

Limited Liability Partnership (LLP) Registration Form

For Indian LLP Registration | LLP Act, 2008 | Form: FiLLiP (LLP-2)

Click any field marked with grey 'Click here to enter text' to type your details. Tick the 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 all fields. If this slot is not used, leave blank or write 'Not Applicable'.

Full Name (as per PAN)	Click here to enter text	Father's Name	Click here to enter text
Date of Birth (dd-mm-yyyy)	Click here to enter text	Nationality	Indian
PAN Number	Click here to enter text	Aadhaar Number	Click here to enter text
Educational Qualification	Click here to enter text	Occupation	Click here to enter text
Permanent Address (with PIN)	Click here to enter text		
Present Address (if different)	Click here to enter text		
Mobile Number	Click here to enter text	Alternate Mobile	Click here to enter text
Email ID	Click here to enter text		
DPIN (if already held)	Leave blank if not yet allotted	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 %	Click here to enter text	Capital Contribution (Rs)	Click here to enter text

Designated Partner 2 (DP / Partner)

Fill all fields. If this slot is not used, leave blank or write 'Not Applicable'.

Full Name (as per PAN)	Click here to enter text	Father's Name	Click here to enter text
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Date of Birth (dd-mm-yyyy)	<i>Click here to enter text</i>	Nationality	Indian
PAN Number	<i>Click here to enter text</i>	Aadhaar Number	<i>Click here to enter text</i>
Educational Qualification	<i>Click here to enter text</i>	Occupation	<i>Click here to enter text</i>
Permanent Address (with PIN)	<i>Click here to enter text</i>		
Present Address (if different)	<i>Click here to enter text</i>		
Mobile Number	<i>Click here to enter text</i>	Alternate Mobile	<i>Click here to enter text</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 3 (DP / Partner)

Fill all fields. If this slot is not used, leave blank or write 'Not Applicable'.

Full Name (as per PAN)	<i>Click here to enter text</i>	Father's Name	<i>Click here to enter text</i>
Date of Birth (dd-mm-yyyy)	<i>Click here to enter text</i>	Nationality	Indian
PAN Number	<i>Click here to enter text</i>	Aadhaar Number	<i>Click here to enter text</i>
Educational Qualification	<i>Click here to enter text</i>	Occupation	<i>Click here to enter text</i>
Permanent Address (with PIN)	<i>Click here to enter text</i>		
Present Address (if different)	<i>Click here to enter text</i>		
Mobile Number	<i>Click here to enter text</i>	Alternate Mobile	<i>Click here to enter text</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

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>		
Proposed Name 3 (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>
Registered Office Address (with PIN)	<i>Click here to enter text</i>		
State of Registration	<i>Click here to enter text</i>	Premises Status	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased
Total Capital Contribution (Rs)	<i>Click here to enter text</i>	Capital Type (Cash / Property / Services)	<i>Click here to enter text</i>
Profit-sharing Pattern	<i>10 (default)</i>	(equal among partners or % per partner)	<i>Click here to enter text</i>
Special Clauses required in LLP Agreement	<i>e.g. specific shareholder rights, voting restrictions. Leave blank if standard.</i>		
Auditor Preference	<i>Specific firm name, OR leave blank to be appointed by us within 30 days.</i>		

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

Latest Utility Bill - Electricity / Telephone / Gas / Water (less than 2 months old)	<input type="checkbox"/> Submitted
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 the owner of premises	<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): The CORE governing document of the LLP. Drafted by us based on your inputs - capital contribution, profit/loss-sharing ratio, partner duties, decision-making process, dispute-resolution clause, dissolution / exit clause, conversion / admission of new partners. Executed on non-judicial stamp paper of state-specific value (Rs 500 to Rs 5,000+) and notarised. Signed by ALL Designated Partners and Partners.

FiLLiP (LLP-2) - Form for Incorporation of LLP: The main incorporation form filed on MCA portal. Includes proposed LLP details, Designated Partners' details, registered office, capital contribution. Up to 5 DPs can apply for DPIN within FiLLiP itself; additional DPs need separate DIR-3 filing.

Form 9 - Consent to Act as Designated Partner: Each Designated Partner signs a Form 9 consent. We will share this for signing along with the LLP Agreement. DSC-signed and uploaded with FiLLiP.

DSC Application Forms: Class 3 DSC coordinated through our DSC vendor for any partner who does not already hold one.

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

Form 3 (LLP Agreement Filing) - CRITICAL post-incorporation step: After receiving Certificate of Incorporation, the executed LLP Agreement (notarised + stamp paper) MUST be filed with the ROC via Form 3 within 30 days. Delay penalty: Rs 100 per day with NO upper cap (can accumulate to lakhs over years if missed). We will file Form 3 on your behalf as soon as the executed deed is back from notary.

Address Proof + NOC (Registered Office): We will compile the address proof package (utility bill, NOC from owner, rent agreement if rented) and upload with FiLLiP.

PAN + TAN Application: Auto-allotted with the Certificate of Incorporation - no separate filing required.

Annual Compliance Templates (Post-Incorporation): Templates for Form 11 (Annual Return - by 30 May), Form 8 (Statement of Account & Solvency - by 30 October), partners' meeting minutes, capital change resolutions. Shared after COI.

PART 5 Process, Timeline & Government Fees

Step-by-Step Process

1. DSC procurement for all proposed Designated Partners - Class 3 DSC (1-2 working days, ~Rs 1,500-2,000 per DSC).
2. Name reservation via RUN-LLP on MCA portal - up to 2 names allowed, valid 90 days. Name approval typically 1-2 working days. (Alternative: name can be reserved within FiLLiP itself.)
3. Drafting of LLP Agreement by us - covering capital contribution, profit/loss-sharing ratio, partner roles, decision-making, dispute resolution, exit / dissolution clauses.
4. File FiLLiP (LLP-2) on MCA portal - main incorporation form. Includes Form 9 (DP consent), Subscriber's Statement, registered office proof, NOC. Up to 5 DPs apply for DPIN within FiLLiP itself.
5. Pay government filing fees (capital-slab based, see below).
6. ROC examines the FiLLiP filing (5-7 working days). Resubmission required if any objection raised.
7. On approval, Certificate of Incorporation (COI) issued together with LLPIN, PAN and TAN of the LLP. NOTE: Unlike Pvt Ltd, LLP COI does NOT include automatic GST / EPFO / ESIC registration - those are filed separately if applicable.
8. Execute LLP Agreement on stamp paper (state-specific value), notarise, and obtain signatures of ALL Designated Partners and Partners.

9. File Form 3 (LLP Agreement) within 30 DAYS of incorporation - this is CRITICAL. Late filing penalty Rs 100 per day with NO UPPER CAP. Many LLPs accumulate huge penalties because partners forget this single filing.
10. Open current bank account in the LLP's name (using COI + LLPIN + PAN + Partners' resolution).
11. Apply for GST registration if turnover crosses threshold (Rs 40 lakh goods / Rs 20 lakh services).
12. Annual filings (recurring): Form 11 (Annual Return) by 30 May; Form 8 (Statement of Account & Solvency) by 30 October. ITR-5 by 31 July (or 31 October if audit applicable). Audit mandatory only if turnover > Rs 40 lakh OR contribution > Rs 25 lakh.

Typical Timeline

7 to 10 working days from receipt of complete documents for the COI. LLP Agreement execution + Form 3 filing then needs another 5-10 days. Plan for total ~3 weeks end-to-end. CRITICAL: Form 3 must be filed within 30 days of COI - missing this triggers Rs 100/day penalty WITH NO CAP.

Government Fees (Estimate, Excluding Professional Fees)

- FiLLiP Filing Fee (capital-slab based): Rs 500 (capital up to Rs 1L), Rs 2,000 (Rs 1-5L), Rs 4,000 (Rs 5-10L), Rs 5,000 (above Rs 10L)
- Form 3 Filing Fee: Rs 50 to Rs 200 (capital-slab based)
- LLP Agreement Stamp Duty: state-specific. Typically 0.1% to 1% of capital contribution. e.g. Maharashtra Rs 500 minimum, Karnataka 0.1% (min Rs 1,000), Delhi 1% on capital, Tamil Nadu Rs 500 minimum
- 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.