is required to file LLP agreement with the Registrar, the said agreement is required to be filed in Form-3.

Further any changes in the LLP agreement is also required to be filed in Form-3 with the registrar within 30 days of such change.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 21(1) & (2) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Rule 21(1)- *“For the purposes of sub-section (2) of section 23, every limited liability partnership shall file information with regard to the limited liability partnership agreement in Form 3 with the Registrar within thirty days of the date of incorporation along with the fee as provided in Annexure 'A' (as mentioned in Fees Payable below)*

**Provided that** *any change made in the limited liability partnership agreement shall be filed in Form 3 within thirty days of such change along with the fee as provided in Annexure A (as mentioned in Fees Payable below)”*

Rule 21(2)- *“For the purposes of sub-section (3) of section 23, every limited liability partnership shall get the limited liability partnership agreement, referred to in that sub-section, rectified by all the partners immediately after incorporation and shall file information contained therein in Form 3 with the Registrar within thirty days of the incorporation of the limited liability partnership along with the fee as provided in Annexure A (as mentioned in Fees Payable below)”*

### **3. Due date of filing the e-form**

E-form-3 has to be filed within 30 days of date of incorporation of LLP and in case of any change in LLP agreement such change shall be filed in Form 3 within thirty days of such change.

## Detailed Description of each of the Annual Filing Forms

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

Following enclosures are required to be made to the e-form 3:

- Initial LLP Agreement
- Supplementary/amended LLP agreement containing changes (in case form-3 is filed with regard to changes in LLP agreement)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by a designated partner of the LLP, however person digitally signing the e-form, should be different from the person in respect of whom the form is being filed.

### **7. Certification requirement**

This form is required to be certified by Company Secretary / Chartered Accountant / Cost Accountant (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 3 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, and affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the MCA portal and pay the fees. Keep the SRN of the uploaded form for your records.

**Note:** In case of change in LLP agreement due to appointment or cessation of designated partner(s)/ partner(s), e-form 4 is required to be filed together at the time of filing e-form 3.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Also, in case of change of LLP agreement, e-form 3 shall not be allowed to be filed if any e-form 4 is pending for payment of fee or is under processing in respect of the said LLP.

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

Further, the difference between the fees payable on the increased slot of contribution and the fees paid on the preceding slab of contribution shall be paid through Form-3 (slabs and rates may be referred in the “fees payable in FiLLiP”)

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

**F. Form-4 (Notice of appointment, cessation, change in name/ address/designation of a designated partner or partner. and consent to become a partner/designated partner)**

**1. Purpose**

If any individual or nominee of a body corporate is appointed or ceased to be a partner/designated partner or in case of change in designation or name or address of such partner/designated partner then this form is required to be filed.

And where there is a case of change in designated partners or partners in the LLP i.e. appointment or cessation, then along with this form, e-form 3 is also required to be filed.

This form allows details of maximum two hundred designated partners and partners to be filled, therefore in case the number exceeds two hundred then the details of the remaining partners/designated partners shall be filed through Addendum to eForm-4

**2. Reference to the law governing the e-form**

This form is required to be filed pursuant to section 7(4), 25(2), 25(3) of the LLP Act 2008 and rule 8, 10(3), 22(2) and 22(3) of the LLP Rules, 2009.

Extract of the law for the reference is given below:

*Section 7(4)- "Every limited liability partnership shall file with the Registrar the particulars of every individual who has given his consent to act as designated partner in such form and manner as may be prescribed within thirty days of his appointment"*

*Rule 8- "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' (as mentioned in Fees Payable below)*

***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 (as mentioned in Fees Payable below)*

*Rule 10(3)- "Every designated partner, shall intimate his consent to become*

### **Statutory Compliance Calendar of Limited Liability Partnership as per...**

*a designated partner to the limited liability partnership and DPIN, in Form 9 and the LLP shall intimate such DPIN to Registrar on Form 4.”*

Section 25(2)- *“A limited liability partnership shall—*

- a) where a person becomes or ceases to be a partner, file a notice with the Registrar within thirty days from the date he becomes or ceases to be a partner; and*
- b) where there is any change in the name or address of a partner, file a notice with the Registrar within thirty days of such change.”*

Rule 22(2)- *“For the purposes of sub-section (2) of section 25, where a person becomes or ceases to be a partner or where there is any change in the name or address of a partner, the limited liability partnership shall file with the Registrar, a notice in Form 4.”*

Section 25(3)- *“A notice filed with the Registrar under sub-section (2)—*

- a) shall be in such form and accompanied by such fees as may be prescribed;*
- b) shall be signed by the designated partner of the limited liability partnership and authenticated in a manner as may be prescribed; and*
- c) if it relates to an incoming partner, shall contain a statement by such partner that he consents to becoming a partner, signed by him and authenticated in the manner as may be prescribed”*

Rule 22(3)- *“For the purposes of sub-section (3) of section 25, in respect of notice of a person becoming a partner, the Form 4 shall include a statement signed by the incoming partner that he consents to become a partner.”*

### **3. Due date of filing the e-form**

E-form- 4 has to be filed within 30 days of appointment or cessation of partner/designated partner or change in the name or address or designation of a partner/designated partner (as the case may be)

### **4. Change in timelines due to COVID-19**

As per Ministry’s General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

## **Detailed Description of each of the Annual Filing Forms**

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### **5. Enclosures to be made**

Following enclosures are required to be made to the e-form 4:

- Consent to act as a partner/designated partner (Mandatory, if form is filed for appointment of partner/designated partner)
- Evidence of cessation (Mandatory, if form is filed for cessation of partner/designated partner)
- Affidavit or any other proof of change of name (Mandatory, if form is filed for change in name of existing partner)
- Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/ authorization of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee/designated partner on its behalf (Mandatory, if form is filed for appointment of body corporate as partner or change in nominee of body corporate)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by a designated partner of the LLP, however person digitally signing the e-form, should be different from the person in respect of whom the form is being filed.

### **7. Certification requirement**

This form is required to be certified by Company Secretary / Chartered Accountant / Cost Accountant (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 4 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, and affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

MCA portal and pay the fees. Keep the SRN of the uploaded form for your records.

### **Note:**

- In case of change in LLP agreement due to appointment or cessation of designated partner(s)/ partner(s), e-form 3 is required to be filed together at the time of filing e-form 4.
- This form shall not be allowed to be filed in case another e-form 4 is pending for payment of fee or is under processing in respect of the said LLP.
- Single form can be filed for the dissimilar events (such as appointment, cessation, change in designation, and change in name/address) with different event dates, if the event dates fall within 30 days of filing the form. However, the details of two or more events (for example, appointment and cessation) relating to the same person, shall be filed through separate forms.

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **G. Form-5 (Notice for change of name)**

### **1. Purpose**

Where an existing LLP is desirous of changing its name, it can do so by filling Form-5 with the Registrar, however before filing form 5 the LLP has to reserve the proposed name by filing form-RUN-LLP.

Moreover, where the change in name is due to change in business of LLP, then e-form 3 is also required to be filed before filing form 5 and SRN of both these forms are required to be entered in the eform 5.

Form-5 is also required to be filed in case the LLP is in receipt of order by central government to change its existing name.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to section 19 of the LLP Act 2008 and rule 20 of the LLP Rules, 2009

Extract of the law for the reference is given below:

*Section 19- "Any limited liability partnership may change its name registered with the Registrar by filing with him a notice of such change in such form and manner and on payment of such fees as may be prescribed."*

*Rule 20(1)- "The limited liability partnership may change its name by following the procedure as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide such procedure, consent of all partners shall be required for changing the name of the limited liability partnership"*

*Rule 20(2)- "Notice of change of name shall be given to the Registrar in Form 5, within 30 days of complying with requirement of sub-rule (1), along with a fee as mentioned in Annexure A (as mentioned in Fees Payable below)".*

### **3. Due date of filing the e-form**

E-form- 5 has to be filed within 30 days of complying with the procedures as laid down in the LLP agreement for change of name or where there is no such procedure within 30 days of consent of all the partners for changing the name.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

Following enclosures are required to be made to the e-form 5:

- Copy of the minutes of decision/resolution/consent of partners (Mandatory, if change in name is approved with the consent of the partners)
- The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any. (Mandatory, if change in name is based on the procedure as laid down in the LLP agreement)
- If change is due to a direction received from the Central Government/ Registrar, then a copy of such direction (Mandatory, if any)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by a designated partner of the LLP.**7. Certification requirement**

This form is required to be certified by Company Secretary / Chartered Accountant / Cost Accountant (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is:

<http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 5 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, and affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the MCA portal and pay the fees. Keep the SRN of the uploaded form for your records.

## Detailed Description of each of the Annual Filing Forms

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **H. Form-12 (Form for intimating other address for service of documents)**

### **1. Purpose**

A LLP can in addition to its registered office address, intimate other address to Registrar for service of documents. This intimation has to be served in Form-12.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to section 13(2) of the LLP Act 2008 and rule 16 of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 13(2)- *“A document may be served on a limited liability partnership or a partner or designated partner thereof by sending it by post under a certificate of posting or by registered post or by any other manner, as may be prescribed, at the registered office and any other address specifically declared by the limited liability partnership for the purpose in such form and manner as may be prescribed”*

Rule 16(1)- *“A limited liability partnership shall give an address for service of documents within the jurisdiction of the Registrar where its registered office is situated. Such address shall include the postal code and e-mail address.”*

Rule 16(2)- *“The limited liability partnership, may, in addition to the registered office address, declare any other address as its address for service of documents, under sub-section (2) of section 13, in the manner as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide for such manner, consent of all partners shall be required for declaring any other address as the address for service of documents.”.*

Rule 16(3)- *“The intimation of other address for service of documents to LLP shall be given to the Registrar in Form 12, within thirty days of complying with the requirements of sub-rule (2) above along with the fee as mentioned in Annexure A (as mentioned in Fees Payable below).”*

Rule 16(4)- *“The effective date for the service of documents to LLP at the other address declared by the LLP cannot be prior to the date of filing of document under sub-rule (3)”*

## **Detailed Description of each of the Annual Filing Forms**

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### **3. Due date of filing the e-form**

E-form- 12 has to be filed within 30 days of complying with the procedures as laid down in the LLP agreement for declaration of additional address or where there is no such procedure within 30 days of consent of all the partners for declaring additional address

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

Following enclosures are required to be made to the e-form 12:

- Copy of the minutes of decision/resolution/consent of partners (Mandatory, if declaration of additional address is approved with the consent of the partners)
- Proof of Address (Mandatory)
- The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any. (Mandatory, if declaration of additional address is based on the procedure as laid down in the LLP agreement)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by a designated partner of the LLP.

### **7. Certification requirement**

This form is required to be certified by Company Secretary / Chartered Accountant / Cost Accountant (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is:

<http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 12 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

(Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, and affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the MCA portal and pay the fees. Keep the SRN of the uploaded form for your records.

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **I. Form-15 (Notice for change of place of registered office)**

### **1. Purpose**

This form is required to be filed where an existing LLP proposes to shift its registered office from one place to another. The change of place of registered office shall take effect only upon filing such form.

It is to be filed with the registrar from whose jurisdiction LLP proposes to shift its registered office.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to section 13(3) of the LLP Act 2008 and rule 17 of the LLP Rules, 2009

Extract of the law for the reference is given below:

*Section 13(3)- "A limited liability partnership may change the place of its registered office and file the notice of such change with the Registrar in such form and manner and subject to such conditions as may be prescribed and any such change shall take effect only upon such filing"*

*Rule 17(1)- "The limited liability partnership may change its registered office from one place to another by following the procedure as laid down in the limited liability partnership agreement. Where the limited liability partnership agreement does not provide for such procedure, consent of all partners shall be required for changing the place of registered office of limited liability partnership to another place:*

*Provided that where the change in place of registered office is from one State to another State, the limited liability partnership having secured creditors shall also obtain consent of such secured creditors."*

*Rule 17(2)- "For the purposes of sub-section (3) of section 13, notice of change of place of registered office shall be given to Registrar in Form 15, within 30 days of complying with the requirements of sub-rule (1), in case of change of registered office within the same state, and within 30 days of complying with sub-rule (4) in case of change of registered office from one state to another state, along with fee mentioned in Annexure 'A' (as mentioned in Fees Payable below)*

*Rule 17(3)- "Where there is any conviction, ruling, order or judgment of any*

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

*Court, Tribunal or other authority against the limited liability partnership, the particulars of such prosecutions initiated against or show-cause notices received by the limited liability partnership for the alleged offences under the LLP Act shall be stated in the notice of change of place of registered office to be filed with the Registrar..”*

Rule 17(4)- *“Where the change in place of registered office is from one state to another state, the limited liability partnership shall publish a general notice, not less than 21 days before filing any notice with Registrar, in a daily newspaper published in English and in the principal language of the district in which the registered office of the limited liability partnership is situated and circulating in that district giving notice of change of registered office.”*

Rule 17(5)- *“Where the change in place of registered office is from one place to another place within the state from the jurisdiction of one Registrar to the jurisdiction of another Registrar or from one state to another state, the limited liability partnership shall file the notice in Form 15 with the Registrar from where the limited liability partnership proposes to shift its registered office with a copy thereof for the information to the Registrar under whose jurisdiction the registered office is proposed to be shifted.”*

### **3. Due date of filing the e-form**

E-form- 15 has to be filed within 30 days of complying with the procedures as laid down in the LLP agreement for change of registered office or where there is no such procedure within 30 days of consent of all the partners, in case of change of registered office within the same state.

And, in case of change of registered office from one state to another, within 30 days of complying with the requirement of ‘publishing a general notice not less than 21 days before filing any notice with the registrar, in a daily newspaper published in English and in the principal language of the district in which the registered office of the LLP is situated and circulating in that district giving notice of change of registered office’.

### **4. Change in timelines due to COVID-19**

As per Ministry’s General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

## **Detailed Description of each of the Annual Filing Forms**

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### **5. Enclosures to be made**

Following enclosures are required to be made to the e-form 15:

- Proof of changed address of registered office (Mandatory)
- Copy of the minutes of decision/resolution/consent of partners (Mandatory, if declaration of additional address is approved with the consent of the partners)
- The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any. (Mandatory, if declaration of additional address is based on the procedure as laid down in the LLP agreement)
- Copies of public notice (Mandatory, if change of registered office from one state to another)
- Consent of secured creditors (Mandatory, if change of registered office from one state to another)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by a designated partner of the LLP.

### **7. Certification requirement**

This form is required to be certified by Company Secretary / Chartered Accountant / Cost Accountant (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is:

<http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select form 15 and download the form, unzip the extract file and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, and affix the DSC on the e-form and pre-scrutinise it, thereafter upload the form on the MCA portal and pay the fees. Keep the SRN of the uploaded form for your records.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

### **9. Procedure to upload the belated forms**

The procedure to upload the belated forms is similar to the procedure as mentioned above.

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## **J. Form-DIR-3 (Application for allotment of Director Identification Number before appointment in an existing company or LLP)**

### **1. Purpose**

In case a person intends to become a designated partner in an already existing LLP, he/she shall be required to make an application for allotment of DIN/DPIN prior to becoming a designated partner, which shall be filed through this e-form.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to section 7(6) and rule 10(1) of the LLP Rules, 2009.

Extract of the law for the reference is given below:

*Section 7(6)- "Every designated partner of a limited liability partnership shall obtain a Designated Partner Identification Number (DPIN) from the Central Government and the provisions of sections 266A to 266G (both inclusive) of the Companies Act, 1956 (1 of 1956) shall apply mutatis mutandis for the said purpose".*

*Rule 10(1)- "Every individual, who intends to be appointed as a designated partner of an existing limited liability partnership, shall make an application electronically in Form DIR-3 under the Companies (Appointment and Qualifications of Directors) Rules, 2014 for obtaining DPIN under the Limited Liability Partnership Act,2008 and such DIN shall be sufficient for being appointed as designated partner under the Limited Liability Partnership Act,2008."*

### **3. Due date of filing the e-form**

Not Applicable (It shall be filed prior to appointment of any person as a designated partner for allotment of DIN)

### **4. Change in timelines due to COVID-19**

Not Applicable

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Proof of identity of applicant – PAN in case of Indian National and

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Passport in case of Foreign National (Mandatory and shall contain date of birth of the applicant, in case it does not indicate the same additional proof of date of birth shall be filed)

- Proof of residence of applicant – In case of Indian National; address proof shall not be older than 2 months from the date of filing of the e-form and in case of foreign national, address proof shall not be older than 1 year from the date of filing of the e-form (Mandatory)
- Scanned copy of latest passport size photograph of applicant in jpeg format (Mandatory)
- Any other information can be provided as an optional attachment

\*In case the proofs are in language other than Hindi/ English, then the proof shall be translated in Hindi/English from professional translator carrying his details (name, signature, address) and seal. And in case of foreign nationals, translations done by the notary of home country is also acceptable.

### **6. DSC requirement**

The form is required to be digitally signed by the applicant who is filing application for obtaining DIN/DPIN

### **7. Certification requirement**

This form is required to be certified by the designated partner of the LLP in which the applicant is proposed to be the designated partner. (If the applicant is proposed to be a designated partner of the LLP)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select “form DIR-3” and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

## Detailed Description of each of the Annual Filing Forms

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fee for filing an application for DIN/DPIN is INR 500/-

### **11. Consequences for delay**

Not Applicable (Designated partner cannot be appointed in a LLP unless he/she possess valid DIN/DPIN, therefore delay in filing application of DIN/DPIN via form DIR-3, will delay the process of the appointment of the proposed designated partner).

## **K. Form-DIR-6 (Intimation of change in particulars of Director/ Designated Partner to be given to the Central Government)**

### **1. Purpose**

Any change in the details/particulars of the Designated Partner as stated in e-form DIR-3 shall be intimated by filing e-form DIR-6 within 30 days of such change.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 10(4)(i) of the LLP Rules, 2009

Extract of the law for the reference is given below:

*Rule 10(4)(i)- "Every individual who has been allotted a DPIN or DIN under these rules, shall in the event of any change in his particulars, make an application in Form DIR-6 under Companies (Appointment and Qualifications of Directors) Rules, 2014 to intimate such change(s) to the Central Government within a period of thirty days of such change(s)"*

### **3. Due date of filing the e-form**

Form DIR-6 shall be filed within 30 days of change in particulars of the individual who has been allotted a DIN/DPIN.

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Proof of change in particulars (Mandatory and for indian resident the address proof shall not be older than 2 months from the date of filing, whereas in case of foreign national it shall not be older than 1 year from the date of filing)
- Any other information can be provided as an optional attachment

## **Detailed Description of each of the Annual Filing Forms**

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\* In case the proofs are in language other than Hindi/ English, then the proof shall be translated in Hindi/English from professional translator carrying his details (name, signature, address) and seal.

### **6. DSC requirement**

The form is required to be digitally signed by the applicant whose particulars has been changed

### **7. Certification requirement**

This form is required to be certified by a Chartered Accountant/ Cost Accountant/ Company Secretary (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/Ilpformsdownload.html>

Firstly, select “form DIR-6” and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

There is no fee for filing an application for change in particulars through DIR-6

### **11. Consequences for delay**

Not Applicable

## **L. Form-17 (Application and Statement for conversion of a firm into LLP)**

### **1. Purpose**

This form is applicable for conversion of an existing partnership firm into LLP. This form is required to be filed together with FiLLiP form i.e. Incorporation document and subscriber's statement. The firm which is proposed to be converted into LLP can either get its proposed name pre-reserved/approved through form "RUN-LLP" or enter the proposed name in the "FiLLiP" form and get it approved through this incorporation form.

The form-17 is divided into 2 parts viz Part A & B. Part A of the form relates to the Application, seeking details for conversion of firm into LLP whereas Part B of the form relates to the Declaration, here one of the partners of the firm has to provide declaration by simply selecting the check boxes with pre-written declaration.

It is to be noted that the tax aspects are not been considered and mentioned here. Only the filing details w.r.t "Form-17" is provided herein.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to sec-55 read with rule 38 of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 55- *"A firm may convert into a limited liability partnership in accordance with the provisions of this Chapter and the Second Schedule."*

Rule 38(1)- *"For the purposes of the Second Schedule, an application shall be made in the format provided in Part A of Form 17 together with the statement of partners in format provided in Part B of Form 17 along with the fee as mentioned in Annexure A (as mentioned in Fees Payable below)."*

### **3. Due date of filing the e-form**

N.A. for form-17. (It shall be filed for seeking permission when the partnership firm is desirous of converting itself into LLP). However, the LLP shall within 15 days of the date of registration, inform about the conversion in Form-14 (physical form) to the concerned registrar of firms with which it was registered under the provisions of the Indian Partnership Act, 1932.

## Detailed Description of each of the Annual Filing Forms

### **4. Change in timelines due to COVID-19**

Not applicable

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Statement of consent of partners of the firm (Mandatory)
- Statement of assets and liabilities of the firm duly certified as true and correct by the CA in practice (Mandatory)
- Copy of acknowledgement of latest ITR (Mandatory)
- List of all the secured creditors along with their consent to the conversion (Mandatory)
- Approval from any body/ authority (Mandatory, if approval/permission/clearance is required for conversion into LLP)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the designated partner of the LLP

### **7. Certification requirement**

This form is required to be certified by a practicing professional i.e. Chartered Accountant/ Cost Accountant/ Company Secretary (in whole time practice)

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Procedure in case application for proposed name is filed with form "FiLLiP":

Firstly, select "form 17" and download the same, also download form "FiLLiP", unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload both the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Within 15 days of registration as LLP, the LLP has to inform the concerned registrar of firms with which it was earlier registered under the provisions of the Indian Partnership Act, 1932 about the conversion in Form-14 (physical form). This form is also available on the above referred link.

Procedure in case application for proposed name is filed with form "RUN-LLP":

Firstly, the firm has to create login credentials for logging into the MCA portal, link for the same is: <http://mca.gov.in/mcafoportal/login.do>

Once the firm has logged into the portal, the application for reservation has to be filed through filing the application in "form RUN-LLP" which is available under the tab "MCA services". The procedure is the same as mentioned in Point (C), once the name is approved, the procedure as mentioned above has to be followed for conversion of firm into LLP.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees payable for the form depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

Not Applicable for Form-17. Delay in filing application in Form-17 would delay the process of conversion into LLP.

**M. Form-18 (Application and Statement for conversion of a private company/unlisted public company into LLP)**

**1. Purpose**

This form is applicable for conversion of an existing private limited company or unlisted public company into LLP. This form is required to be filed together with FiLLiP form i.e. Incorporation document and subscriber's statement. The eligible company which is proposed to be converted into LLP can either get its proposed name pre-reserved/approved through form "RUN-LLP" or enter the proposed name in the "FiLLiP" form and get it approved through this incorporation form.

The form-18 is divided into 2 parts viz Part A & B. Part A of the form relates to the Application, seeking details for conversion of eligible company into LLP whereas Part B of the form relates to the Declaration, here one of the shareholders of the company has to provide declaration by simply selecting the check boxes with pre-written declaration.

Only the above mentioned companies are eligible to be converted into LLP. Before filing this e-form the company shall ensure that no e-forms are pending for payment or processing in respect of the company, and there are no unsatisfied charges that are pending against the company. The company should be having share capital and after its incorporation as company, it had at least filed one balance sheet and annual return with the Registrar.

It is to be noted that the tax aspects are not been considered and mentioned here. Only the filing details w.r.t "Form-18" is provided herein.

**2. Reference to the law governing the e-form**

This form is required to be filed pursuant to sec-56 and 57 read with rule 39 and 40 of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 56- *"A private company may convert into a limited liability partnership in accordance with the provisions of this Chapter and the Third Schedule."*

Section 57- *"An unlisted public company may convert into a limited liability partnership in accordance with the provisions of this Chapter and the Fourth Schedule."*

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Rule 39(1)- *“For the purposes of the Third Schedule, an application shall be made in the format provided in Part A of Form 18 together with the statement of shareholders in format provided in Part B of Form 18 along with the fee as mentioned in Annexure 'A' (as mentioned in Fees Payable below)*

Rule 40(1)- *“For the purposes of the Fourth Schedule, an application shall be made in the format provided in Part A of Form 18 together with the statement of shareholders in format provided in Part B of Form 18 along with the fee as mentioned in Annexure 'A'.”*

### **3. Due date of filing the e-form**

Not Applicable. (It shall be filed for seeking permission when the eligible company is desirous of converting itself into LLP)

### **4. Changes in timelines due to COVID-19**

Not Applicable

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Statement of shareholders (Mandatory)
- Statement of assets and liabilities of the company duly certified as true and correct by the auditor (Mandatory)
- Copy of acknowledgement of latest ITR (Mandatory)
- List of all the secured creditors along with their consent (Mandatory, if there are secured creditors and their consent has been taken for conversion into LLP)
- Approval from any body/authority (Mandatory, if approval/permission/clearance is required for conversion into LLP)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the designated partner of the LLP

### **7. Certification requirement**

This form is required to be certified by a Chartered Accountant/ Cost Accountant/ Company Secretary (in whole time practice)

## Detailed Description of each of the Annual Filing Forms

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Procedure in case application for proposed name is filed with form “FiLLiP”:

Firstly, select “form 18” and download the same, also download form “FiLLiP”, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload both the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

In case of conversion of unlisted company into LLP and where the number of shareholders who will be designated partner and/or partner in LLP exceed 200, then the form addendum to FiLLiP shall also be filed in addition to the above mentioned forms.

**Note:** Form-14 as filed in case of conversion of firm into LLP is not required to be filed in case of conversion of eligible company into LLP. Upon approval of e-form 18, the status of the company will itself be changed to “Converted into LLP”.

Procedure in case application for proposed name is filed with form “RUN-LLP”:

Firstly, the firm has to create login credentials for logging into the MCA portal, link for the same is: <http://mca.gov.in/mcafoportal/login.do>

Once the firm has logged into the portal, the application for reservation has to be filed through filing the application in “form RUN-LLP” which is available under the tab “MCA services”. The procedure is the same as mentioned in Point (C), once the name is approved, the procedure as mentioned above has to be followed for conversion of firm into LLP.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees payable for the form-18 depends on the contribution the LLP and on the basis of it, the fees range between INR 50 to INR 200.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

The fees shall be:

- a) INR 50/- if the contribution of the LLP does not exceed INR 1 Lakh,
- b) INR 100/- if the contribution of the LLP exceeds INR 1 Lakh but does not exceed INR 5 Lakhs,
- c) INR 150/-if the contribution of the LLP exceeds INR 5 Lakhs but does not exceed INR 10 Lakhs,
- d) INR 200/-if the contribution of the LLP exceeds INR 10 Lakhs

### **11. Consequences for delay**

Not Applicable. Delay in filing application in Form-18 would delay the process of conversion into LLP.

## **N. Form-23 (Application for direction to LLP to change its name)**

### **1. Purpose**

In case a LLP has been subsequently registered with a name similar to the name of an already existing entity (LLP or company or any other body corporate or any other entity), then the entity can file an application in e-Form-23 with the Registrar, requesting to give directions to the subsequently registered LLP to change its name.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to sec-18 read with rule 19(1) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 18(1)- *“Any entity which already has a name similar to the name of a limited liability partnership which has been incorporated subsequently, may apply, in such manner as may be prescribed, to the Registrar to give a direction to any limited liability partnership, on a ground referred to in section 17 to change its name.”*

Rule 19(1)- *“A limited liability partnership or a body corporate or any other entity which already has a name which is similar to or which too nearly resembles the name of a limited liability partnership incorporated subsequently, may apply to the Registrar in Form 23 to give a direction to that limited liability partnership incorporated subsequently to change its name.”*

### **3. Due date of filing the e-form**

This e-form shall be filed not later than 24 months from the date of incorporation of LLP against which complaint is to be filed.

### **4. Change in timelines due to COVID-19**

No change

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of the authority to make application (Mandatory)

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- Copy of incorporation/registration certificate of LLP or the company or registration certificate of other entity, if any (Mandatory)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the designated partner in case the applicant is LLP, and by the Director/Managing Director/Manager/Secretary in case the applicant is Company, and by the applicant in case of any other entity.

### **7. Certification requirement**

This form does not require certification.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is:

<http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select "form 23" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees payable for an application for direction to change the name u/s 18 is INR 10,000/-

### **11. Consequences for delay**

If the form is not filed within the timelines as provided in the law, then it cannot be filed thereafter and as a consequence the entity cannot complaint against the LLP for having similar name.

## **O. Form-24 (Application to the Registrar for striking off name)**

### **1. Purpose**

Where a LLP is not carrying on any business or profession for one year or more and has accorded the consent of all the partners of the LLP to strike off the name of the LLP from the register, then the application for the same is required to be filed in Form-24 with the Registrar.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 37(1)(b) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Rule 37(1)(b)- *“Where a limited liability partnership is not carrying on any business or operation*

- (a) or a period of two years or more and the Registrar has reasonable cause to believe the same, for the purpose of taking suo motu action for striking off the name of the LLP; or*
- (b) for a period of one year or more and has made an application in Form 24 to the Registrar, with the consent of all partners of the limited liability partnership for striking off its name from the register,*

*the Registrar shall send a notice to the limited liability partnership and all its partners, of his intention to strike off the name of the limited liability partnership from the register and requesting them to send their representations along with copies of the relevant documents, if any, within a period of one month from the date of the notice*

***Provided that*** *no such notice by Registrar shall be required under clause (b)*

***Provided further that*** *where the limited liability partnership is regulated under a special law, the application for removal of its name shall be accompanied by approval of the regulatory body constituted or established under that law”*

### **3. Due date of filing the e-form**

Not Applicable. (This form shall be filed after taking consent of all the partners of the LLP to strike off the name, further a period of at least one

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

year shall have been lapsed in which LLP is not carrying on any business or operation)

### **4. Change in timelines due to COVID-19**

Not Applicable.

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of detailed application (Mandatory)
- Copy of consent of all the partners (Mandatory)
- Copy of consent of all the creditors (Mandatory)
- Copy of authority to make the application duly signed by all partners. (Mandatory)
- Copy of acknowledgement of latest Income-tax Return (Mandatory)
- Statement of Accounts disclosing Nil assets and Nil liabilities duly certified as true and correct by auditor/chartered accountant in practice made up to a date not earlier than 30 days of the date of filing of Form-24 [sub-clause (a) of clause (II) of sub-rule (1A) to rule 37]; (Mandatory)
- Affidavit signed by designated partners [sub-clause(b) of clause (II) of sub-rule (1A) to rule 37] (Mandatory)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

This form is required to be digitally signed by the Designated Partner of the LLP

### **7. Certification requirement**

This form does not require certification

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select "form 24" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the

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details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

**Note:** This form will not be approved, if any other form is pending for approval or payment of fee.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fee to strike off the name of the LLP from the books of Registrar is INR 500/-

### **11. Consequences for delay**

Not Applicable

## **P. Form-31 (Application for compounding of an offence under the Act)**

### **1. Purpose**

This form is applicable in case a person seeks to file an application for compounding of any offence which has been committed under this Act and is punishable with fine only.

The application through this form can be filed for LLP, FLLP, Designated Partner, Partner, Authorised Representative or others. The form can maximum accommodate details for 10 persons, in case number of persons is greater than 10, then additional details has to be provided in optional attachment.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to Sec-39 read with rule 41(1) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 39- *"The Central Government may compound any offence under this Act which is punishable with fine only, by collecting from a person reasonably suspected of having committed the offence, a sum which may extend to the amount of the maximum fine prescribed for the offence."*

Rule 41(1)- *"Every application for the compounding of an offence shall be made in Form 31 to the Registrar who shall forward the same, together with his comments thereon, to the Central Government."*

### **3. Due date of filing the e-form**

Not Applicable

### **4. Change in timelines due to COVID-19**

Not Applicable

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of detailed application (Mandatory)
- Copy of show cause notice received (Mandatory, if any show cause notice has been received)
- Copy of authority to make the application on behalf of the LLP (Mandatory, if the category of applicant is LLP/FLLP)

## **Detailed Description of each of the Annual Filing Forms**

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- Copy of authority to make the application on behalf of other persons (Mandatory, if the form is digitally signed by a professional and the category of applicant is “Others”)
- Copy of latest statement of assets and liabilities (Mandatory, if the radio button on field-9 of the form has been selected as “Yes”)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form shall be digitally signed by the Designated partner/Partner in case the applicant is LLP, by Authorized Representative in case the applicant is Foreign LLP, and in case of any other category of applicant, DSC of the DP/ Partner/ Authorised Representative/ Professional in whole time practice (Chartered Accountant /Company Secretary/ Cost Accountant) shall be affixed.

### **7. Certification requirement**

This form does not require certification.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select “form 31” and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

There is no fee for filing an application for compounding of an offence under the LLP Act, 2008

### **11. Consequences for delay**

Not Applicable

## **Q. Form-22 (Notice of intimation of Order of Court/ Tribunal/ CLB/ Central Government to the Registrar)**

### **1. Purpose**

The form-22 is applicable for filing the notice of intimations such as order of court or tribunal or CLB or Central Government with the Registrar.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to sec 39 read with rule 41(4), section 60(3) and 62(3) read with rule 35(11) and rule 35(17) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Section 39- *“The Central Government may compound any offence under this Act which is punishable with fine only, by collecting from a person reasonably suspected of having committed the offence, a sum which may extend to the amount of the maximum fine prescribed for the offence.”*

Rule 41(1)- *“Where any offence is compounded under section 39, whether before or after the institution of any prosecution, intimation thereof shall be given by the LLP to the Registrar in Form 22 within seven days from the date on which the offence is so compounded.”*

Section 60(3)- *“An order made by the Tribunal under sub-section (2) shall be filed by the limited liability partnership with the Registrar within thirty days after making such an order and shall have effect only after it is so filed.*

Section 62(3)- *“Within thirty days after the making of an order under this section, every limited liability partnership in relation to which the order is made shall cause a certified copy thereof to be filed with the Registrar for registration*

Rule 35(11)- *“An order made by the Tribunal as mentioned in sub-section (3) of section 60 and sub-section (3) of section 62 shall be filed with Registrar concerned in Form 22 along with fee as mentioned in Annexure 'A' (as mentioned in Fees Payable below)*

*Explanation- In computing the period of 30 days from the date of order, the requisite time for obtaining a certified copy of order shall be excluded.”*

Rule 35(17)- *“The LLP administrator shall, within 30 days of the making of order or orders under sub rule (15) cause certified copy thereof with the*

## Detailed Description of each of the Annual Filing Forms

*Registrar concerned in Form-22 along with fee as mentioned in Annexure 'A' (as mentioned in Fees Payable below)*

*Explanation- In computing the period of 30 days from the date of order, the requisite time for obtaining a certified copy of order shall be excluded."*

### **3. Due date of filing the e-form**

This form shall be filed within 7 days from the date of order in case of compounding of offence and in any other case (i.e. where the form is filed pursuant to 'section 60 and/ or 62 and rule 35(11)-Amalgamation' or 'Section 64 and rule 35(17)- Liquidation') within 30 days of making the order.

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Certified copy of the order (Mandatory)
- Any other information can be provided as an optional attachment

### **6 DSC requirement**

This form should be digitally signed by Designated Partner/ LLP administrator\*/ any other person in case of LLP, and by an authorized representative of FLLP/ any other person in case of FLLP.

**Note:** The form should be signed by the LLP administrator only when the form is filed pursuant to section-64 and rule 37(15)- Liquidation or others, or in case the status of LLP is 'Under Liquidation'

### **7. Certification requirement**

The form does not require certification

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Firstly, select "form 22" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

In case form is filed after the due date for filing the form, then in such a case, first and the foremost the delay shall be condoned and thereafter the order for condonation of delay has to be filed in another eform-22 and the approved SRN of the same shall be entered/ mentioned in the eform-22 in respect of which delay has been condoned. Rest of the process is same as timely forms.

### **10. Fees Payable**

The fee for filing an application for compounding of an offence under the Act is INR 500

### **11. Consequences for delay**

Not Applicable

## **R. Form-25 (Application for reservation/renewal of name by a FLLP or Foreign Company)**

### **1. Purpose**

A foreign company or foreign LLP may reserve its existing name by which it is registered in the country of incorporation or regulation for a period of three years and for this purpose, eform-25 is required to be filed.

Further in case, where the reserved name is required to be renewed for a further period of three years, the application shall be filed through this form only, before expiry of reservation period of 3 years.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 18(3) of the LLP Rules, 2009

Extract of the law for the reference is given below:

*Rule 18(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*

***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' (as mentioned in Fees Payable below)*

### **3. Due date of filing the e-form**

Not Applicable

### **4. Change in timelines due to COVID-19**

Not Applicable

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

### **6. DSC requirement**

The form is required to be digitally signed by the applicant who is filing application for reservation of name

### **7. Certification requirement**

This form does not require any certification.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select "form-25" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees for filing an application for reservation of existing name by FLLP or foreign company is INR 10,000/- and fees for renewal of name is INR 5,000/-

### **11. Consequences for delay**

Not Applicable

## **S. Form-27 (Form for registration of particulars by FLLP)**

### **1. Purpose**

Where a Foreign LLP establishes a place of business in India, then within 30 days of its establishment as such, it is required to file its particulars with the registrar in form 27.

### **2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 34(1) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Rule 34(1)- *“A foreign limited liability partnership shall, within thirty days of establishing a place of business in India, file with the Registrar in Form 27 —*

- a) a copy of the certificate of incorporation or registration and other instrument(s) constituting or defining the constitution of the limited liability partnership;*
- b) the full address of the registered or principal office of the limited liability partnership in the country of its incorporation;*
- c) the full address of the office of the limited liability partnership in India which is to be deemed as its principal place of business in India; and*
- d) list of partners and designated partners, if any, and the names and addresses of two or more persons resident in India, authorized to accept on behalf of the limited liability partnership, service of process and any notices or other documents required to be served on the limited liability partnership.”*

### **3. Due date of filing the e-form**

This form shall be filed within 30 days of establishing a place of business in India

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of the incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub- rule (2) of rule 34. (Mandatory)
- Extracts of the Statute under which the foreign limited liability partnership has been set up. (Mandatory)
- Copy of authority under which the foreign limited liability partnership is establishing the place of business in India. (Mandatory)
- Power of attorney in favour of authorized representative. (Mandatory)
- Copy of approval of Reserve Bank of India for allowing the foreign limited partnership to establish place of business in India. (Mandatory)
- Details of partners and designated partners. (Mandatory)
- If the above instrument is not in English then the translated version of the documents, certified in the manner specified in the sub-rule (5) of rule 34.
- Details of LLP and/ or company in which partner/ designated partner is partner/director. (Mandatory, if any)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the authorized representative of the FLLP

### **7. Certification requirement**

This form does not require any certification.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is:

<http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select "form-27" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields "Instruction Kit" of the respective form may be

## **Detailed Description of each of the Annual Filing Forms**

referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees for filing eform 27 is INR 5,000/-

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

**T. Form-28 (Return of alteration in the incorporation document or other instrument constituting or defining the constitution; or the registered or principal office; or the partner or designated partner of limited liability partnership incorporated or registered)**

**1. Purpose**

This form is required to be filed in case of alteration in:

- a) the instrument constituting or defining the constitution of a LLP incorporated or registered outside India; or
- b) the registered or principal office of a LLP incorporated or registered outside India; or
- c) the partner or designated partner, if any, of a LLP incorporated or registered outside India.

And it should be filed within 60 days of the close of the financial year.

**2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 34(3)(i) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Rule 34(3)(i)- *“If any alteration is made or occurs in—*

- a) *the instrument constituting or defining the constitution of a limited liability partnership incorporated or registered outside India;*
- b) *the registered or principal office of a limited liability partnership incorporated or registered outside India; or*
- c) *the partner or designated partner, if any, of a limited liability partnership incorporated or registered outside India.*

*the foreign limited liability partnership shall file in Form 28 such alterations with the Registrar within sixty days of the close of the financial year.”*

**3. Due date of filing the e-form**

This form shall be filed by the FiLLiP for such alterations within 60 days of the close of the financial year.

## **Detailed Description of each of the Annual Filing Forms**

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### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of the decision or other document through which alteration has been made. (Mandatory)
- Copy of the amended incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub- rule (2) of rule 34. (Mandatory, in case of alteration in the incorporation document or other instrument constituting or defining the constitution)
- If the above instrument is not in English then the translated version of the documents, certified in the manner specified in the sub-rule (5) of rule 34
- Copy of alteration in partner(s) and/ or designated partner(s) details. (Mandatory, if there is alteration in the partners or designated partners of the FLLP)
- Any other information can be provided as an optional attachment

### **6. DSC requirement**

The form is required to be digitally signed by the authorized representative of the FLLP

### **7. Certification requirement**

This form does not require any certification.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select "form-28" and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

for the rest of the fields "Instruction Kit" of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees for filing eform 28 is INR 1,000/-

### **11. Consequences for delay**

Not applicable (as per MCA website: fees and enquiry)

**U. Form-29 (Notice of (A) alteration in the certificate of incorporation or registration; (B) alteration in names and addresses of any of the persons authorised to accept service on behalf of a foreign limited liability partnership (FLLP) (C) alteration in the principal place of business in India of FLLP (D) cessation to have a place of business in India)**

**1. Purpose**

This form (Form-29) is required to be filed for the following purposes:

- Alteration in the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India;
- Alteration in the name or address of any of the persons authorized to accept service on behalf of a foreign limited liability partnership in India; or
- Alteration in the principal place of business of foreign limited liability partnership in India,
- Cessation to have a place of business in India

**2. Reference to the law governing the e-form**

This form is required to be filed pursuant to rule 34(3)(ii) and 34(8) of the LLP Rules, 2009

Extract of the law for the reference is given below:

Rule 34(3)(ii)- *“If any alteration is made or occurs in—*

- a) *the certificate of incorporation or registration of limited liability partnership incorporated or registered outside India;*
- b) *the name or address of any of the persons authorized to accept service on behalf of a foreign limited liability partnership in India; or*
- c) *the principal place of business of foreign limited liability partnership in India,*
- d) *the foreign limited liability partnership shall file in Form 29 such alterations with the Registrar within thirty days from the date on which the alteration was made or occurred.”*

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

Rule 34(8)- *“If any foreign limited liability partnership ceases to have a place of business in India, it shall give notice to the Registrar in Form 29 within 30 days of its intention to close the place of business and as from the date on which notice is so given, the obligation of the limited liability partnership to file any document to the Registrar shall cease, provided it has no other place of business in India and it has filed all the documents due for filing as on the date of the notice.”*

### **3. Due date of filing the e-form**

This form shall be filed by the FLLP within 30 days from the date on which the alteration was made or occurred.

Whereas, in case of cessation to have a place of business in India, the form shall be filed within 30 days of its intention to close the place of business.

### **4. Change in timelines due to COVID-19**

As per Ministry's General Circular No- 37/2020 and 31/2020 dated 9<sup>th</sup> November 2020 and 28<sup>th</sup> September 2020 respectively, any belated forms whose due date of filing was upto 30<sup>th</sup> November 2020 can be filed upto 31<sup>st</sup> December 2020 without payment of additional fees.

### **5. Enclosures to be made**

The Enclosures required to be made are as follows:

- Copy of the decision or other document through which alteration has been made. (Mandatory)
- Copy of approval of Reserve Bank of India for cessation of place of establishment of office in India of the foreign limited liability partnership. (Mandatory, if the form is filed for the purpose of cessation to have a place of business in India)
- Power of attorney in favour of authorized representative. (Mandatory, if there is addition of a person authorised to accept service on behalf on the FLLP)
- Details of LLP and/ or company in which authorised representative is partner/ director. (Mandatory, if any)
- Any other information can be provided as an optional attachment

## **Detailed Description of each of the Annual Filing Forms**

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### **6. DSC requirement**

The form is required to be digitally signed by the authorized representative of the FLLP

### **7. Certification requirement**

This form does not require any certification.

### **8. Procedural Requirements**

The form has to be downloaded from the MCA portal, the link to access the same is: <http://mca.gov.in/MinistryV2/llpformsdownload.html>

Firstly, select “form-29” and download the same, unzip the extract file which is being downloaded and open the file in pdf format and start filling the details as asked for in the form. (Most of the fields are self-explanatory and for the rest of the fields “Instruction Kit” of the respective form may be referred which got downloaded along with the form). Upon completion, check the e-form button, affix the DSC and pre-scrutinise the e-form, and thereafter upload the form on the MCA portal and pay the fees. And Keep the SRN of the uploaded forms for your records.

### **9. Procedure to upload the belated forms**

Not Applicable

### **10. Fees Payable**

The fees for filing e-form 29 is INR 1,000/-

### **11. Consequences for delay**

In case the LLP/FLLP does not file the form within the prescribed due date, then in addition to the normal filing fees, late filing fees of INR 100/- for every day of such delay shall be payable.

## Chapter-IV

# Requirements under each of the forms to be filed at a glance

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S No.	Form No. and purpose	Due Date (pre-COVID)	Due Date (change in timelines due to COVID-19)	Whether any mandatory enclosures required	DSC	Whether Certification of Professional / Auditor required
1	Form-8 Statement of Accounts & Solvency (Annual)	30 <sup>th</sup> October 2020	31 <sup>st</sup> December 2020	Yes	2 Designated Partner in case of LLP and Authorized Representative in case of FLLP	Yes, subject to certain conditions.
2	Form-8 Statement of Accounts & Solvency (Interim)	Not mandatory to be filed	Not mandatory to be filed	Yes, depending upon purpose of filing the form	charge holder, Designated Partner (LLP) /Authorised Representative (FLLP)  In case the charge is modified in favor of the ARC or assignee then DSC of ARC or assignee (however DSC of DP or Auth Representative shall be optional in such case)	Not required
3	Form-11 Annual Return of LLP	30 <sup>th</sup> May 2020	31 <sup>st</sup> December 2020	Yes, subject to certain condition	Designated partner (DP) of the LLP.	Yes, subject to certain conditions.

**Requirements under each of the forms to be filed at a glance**

4	Form-RUN-LLP Reservation of name for new LLP/already incorporated LLP for change of name	Not Applicable	Not Applicable	Yes, subject to certain conditions	Not required	Not required
5	Form-FiLLiP LLP incorporation form	Within 90 days of name reservation	Names expiring between 15/03/2020 to 31/07/2020 has been extended by 20 days beyond 31 <sup>st</sup> July' 2020	Yes	Designated Partner of the proposed LLP	Yes
6	Form-3 Information with regard to LLP and changes, if any, made therein	Within 30 days of date of incorporation of LLP; and in case of change in LLP agreement within 30 days of such change	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Designated Partner of the LLP	Yes
7	Form-4 Notice of appointment, cessation, change in name/ address/ designation of a DP or P, and consent to become a P/DP	Within 30 days of appointment/ cessation/change (as the case may be)	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes, subject to certain conditions	Designated Partner of the LLP	Yes
8	Form-5 Notice for	Within 30 days of complying with	Belated form due	Yes, subject to	Designated Partner of the	Yes

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

	change of name	the procedures as laid down in LLP agreement for change of name/ consent of all partners for changing the name	for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	certain conditions	LLP	
9	Form-12 Form for intimating other address for service of documents	Within 30 days of complying with the procedures as laid down in LLP agreement for declaration of additional address/ consent of all partners for declaring additional address	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Designated Partner of the LLP	Yes
10	Form-15 Notice for change of place of registered office	Change within same state: Within 30 days of complying with the procedures as laid down in LLP agreement for change of registered office/ consent of all partners for changing the name  Change from one state to another: Within 30 days of complying with the requirement of publishing general notice as laid down in rule 17(4)	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Designated Partner of the LLP	Yes
11	Form-DIR 3 Application for allotment of DIN before appointment	Prior to appointment of any person as a DP for allotment of DIN/DPIN	Not Applicable	Yes	Applicant who is filing application	No, certification by DP is required in which the

**Requirements under each of the forms to be filed at a glance**

	in an existing company or LLP					LLP is proposed to be the DP
12	Form-DIR 6 Intimation of change in particulars of Director to be given to the	Within 30 days of change of particulars of individual who has been allotted a DIN/DPIN	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Applicant whose particulars has been changed	Yes
13	Form-17 Application and statement for conversion of a firm into LLP	Not Applicable	Not Applicable	Yes	Designated Partner of LLP	Yes
14	Form-18 Application and statement for conversion of a private company/ unlisted public company into LLP	Not Applicable	Not Applicable	Yes	Designated Partner of LLP	Yes
15	Form-23 Application for direction to LLP to change its name	Within 24 months from the date of incorporation of LLP against which compliant is to be filed	No change	Yes	Designated partner in case the applicant is LLP	Not required
16	Form-24 Application to the	Not Applicable	Not Applicable	Yes	Designated Partner of the LLP	Not required

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

	Registrar for striking off name					
17	Form-31 Application for compounding of an offence under the Act	Not Applicable	Not Applicable	Yes	Designated Partner/ Partner in case the applicant is LLP	Not required
18	Form-22 Notice of intimation of order of court/ tribunal/ CLB/ CG to the Registrar	Within 7 days from the date of date of order in case of compounding of offence and in case of 'section 60 and/ or 62 and rule 35(11)- Amalgamation' or 'Section 64 and rule 35(17)- Liquidation' within 30 days of making the order.	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Designated Partner/ LLP administrator*/ any other person in case of LLP, and by an authorized representative of FLLP/ any other person in case of FLLP.	Not required
19	Form-25 Application for reservation/ renewal of name by a FLLP or Foreign Company	Not applicable	Not applicable	Yes	Applicant who is filing application for reservation of name	Not required
20	Form-27 Form for registration of particulars by FLLP	Within 30 days of establishing a place of business in India	Belated form due for filing upto 30/11/2020 can be filed upto 31/12/2020 without additional fees	Yes	Authorized representative of the FLLP	Not required

**Requirements under each of the forms to be filed at a glance**

21	Form-28 Return of alteration	Within 60 days of the close of the financial year	Belated form due for filing upto 30/11/202 0 can be filed upto 31/12/202 0 without additional fees	Yes	Authorized representative of the FLLP	Not required
22	Form-29 Notice of alteration	Within 30 days from the date on which such alteration was made or occurred; and in case of cessation to have a place of business in India within 30 days of its intention to close the place of business	Belated form due for filing upto 30/11/202 0 can be filed upto 31/12/202 0 without additional fees	Yes	Authorized representative of the FLLP	Not required

## Chapter-V

# Audit Requirements under LLP Act, 2008 and rules thereunder

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The accounts of every LLP shall be audited in accordance with Rule 24 of LLP Rules 2009.

Proviso of such rule provides that any LLP, whose turnover does not exceed, in any financial year, 40 lakh rupees, or whose contribution does not exceed 25 lakh rupees, is not required to get its accounts audited.

However, if the partners of such LLP decide to get the accounts of such LLP audited, it shall be audited in accordance with such rule.

## **ANNEXURES**



# Annexure I

## Draft Audit Report

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### INDEPENDENT AUDITOR'S REPORT

#### TO THE PARTNERS OF ABC LLP

#### Report on the Financial Statements

We have audited the accompanying financial statements of ABC LLP, which comprise the Balance Sheet as at 31 March 2\*\*\*, the Statement of Profit and Loss and Cash flow Statement for the year then ended, and a summary of the significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

The LLP's Management is responsible for the preparation of these financial statements that give a true and fair view of the financial position and financial performance of the LLP in accordance with the accounting principles generally accepted in India, including the Accounting Standards issued by the Institute of Chartered Accountants of India, as applicable to the LLP. This responsibility also includes safeguarding the assets of the LLP and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls, that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit of the financial statements in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

An audit involves performing procedures to obtain audit evidence about the amounts and the disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal financial control relevant to the LLP's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by the Management of LLP, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on the financial statements.

### **Opinion**

In our opinion and to the best of our information and according to the explanations given to us, the said accounts give a true and fair view in conformity with the accounting principles generally accepted in India:

- (a) in the case of the Balance Sheet, of the state of affairs of the LLPs at 31 March 2018;
- (b) in the case of the Statement of Profit and Loss, of the loss of the LLP for the year ended on that date; and
- (c) in the case of the Cash flow Statement, of the cash flow of the LLP for the year ended on that date

### **Report on Other Requirements**

We report that:

- (a) We have sought and obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit.
- (b) In our opinion, proper books of account as required by law have been kept by the LLP so far as it appears from our examination of those books.

## **Annexure I: Draft Audit Report**

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- (c) The Balance Sheet, the Statement of Profit and Loss and the Cash flow Statement dealt with by this report are in agreement with the books of account.
- (d) In our opinion, the aforesaid financial statements comply with the Accounting Standards issued by the Institute of Chartered Accountants of India, as applicable to the LLP.

For XYZ & Associates  
Chartered Accountants  
(FRNNo.000000A)  
ABC  
Proprietor  
(Membership No.00000)

Date:

### **INDEPENDENT AUDITOR'S REPORT**

#### **TO THE PARTNERS OF ABC LLP**

##### **Report on the Financial Statements**

We have examined the attached Proforma IND AS Balance Sheet of ABC LLP (LLP) a subsidiary of the PQR Enterprises Limited (the "Holding Company") as at 31 March 2\*\*\* and related Proforma IND AS Statement of Profit and Loss for the year then ended, annexure thereto, together referred to as the 'Financial Statements'. These Financial Statements has been prepared by the management of the Holding Company under Indian Accounting Standards ("INDAS") notified under the Companies (Indian Accounting Standards) Rules, 2015 and Companies (Indian Accounting Standards) Amendment Rules, 2016, as applicable, to the Holding Company. Based on the above examination and according to the additional information and explanations furnished to us, we report that:

- (a) We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our examination of the Financial Statements.
- (b) These Financial Statements mainly set out the information required in Schedule III of the Companies Act, 2013 for the purpose of consolidation with the Holding Company's financial statements.

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (c) In our opinion, necessary adjustments have been made by the management of the Holding Company to ensure that the Financial Statements:
- (i) have been prepared in accordance with the IND AS and as per the significant accounting policy followed by the Holding Company; and
  - (ii) are fit for consolidation with the Holding Company

For XYZ & Associates  
Chartered Accountants  
(FRNNo.000000A)  
ABC  
Proprietor  
(Membership No.00000)

Date:

**Annexure II**

**Formats of Financial Statements  
for Limited Liability Partnerships as  
per Schedule III to the Companies Act  
2013 and Limited Liability Partnership  
Act, 2008**

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**General Instructions For Preparation Of Balance Sheet And Statement  
Of Profit And Loss Of A Limited Liability Partnership**

**GENERAL INSTRUCTIONS**

1. Where compliance with the requirements of the Act including Accounting Standards as applicable to the LLP (hereinafter referred to as entity) require any change in treatment or disclosure including addition, amendment, substitution or deletion in the head or subhead or any changes, inter se, in the financial statements or statements forming part thereof, the same shall be made and the requirements of this Schedule shall stand modified accordingly.
2. The disclosure requirements specified in this Schedule are in addition to and not in substitution of the disclosure requirements specified in the Accounting Standards prescribed by the Institute of Chartered Accountants of India (ICAI). Additional disclosures specified in the Accounting Standards shall be made in the notes to accounts or by way of additional statement unless required to be disclosed as prescribed on the face of the Financial Statements. Similarly, all other disclosures as required shall be made in the notes to accounts in addition to the requirements set out in this Schedule.
3. (i) Notes to accounts shall contain information in addition to that presented in the Financial Statements and shall provide where required (a) narrative descriptions or disaggregation of items recognised in those statements; and (b) information about items that do not qualify for recognition in those statements.

### Statutory Compliance Calendar of Limited Liability Partnership as per...

- (ii) Each item on the face of the Balance Sheet and Statement of Profit and Loss shall be cross-referenced to any related information in the notes to accounts. In preparing the Financial Statements including the notes to accounts, a balance shall be maintained between providing excessive detail that may not assist users of financial statements and not providing important information as a result of too much aggregation.
4. (i) Depending upon the turnover of the LLP, the figures appearing in the Financial Statements may be rounded off as given below:—
- | <b>Turnover</b>                        | <b>Rounding off</b>   |
|--|---|
| (a) less than one hundred crore rupees | To the nearest hundreds, thousands, lakhs or millions, or decimals thereof. |
| (b) one hundred crore rupees or more   | To the nearest lakhs, millions or crores, or decimals thereof.              |
- (ii) Once a unit of measurement is used, it shall be used uniformly in the Financial Statements.
5. Except in the case of the first Financial Statements laid before the LLP (after its incorporation) the corresponding amounts (comparatives) for the immediately preceding reporting period for all items shown in the Financial Statements including notes shall also be given.
6. For the purpose of this Schedule, the terms used herein shall be as per the applicable Accounting Standards.

**Note:** This part of Schedule sets out the minimum requirements for disclosure on the face of the Balance Sheet, and the Statement of Profit and Loss (hereinafter referred to as “Financial Statements” for the purpose of this Schedule) and Notes. Line items, sub-line items and sub-totals shall be presented as an addition or substitution on the face of the Financial Statements when such presentation is relevant to an understanding of the LLP’s financial position or performance or to cater to industry/sector-specific disclosure requirements or when required for compliance with the amendments to the LLP Act or under the Accounting Standards.

**Annexure II: Formats of Financial Statements for Limited Liability...**

**PART I — BALANCE SHEET**

Name of the LLP.....

Balance Sheet as at .....

(Rupees in.....)

Particulars	Note No.	Figures as at the end of current reporting period	Figures as at the end of previous reporting period
1	2	3	4
<b>I. CAPITAL AND LIABILITIES</b>			
<b>(1) Partners' Fund</b>			
(a) Partners' Capital			
(i) Fixed			
(ii) Current			
(b) Reserve & Surplus			
<b>(2) Non-current liabilities</b>			
(a) Long-term borrowings			
(b) Deferred tax liabilities (Net)			
(c) Other Long term liabilities			
(d) Long-term provisions			
<b>(3) Current liabilities</b>			
(a) Short-term borrowings			
(b) Trade payables			
(c) Other current liabilities			
(d) Short-term provisions			
<b>TOTAL</b>			
<b>II. ASSETS</b>			
<b>(1) Non-current assets</b>			
(a) Property, Plant and Equipment			
(b) Capital work-in-progress			
(c) Investment Property			
(d) Goodwill			

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

(e) Other Intangible assets (f) Intangible assets under development (g) Biological Assets other than bearer plants (h) Financial Assets (i) Investments (ii) Trade receivables (iii) Loans (iv) Others (to be specified) (i) Deferred tax assets (net) (j) Other non-current assets <b>Current assets</b> (a) Current investments (b) Inventories (c) Trade receivables (d) Cash and cash equivalents (e) Short-term loans and advances (f) Other current assets <b>TOTAL</b> See accompanying notes to the Financial Statements.			
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**GENERAL INSTRUCTIONS FOR PREPARATION OF BALANCE SHEET**

1. For the purpose of this Schedule, the terms used herein shall be as per the applicable Accounting Standards.
2. An entity shall classify an asset as current when-
  - a) it is expected to be realised in, or is intended for sale or consumption in, the LLP's normal operating cycle;
  - b) it is held primarily for the purpose of being traded;
  - c) it is expected to be realised within twelve months after the reporting date; or

## **Annexure II: Formats of Financial Statements for Limited Liability ...**

- d) it is cash or cash equivalent unless it is restricted from being exchanged or used to settle a liability for at least twelve months after the reporting date.

All other assets shall be classified as non-current.

3. An operating cycle is the time between the acquisition of assets for processing and their realisation in cash or cash equivalents. Where the normal operating cycle cannot be identified, it is assumed to have a duration of twelve months.
4. A liability shall be classified as current when it satisfies any of the following criteria:—
  - a) it is expected to be settled in the LLP's normal operating cycle;
  - b) it is held primarily for the purpose of being traded;
  - c) it is due to be settled within twelve months after the reporting date; or
  - d) the LLP does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date. Terms of a liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

All other liabilities shall be classified as non-current.

5. A receivable shall be classified as a "trade receivable" if it is in respect of the amount due on account of goods sold or services rendered in the normal course of business.
6. A payable shall be classified as a "trade payable" if it is in respect of the amount due on account of goods purchased or services received in the normal course of business.
7. A LLP shall disclose the following in the notes to accounts.

### **A. Partner's Fund**

It includes capital contribution received by partner of LLP.

- (i) Fixed Capital: Addition/deletion made to fixed contribution during the year (If LLP is not maintaining Current Accounts of Partners)

### **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (ii) Current Capital: Contribution in the nature of interest bearing amount, additions / deletions therein.
- (iii) Partner wise details of all partners together with their percentage of share in profits to be disclosed.
- (iv) Change in partners/ profit sharing ratios during the year to be disclosed.

#### **B. Reserves and Surplus**

- (i) Reserves and Surplus shall be classified as:
  - (a) Revaluation Reserve;
  - (b) Other Reserves–(specify the nature and purpose of each reserve and the amount in respect thereof);
  - (c) Surplus i.e., balance in Statement of Profit and Loss disclosing allocations and appropriations such as transfer to/ from reserves, etc.;

(Additions and deductions since last balance sheet to be shown under each of the specified heads);

- (ii) A reserve specifically represented by earmarked investments shall be termed as a “fund”.
- (iii) Debit balance of statement of profit and loss shall be shown as a negative figure under the head “Surplus”. Similarly, the balance of “Reserves and Surplus”, after adjusting negative balance of surplus, if any, shall be shown under the head “Reserves and Surplus” even if the resulting figure is in the negative.

#### **C. Long-Term Borrowings**

- (i) Long-term borrowings shall be classified as:
  - (a) Term loans:
    - from banks.
    - from other parties.
  - (b) Deferred payment liabilities;
  - (c) Loans and advances from partner’s and relatives of partner;

## **Annexure II: Formats of Financial Statements for Limited Liability...**

Note: The term relative shall be construed from applicable Accounting Standards

- (d) Long term maturities of finance lease obligations;
- (e) Other loans and advances (specify nature).
- (ii) Borrowings shall further be sub-classified as secured and unsecured. Nature of security shall be specified separately in each case.
- (iii) Where loans have been guaranteed by partners or others, the aggregate amount of such loans under each head shall be disclosed.
- (iv) Terms of repayment of term loans and other loans shall be stated.
- (v) Period and amount of continuing default as on the balance sheet date in repayment of loans and interest, shall be specified separately in each case.

### **D. Other Long-term Liabilities**

Other Long-term Liabilities shall be classified as:

- (a) Trade payables;
- (b) Others.

### **E. Long-term provisions**

The amounts shall be classified as:

- (a) Provision for employee benefits;
- (b) Others (specify nature).

### **F. Short-term borrowings**

- (i) Short-term borrowings shall be classified as:
  - (a) Loans repayable on demand;
    - from banks.
    - from other parties.
  - (b) Loans and advances from partner's and relatives of partner;
  - (c) Other loans and advances (specify nature).
- (ii) Borrowings shall further be sub-classified as secured and unsecured. Nature of security shall be specified separately in each case.

### **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (iii) Where loans have been guaranteed by partners or others, the aggregate amount of such loans under each head shall be disclosed.
- (iv) Period and amount of default as on the balance sheet date in repayment of loans and interest, shall be specified separately in each case.

#### **G. Trade Payable**

The following details relating to Micro, Small and Medium Enterprises shall be disclosed in the notes:-

- a) The principal amount and the interest due thereon (to be shown separately) remaining unpaid to any supplier at the end of each accounting year;
- b) The amount of interest paid by the buyer in terms of Section 16 of the MSMED Act, 2006, alongwith the amount of the payment made to the supplier beyond the appointed date during each accounting year;
- c) The amount of interest due and payable for the period of delay in making payment (which have been paid but beyond the appointed day during the year) but without adding the interest specified under MSMED Act, 2006;
- d) The amount of interest accrued and remaining unpaid at the end of each accounting year; and
- e) The amount of further interest remaining due and payable even in the succeeding years, until such date when the interest dues above are actually paid to the small enterprise, for the purpose of disallowance of a deductible expenditure under Section 23 of the MSMED Act, 2006.

#### **H. Other current liabilities**

The amounts shall be classified as:

- (a) Current maturities of long-term debt;
- (b) Current maturities of finance lease obligations;
- (c) Interest accrued but not due on borrowings;
- (d) Interest accrued and due on borrowings;
- (e) Income received in advance;

## **Annexure II: Formats of Financial Statements for Limited Liability...**

(f) Other payables (specify nature).

### **I. Short-term provisions**

The amounts shall be classified as:

(a) Provision for employee benefits.

(b) Others (specify nature).

### **J. Tangible assets**

(i) Classification of Property, Plant and Equipment shall be given as:

(a) Land;

(b) Plant and Equipment;

(c) Buildings;

(d) Furniture and Fixtures;

(e) Office equipment;

(f) Vehicles;

(g) Bearer Plants

(h) Others (specify nature).

(ii) Assets under lease shall be separately specified under each class of asset.

(iii) A reconciliation of the gross and net carrying amounts of each class of assets at the beginning and end of the reporting period showing additions, disposals, acquisitions through business combinations and other adjustments and the related depreciation and impairment losses/reversals shall be disclosed separately.

(iv) Where sums have been written-off on a reduction of capital or revaluation of assets or where sums have been added on revaluation of assets, every balance sheet subsequent to date of such write-off, or addition shall show the reduced or increased figures as applicable and shall by way of a note also show the amount of the reduction or increase as applicable together with the date thereof for the first five years subsequent to the date of such reduction or increase.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (v) Bearer plant is a plant that: (a) is used in the production or supply of agricultural produce; (b) is expected to bear produce for more than a period of twelve months; and (c) has a remote likelihood of being sold as agricultural produce, except for incidental scrap sales.

### **K. Intangible assets**

- (i) Classification shall be given as:
  - (a) Goodwill;
  - (b) Brands /trademarks;
  - (c) Computer software;
  - (d) Mastheads and publishing titles;
  - (e) Mining rights;
  - (f) Copyrights, and patents and other intellectual property rights, services and operating rights;
  - (g) Recipes, formulae, models, designs and prototypes;
  - (h) Licences and franchise;
  - (i) Others (specify nature).
- (ii) A reconciliation of the gross and net carrying amounts of each class of assets at the beginning and end of the reporting period showing additions, disposals, acquisitions through business combinations and other adjustments and the related amortization and impairment losses/reversals shall be disclosed separately.
- (iii) Where sums have been written-off on a reduction of capital or revaluation of assets or where sums have been added on revaluation of assets, every balance sheet subsequent to date of such write-off, or addition shall show the reduced or increased figures as applicable and shall by way of a note also show the amount of the reduction or increase as applicable together with the date thereof for the first five years subsequent to the date of such reduction or increase.

### **L. Biological Assets:**

Biological Asset is a living animal or plant and is core income producing asset of agricultural activity, therefore not covered by PPE and thus disclosed separately on the face of Balance Sheet.

## **Annexure II: Formats of Financial Statements for Limited Liability...**

### **M. Non-current investments**

- (i) Non-current investments shall be classified as trade investments and other investments and further classified as:
  - (a) Investment property;
  - (b) Investments in Equity Instruments;
  - (c) Investments in preference shares;
  - (d) Investments in Government or trust securities;
  - (e) Investments in debentures or bonds;
  - (f) Investments in Mutual Funds;
  - (g) Investments in partnership firms;
  - (h) Other non-current investments (specify nature).

Under each classification, details shall be given of names of the bodies corporate indicating separately whether such bodies are

(i) joint ventures, or (ii) controlled special purpose entities in which investments have been made and the nature and extent of the investment so made in each such body corporate (showing separately investments which are partly-paid). In regard to investments in the capital of partnership firms, the names of the firms (with the names of all their partners, total capital and the shares of each partner) shall be given.

- (ii) Investments carried at other than at cost should be separately stated specifying the basis for valuation thereof;
- (iii) The following shall also be disclosed:
  - (a) Aggregate amount of quoted investments and market value thereof;
  - (b) Aggregate amount of unquoted investments;
  - (c) Aggregate provision for diminution in value of investments.

### **N. Long-term loans and advances**

- (i) Long-term loans and advances shall be classified as:
  - (a) Capital Advances;

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (b) Security Deposits;
  - (c) Loans and advances to partner of LLP or relatives of partners
  - (d) Other loans and advances (specify nature).
- (ii) The above shall also be separately sub-classified as:
- (a) Secured, considered good;
  - (b) Unsecured, considered good;
  - (c) Doubtful.
- (iii) Allowance for bad and doubtful loans and advances shall be disclosed under the relevant heads separately.
- (iv) Loans and advances due by partners or other officers of the LLP or any of them either severally or jointly with any other persons or amounts due by firms or private companies respectively in which any partner is a partner or a director or a member should be separately stated.

### **O. Other non-current assets**

- (i) Other non-current assets shall be classified as:
- (a) Long-term Trade Receivables (including trade receivables on deferred credit terms);
  - (b) Others (specify nature);
- (ii) Long term Trade Receivables, shall be sub-classified as:
- (a) Secured, considered good;
  - (b) Unsecured, considered good;
  - (c) Doubtful.
- (iii) Allowance for bad and doubtful debts shall be disclosed under the relevant heads separately.

### **P. Current Investments**

- (i) Current investments shall be classified as:
- (a) Investments in Equity Instruments;
  - (b) Investment in Preference Shares;
  - (c) Investments in Government or trust securities;

## **Annexure II: Formats of Financial Statements for Limited Liability ...**

- (d) Investments in debentures or bonds;
- (e) Investments in Mutual Funds;
- (f) Investments in partnership firms;
- (g) Other investments (specify nature).

Under each classification, details shall be given of names of the bodies corporate [indicating separately whether such bodies are:

(i) joint ventures, or (ii) controlled special purpose entities in which investments have been made and the nature and extent of the investment so made in each such body corporate (showing separately investments which are partly paid). In regard to investments in the capital of partnership firms, the names of the firms (with the names of all their partners, total capital and the shares of each partner) shall be given.

- (ii) The following shall also be disclosed:
  - (a) The basis of valuation of individual investments;
  - (b) Aggregate amount of quoted investments and market value thereof;
  - (c) Aggregate amount of unquoted investments;
  - (d) Aggregate provision made for diminution in value of investments.

### **Q. Inventories**

- (i) Inventories shall be classified as:
  - (a) Raw materials;
  - (b) Work-in-progress;
  - (c) Finished goods;
  - (d) Stock-in-trade (in respect of goods acquired for trading);
  - (e) Stores and spares;
  - (f) Loose tools;
  - (g) Others (specify nature).
- (ii) Goods-in-transit shall be disclosed under the relevant sub-head of inventories.

## **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (iii) Mode of valuation shall be stated.

### **R. Trade Receivables**

- (i) Aggregate amount of Trade Receivables outstanding for a period exceeding six months from the date they are due for payment should be separately stated.
- (ii) Trade receivables shall be sub-classified as:
  - (a) Secured, considered good;
  - (b) Unsecured, considered good;
  - (c) Doubtful.
- (iii) Allowance for bad and doubtful debts shall be disclosed under the relevant heads separately.
- (iv) Debts due by Partners or other officers of the LLP or any of them either severally or jointly with any other person or debts due by firms or private companies respectively in which any Partner is a partner or a director should be separately stated.

### **S. Cash and cash equivalents**

- (i) Cash and cash equivalents shall be classified as:
  - (a) Balances with banks;
  - (b) Cheques, drafts on hand;
  - (c) Cash on hand;
  - (d) Others (specify nature).
- (ii) Earmarked balances with banks shall be separately stated.
- (iii) Balances with banks to the extent held as margin money or security against the borrowings, guarantees, other commitments shall be disclosed separately.
- (iv) Repatriation restrictions, if any, in respect of cash and bank balances shall be separately stated.
- (v) Bank deposits with more than twelve months maturity shall be disclosed under "Other Non- Current Assets".

### **T. Short-term loans and advances**

- (i) Short-term loans and advances shall be classified as:

## **Annexure II: Formats of Financial Statements for Limited Liability...**

- (a) Loans and advances to partners of LLP or relatives of partners
- (b) Others (specify nature).
- (ii) The above shall also be sub-classified as:
  - (a) Secured, considered good;
  - (b) Unsecured, considered good;
  - (c) Doubtful.
- (iii) Allowance for bad and doubtful loans and advances shall be disclosed under the relevant heads separately.
- (iv) Debts due by Partners or other officers of the LLP or any of them either severally or jointly with any other person or debts due by firms or private companies respectively in which any Partner is a partner or a director should be separately stated.

### **U. Other current assets (specify nature)**

This is an all-inclusive heading, which incorporates current assets that do not fit into any other asset categories.

### **V. Contingent liabilities and commitments (to the extent not provided for)**

- (i) Contingent liabilities shall be classified as:
  - (a) Claims against the LLP not acknowledged as debt;
  - (b) Guarantees;
  - (c) Other money for which the LLP is contingently liable.
- (ii) Commitments shall be classified as:
  - (a) Estimated amount of contracts remaining to be executed on capital account and not provided for;
  - (b) Uncalled liability on shares and other investments partly paid;
  - (c) Other commitments (specify nature).

**W.** If, in the opinion of the partners, any of the assets other than fixed assets and non-current investments do not have a value on realisation in the ordinary course of business at least equal to the amount at which they are stated, the fact that the Partners is of that opinion, shall be stated.

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

**PART II – STATEMENT OF PROFIT AND LOSS**

Name of the LLP.....

Profit and loss statement for the year ended .....

(Rupees in.....)

Particulars	Note No.	Figures as at the end of current reporting period	Figures as at the end of the previous reporting period
1	2	3	4
I Revenue from operations			
II Other income			
<b>III Total Revenue (I + II)</b>			
<b>IV Expenses:</b>			
a. Cost of materials consumed			
b. Purchases of Stock-in-Trade			
c. Changes in inventories of finished goods work-in-progress and Stock-in-Trade			
d. Employee benefits expense			
e. Finance costs			
f. Depreciation and amortization expense			
g. Other expenses			
<b>Total Expenses</b>			
<b>V Profit/ (Loss) before extraordinary/ exceptional items, partners' remuneration and tax</b>			
VI Extraordinary Items			
VII Exceptional items			
<b>VIII Profit / (Loss) before partners' remuneration and tax</b>			
Partner's Remuneration:			

**Annexure II: Formats of Financial Statements for Limited Liability...**

<p>a. Fixed remuneration</p> <p>b. Variable Remuneration (depending on profit or any other variable)</p> <p><b>IX Profit/ (Loss) before tax</b></p> <p><b>X Tax expense:</b></p> <p>1 Current tax</p> <p>2 Deferred tax</p> <p><b>XI Profit/ (Loss) for the period</b></p> <p><b>XII Profit/ (Loss) Transferred to Partner's account/ Current Account</b></p> <p><b>XIII Surplus/ (Deficit) of the year</b> <i>See accompanying notes to the financial statements.</i></p>				
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**GENERAL INSTRUCTIONS FOR PREPARATION OF STATEMENT OF PROFIT AND LOSS**

1. The provisions of this Part shall apply to the income and expenditure account in like manner as they apply to a statement of profit and loss.
2. (A) In respect of a LLP other than a finance LLP revenue from operations shall disclose separately in the notes revenue from—
  - (a) Sale of products;
  - (b) Sale of services;
  - (c) Other operating revenues;

(B) In respect of a finance LLP, revenue from operations shall include revenue from—

  - (a) Interest; and
  - (b) Other financial services.

Revenue under each of the above heads shall be disclosed separately by way of notes to accounts to the extent applicable.
3. Finance Costs  
Finance costs shall be classified as:
  - (a) Interest expense;

### **Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (b) Other borrowing costs;
- (c) Applicable net gain/loss on foreign currency transactions and translation.

#### 4. Other income

Other income shall be classified as:

- (a) Interest Income
- (b) Dividend Income;
- (c) Net gain/loss on sale of investments;
- (d) Other non-operating income (net of expenses directly attributable to such income).

#### 5. Additional Information

A LLP shall disclose by way of notes additional information regarding aggregate expenditure and income on the following items:—

- (i) (a) Employee Benefits Expense [showing separately
  - (i) salaries and wages,
  - (ii) Contribution to provident and other funds,
  - (iii) Staff welfare expenses].
- (b) Depreciation and amortisation expense;
- (c) Any item of income or expenditure which exceeds one per cent of the revenue from operations or Rs.1,00,000, whichever is higher;
- (d) Interest Income;
- (e) Interest expense;
- (f) Dividend income;
- (g) Net gain/loss on sale of investments;
- (h) Adjustments to the carrying amount of investments;
- (i) Net gain or loss on foreign currency transaction and translation (other than considered as finance cost);
- (j) Payments to the auditor as

## **Annexure II: Formats of Financial Statements for Limited Liability ...**

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- (i) auditor;
- (ii) for taxation matters;
- (iii) for management services;
- (iv) for other services; and
- (v) for reimbursement of expenses;
- (k) Details of items of extraordinary nature;
- (l) Prior period items;
- (ii) (a) In the case of manufacturing LLP,—
  - (1) Raw materials under broad heads.
  - (2) Goods purchased under broad heads.
- (b) In the case of trading LLP, purchases in respect of goods traded in by the LLP under broad heads.
- (c) In the case of LLP rendering or supplying services, gross income derived from services rendered or supplied under broad heads.
- (d) In the case of a LLP, which falls under more than one of the categories mentioned in (a), (b) and (c) above, it shall be sufficient compliance with the requirements herein if purchases, sales and consumption of raw material and the gross income from services rendered are shown under broad heads.
- (e) In the case of other LLPs, gross income derived under broad heads.
- (iii) In the case of all concerns having works in progress, works-in-progress under broad heads.
- (iv) (a) The aggregate, if material, of any amounts set aside or proposed to be set aside, to reserve, but not including provisions made to meet any specific liability, contingency or commitment known to exist at the date as to which the balance sheet is made up.
- (b) The aggregate, if material, of any amounts withdrawn from such reserves.

**Statutory Compliance Calendar of Limited Liability Partnership as per...**

- (v) (a) The aggregate, if material, of the amounts set aside to provisions made for meeting specific liabilities, contingencies or commitments.
- (b) The aggregate, if material, of the amounts withdrawn from such provisions, as no longer required.
- (vi) Expenditure incurred on each of the following items, separately for each item:—
  - (a) Consumption of stores and spare parts;
  - (b) Power and fuel;
  - (c) Rent;
  - (d) Repairs to buildings;
  - (e) Repairs to machinery;
  - (f) Insurance;
  - (g) Rates and taxes, excluding, taxes on income;
  - (h) Miscellaneous expenses,
- (vii) The profit and loss account shall also contain by way of a note the following information, namely:—
  - (a) Value of imports calculated on C.I.F basis by the LLP during the financial year in respect of—
    - I. Raw materials;
    - II. Components and spare parts;
    - III. Capital goods;
  - (b) Expenditure in foreign currency during the financial year on account of royalty, know-how, professional and consultation fees, interest, and other matters;
  - (c) Total value if all imported raw materials, spare parts and components consumed during the financial year and the total value of all indigenous raw materials, spare parts and components similarly consumed and the percentage of each to the total consumption;

**Annexure II: Formats of Financial Statements for Limited Liability...**

- (d) The amount remitted during the year in foreign currencies on account of dividends with a specific mention of the total number of non-resident shareholders, the total number of shares held by them on which the dividends were due and the year to which the dividends related;
- (e) Earnings in foreign exchange classified under the following heads, namely:—
  - I. Export of goods calculated on F.O.B. basis;
  - II. Royalty, know-how, professional and consultation fees;
  - III. Interest and dividend;
  - IV. Other income, indicating the nature thereof.

Note: — Broad heads shall be decided taking into account the concept of materiality and presentation of true and fair view of financial statements.