

Limited Liability Partnership (LLP) Registration Form

SIMPLE version | For Indian LLP Registration | LLP Act, 2008

Quick-fill version. We extract most details from the documents you submit. Click any grey 'Click here to enter text' to type. Tick checkboxes by clicking. All other cells are protected.

PART 1 Designated Partner Details

Up to 3 promoters supported. For more, contact us for an extended template.

Designated Partner 1 (DP / Partner)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	<i>Click here to enter text</i>	Nationality	Indian
Aadhaar Number	<i>Skip if Aadhaar copy submitted</i>	Mobile Number	<i>Linked to Aadhaar preferable</i>
Email ID	<i>Click here to enter text</i>		
DPIN (if already held)	<i>Leave blank if not yet allotted</i>	DSC (Class 3)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed LLP	<input type="checkbox"/> Designated Partner <input type="checkbox"/> Partner <input type="checkbox"/> Both	Resident in India >120 days last FY? (1 DP must be Yes)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Profit-sharing Ratio %	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

Designated Partner 2 (DP / Partner)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	<i>Click here to enter text</i>	Nationality	Indian
Aadhaar Number	<i>Skip if Aadhaar copy submitted</i>	Mobile Number	<i>Linked to Aadhaar preferable</i>
Email ID	<i>Click here to enter text</i>		
DPIN (if already held)	<i>Leave blank if not yet allotted</i>	DSC (Class 3)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed LLP	<input type="checkbox"/> Designated Partner <input type="checkbox"/> Partner <input type="checkbox"/> Both	Resident in India >120 days	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Partner <input type="checkbox"/> Both	last FY? (1 DP must be Yes)	
Profit-sharing Ratio %	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

Designated Partner 3 (DP / Partner)

Fill only the fields below. We will extract Father's Name, DOB, PAN, addresses from the documents you submit.

Full Name (as per PAN)	<i>Click here to enter text</i>	Nationality	Indian
Aadhaar Number	<i>Skip if Aadhaar copy submitted</i>	Mobile Number	<i>Linked to Aadhaar preferable</i>
Email ID	<i>Click here to enter text</i>		
DPIN (if already held)	<i>Leave blank if not yet allotted</i>	DSC (Class 3)	<input type="checkbox"/> Already held <input type="checkbox"/> To be applied
Role in Proposed LLP	<input type="checkbox"/> Designated Partner <input type="checkbox"/> Partner <input type="checkbox"/> Both	Resident in India >120 days last FY? (1 DP must be Yes)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Profit-sharing Ratio %	<i>Click here to enter text</i>	Capital Contribution (Rs)	<i>Click here to enter text</i>

PART 2 Proposed Company Details

Registered office address will be picked from the address proofs you submit. No need to type it here.

Proposed LLP Name 1 (most preferred)	<i>Must end with 'LLP' or 'Limited Liability Partnership'</i>		
Proposed Name 2 (alternate)	<i>Click here to enter text</i>		
Brief Business Activity (2-4 lines)	<i>Describe in your own words what the LLP will do - we will draft the formal business clauses in the LLP Agreement for your review.</i>		
NIC 2008 Code (if known)	<i>Leave blank - we will suggest</i>	Industry Sector	<i>Click here to enter text</i>
Total Capital Contribution (Rs)	<i>Click here to enter text</i>	Capital Type (Cash / Property)	<i>Click here to enter text</i>

Any other remarks / details to share

Anything else relevant - special preferences, urgency, etc. Optional.

PART 3 Documents Submitted (Tick All That Apply)

IMPORTANT - DOCUMENTS NEEDED DEPEND ON DIN STATUS

If a Promoter does NOT yet have a DIN: ALL documents (PAN, Aadhaar / address proof, photo) must be SELF-ATTESTED and uploaded with the SPICe+ form.

If a Promoter ALREADY has a DIN: Only PAN and Aadhaar details are needed - NON-attested copies are sufficient (we use them only to fill the form correctly; no upload required).

A. Documents per Promoter (tick what you are submitting)

Submit ONE address proof per promoter (any one of Aadhaar / Driving Licence / Passport / Voter ID).

Document	Promoter 1	Promoter 2	Promoter 3
PAN Card (Identity proof - mandatory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Address proof - submit ANY ONE of the below (per promoter)			
Aadhaar Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter ID Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport-size Photograph (scanned, JPEG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Documents for Registered Office Address

We will use the address from the proof you submit. No need to type the address separately.

Latest Utility Bill - Electricity / Telephone / Gas / Water (less than 2 months old)	<input type="checkbox"/> Submitted
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Property Tax Receipt OR Sale Deed (if owned)	<input type="checkbox"/> Submitted
Notarised Rent Agreement (if rented)	<input type="checkbox"/> Submitted
No Objection Certificate (NOC) from owner of premises <i>We will share the NOC format if needed.</i>	<input type="checkbox"/> Submitted

PART 4 Documents We Will Prepare and Share

The following will be drafted/arranged by us. You do NOT need to prepare these.

LLP Agreement (drafted, executed on stamp paper, notarised): Core governing document. Drafted by us with capital contribution, profit/loss-sharing ratio, partner duties, exit / dissolution clauses. Executed on state-specific stamp paper, notarised, signed by all DPs and Partners.

FiLLiP (LLP-2): Main incorporation form filed on MCA portal. Up to 5 DPs apply for DPIN within FiLLiP itself.

Form 9 - Consent to Act as Designated Partner: Each DP signs. DSC-signed and uploaded with FiLLiP.

DSC Application Forms: Class 3 DSC coordinated through our DSC vendor for any DP without one.

Subscriber's Statement: Statement of partners with their contribution and capacity. Filed within FiLLiP.

Form 3 (LLP Agreement Filing) - CRITICAL post-incorporation: Executed LLP Agreement filed via Form 3 within 30 DAYS of COI. Late filing penalty Rs 100 per day with NO upper cap. We file on your behalf as soon as the executed deed is back from notary.

Annual Compliance Templates (Post-Incorporation): Form 11 (Annual Return - by 30 May), Form 8 (Statement of Account & Solvency - by 30 October). Shared after COI.

PART 5 Process, Timeline & Government Fees

Step-by-Step Process

1. DSC procurement for all Designated Partners - Class 3 (1-2 working days).
2. Name reservation via RUN-LLP on MCA portal (2 names allowed, 90-day validity).
3. LLP Agreement drafting by us.
4. File FiLLiP (LLP-2) with Form 9 (DP consent), Subscriber's Statement, registered office proof, NOC. Up to 5 DPs apply for DPIN within FiLLiP.
5. Pay capital-slab-based filing fees.
6. ROC examines (5-7 working days). Resubmission if objections raised.
7. Certificate of Incorporation (COI) issued with LLPIN + PAN + TAN. NOTE: LLP COI does NOT include automatic GST / EPFO / ESIC (unlike Pvt Ltd).
8. Execute LLP Agreement on stamp paper + notarise + all partners sign.
9. File Form 3 (LLP Agreement) within 30 DAYS of COI - Rs 100/day NO CAP penalty if delayed.
10. Open current bank account in LLP's name (COI + LLPIN + PAN + Partners' resolution).
11. Apply for GST registration if turnover crosses threshold (40L goods / 20L services).
12. Annual filings: Form 11 (by 30 May), Form 8 (by 30 October). Audit only if turnover > 40L OR contribution > 25L.

Typical Timeline

7 to 10 working days for COI + 5-10 days for Form 3 filing. Plan for ~3 weeks end-to-end. CRITICAL: Form 3 within 30 days of COI - Rs 100/day penalty WITH NO CAP.

Government Fees (Excluding Professional Fees)

- FiLLiP Filing Fee: Rs 500 (capital up to Rs 1L) to Rs 5,000 (above Rs 10L) - capital-slab
- Form 3 Filing Fee: Rs 50 to Rs 200
- LLP Agreement Stamp Duty: state-specific 0.1%-1% (Maharashtra Rs 500 min, Karnataka 0.1%, Delhi 1%)
- DSC: Rs 1,500-2,000 per Designated Partner (one-time, valid 1-2 years)
- Notary fees: Rs 200-500
- Total typical out-of-pocket: Rs 6,000-12,000 for a small LLP

PART 6 Declaration

I/We declare that the information provided above is true and accurate to the best of my/our knowledge. I/We authorise *Click to enter consultant / CA firm name* to act on our behalf for the incorporation of the proposed Limited Liability Partnership and to file all necessary forms with the MCA / ROC.

Name	<i>Click here to enter text</i>	Designation / Role	<i>Click here to enter text</i>
Signature	<i>Click here to enter text</i>	Date	<i>Click here to enter text</i>

PART 7 For Office Use Only

Internal use - filled by our office team. Promoters can leave blank.

Received By	<i>Click here to enter text</i>	Date of Receipt	<i>Click here to enter text</i>
Assigned To	<i>Click here to enter text</i>	Estimated Filing Date	<i>Click here to enter text</i>
DSC Vendor Engaged	<i>Click here to enter text</i>	SPICe+ SRN	<i>Click here to enter text</i>
Quotation Ref No	<i>Click here to enter text</i>	Quote Issued On	<i>Click here to enter text</i>
Status	<input type="checkbox"/> Pending <input type="checkbox"/> DSC done <input type="checkbox"/> Name reserved <input type="checkbox"/> Filed <input type="checkbox"/> Approved <input type="checkbox"/> COI received		
Remarks	<i>Click here to enter text</i>		

DISCLAIMER

This form is a working aid prepared by CA Tirumalesh and made available free via calcguru.in. Statutory provisions, MCA fees, stamp duty and procedures are subject to change. Verify current MCA circulars before filing. Acceptance of this form does not constitute a binding professional engagement until a separate engagement letter is executed.