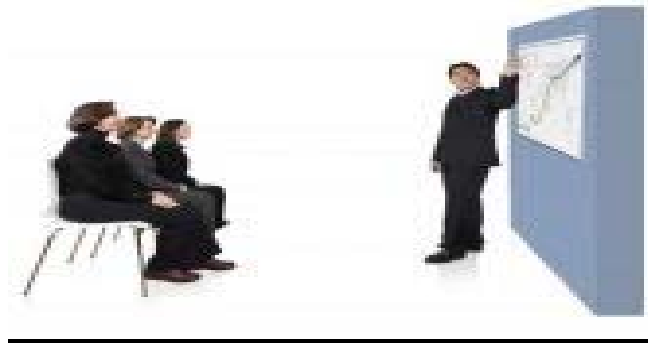


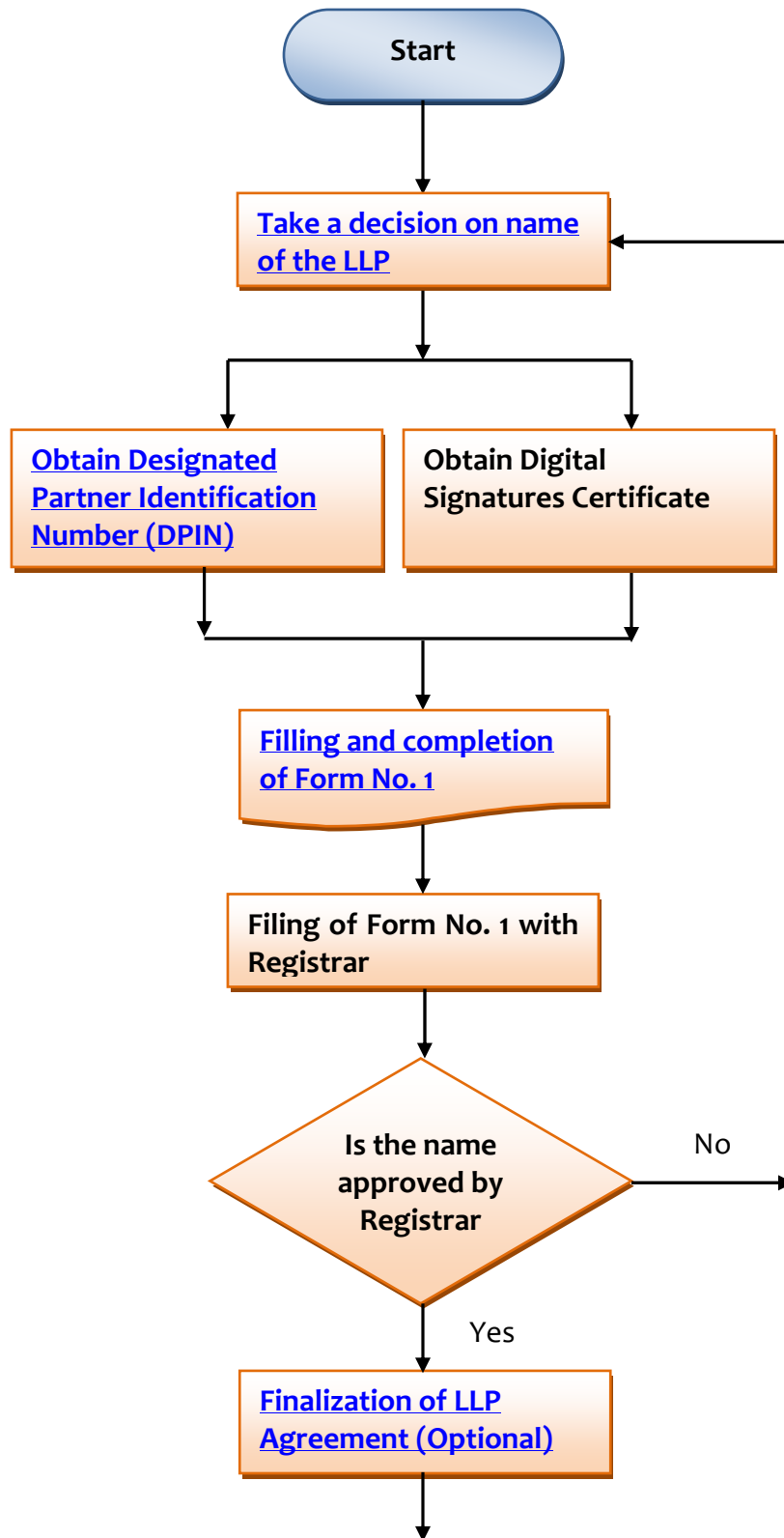
# STEPS FOR INCORPORATION OF LIMITED LIABILITY PARTNERSHIP

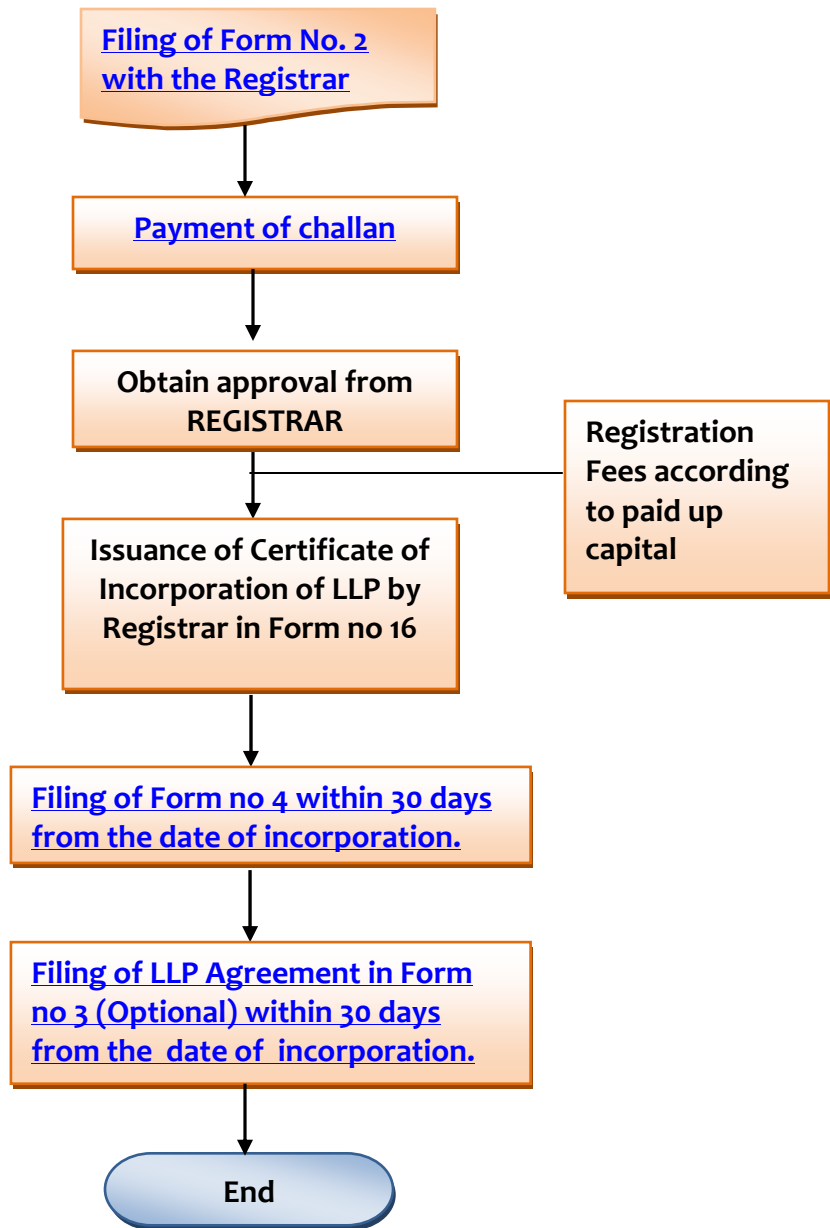


## **INDEX**

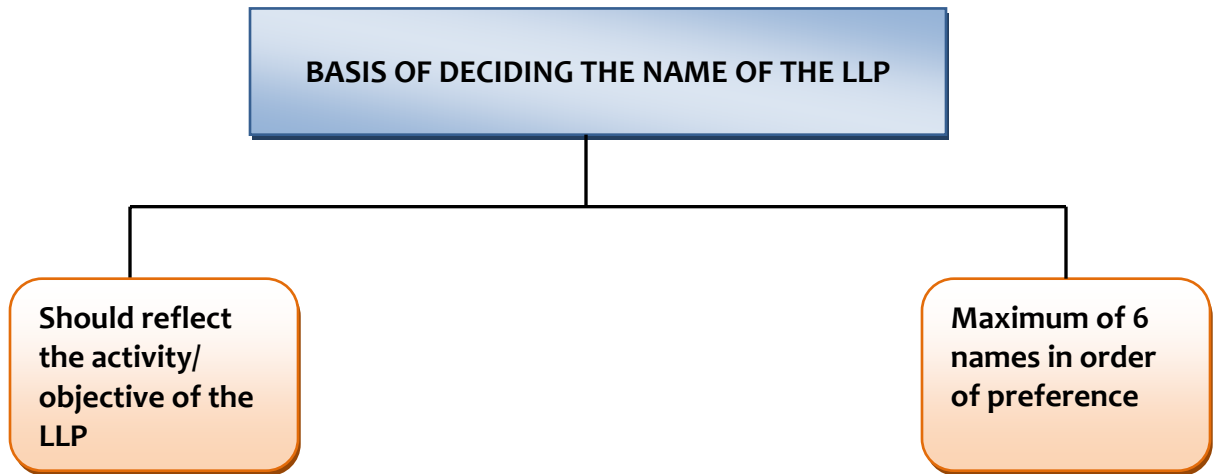
Basis of deciding the name of the LLP _____	4
Disclosure Form _____	5
Filing and completion of Form no. 1 _____	6
Approval of name by Registrar of Firm (ROF) _____	7
Finalization of LLP Agreement _____	8
Filing of Forms with Registrar of Firm _____	9
Payment of fees to Registrar of Firm _____	10
Approval by the Registrar of Firm _____	11
Designated Partner Identification Number (DPIN) _____	14

## FORMATION OF LIMITED LIABILITY PARTNERSHIP (Flow Chart)





## Basis of deciding the name of the LLP



The name of the limited liability partnership shall not be similar or identical with Company or LLP already registered in India and it should not contains words prohibited under the **‘Emblems and Names (Prevention of improper use) Act, 1950’** or which are also not **‘Undesirable’** in the opinion of Central Government or which satisfies the conditions prescribed under rule 18(2).

In case any Body Corporate is partner, copy of Board resolution authorizing the incorporation of LLP shall be attached

A Disclosure Form needs to be filled at this stage. [Sample format attached below.](#)

[Back to Flowchart](#)

**Disclosure Form - for incorporation of LLP**

1. Proposed Name of the LLP :( Maximum Six Name in order of Preference)

1.	2.
3.	4.
5.	6.

2. Name of the Applicant applied for Name availability

Name of the Applicant ( must have digital signature)	Occupation	Address	State	Country	Pin code

3. Details of partners :

Name of the Partner	Husband / Father's Name	Capital contribution	Date of Birth/ incorporation

4. Registered address of the LLP :

--

5. Detail of Designated Partners :

Name of the Designated Partner	Father's Name	DPIN Number	Nationality	Date of Birth	PAN Number	Address

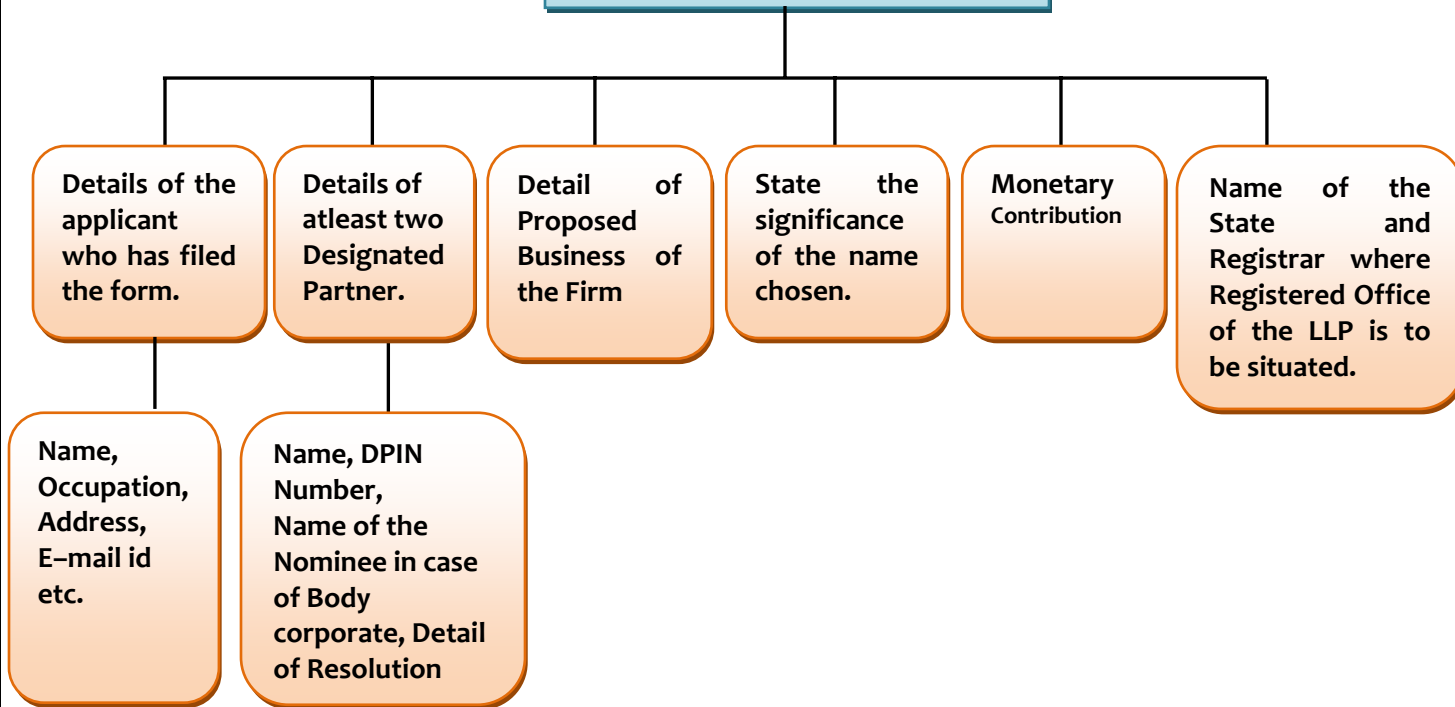
6. Capital Contribution of the Partners :

% of Capital Contribution	Type of Contribution	Amount

[Back to flowchart](#)

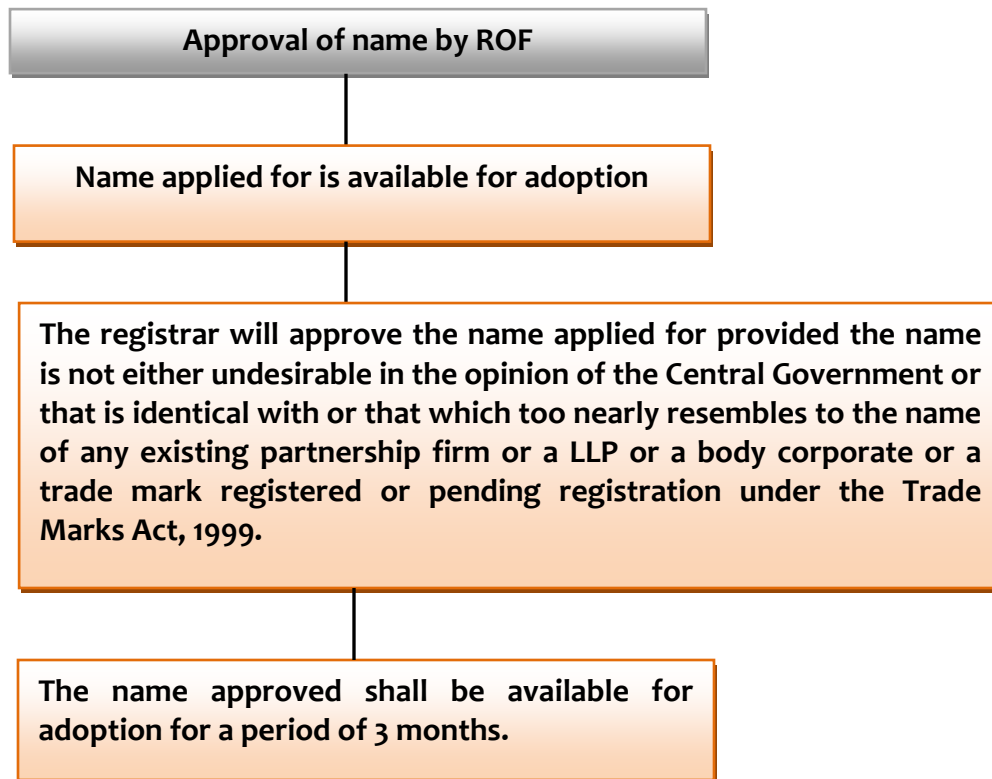
## Filling and completion of Form no. 1

### Form No. 1 (Various heads)



[Back to flowchart](#)

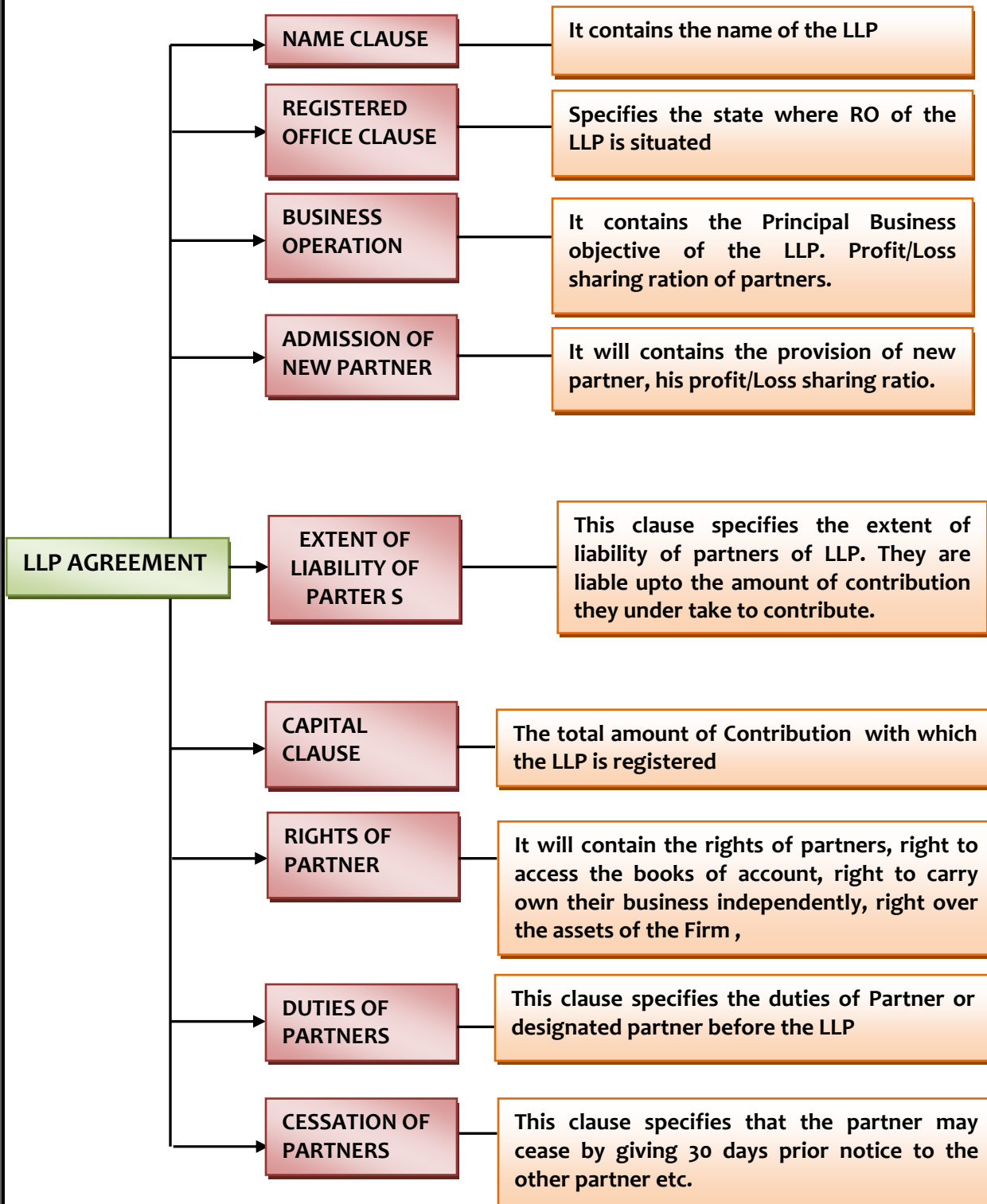
## Approval of name by Registrar of Firm (ROF)



[Back to flowchart](#)

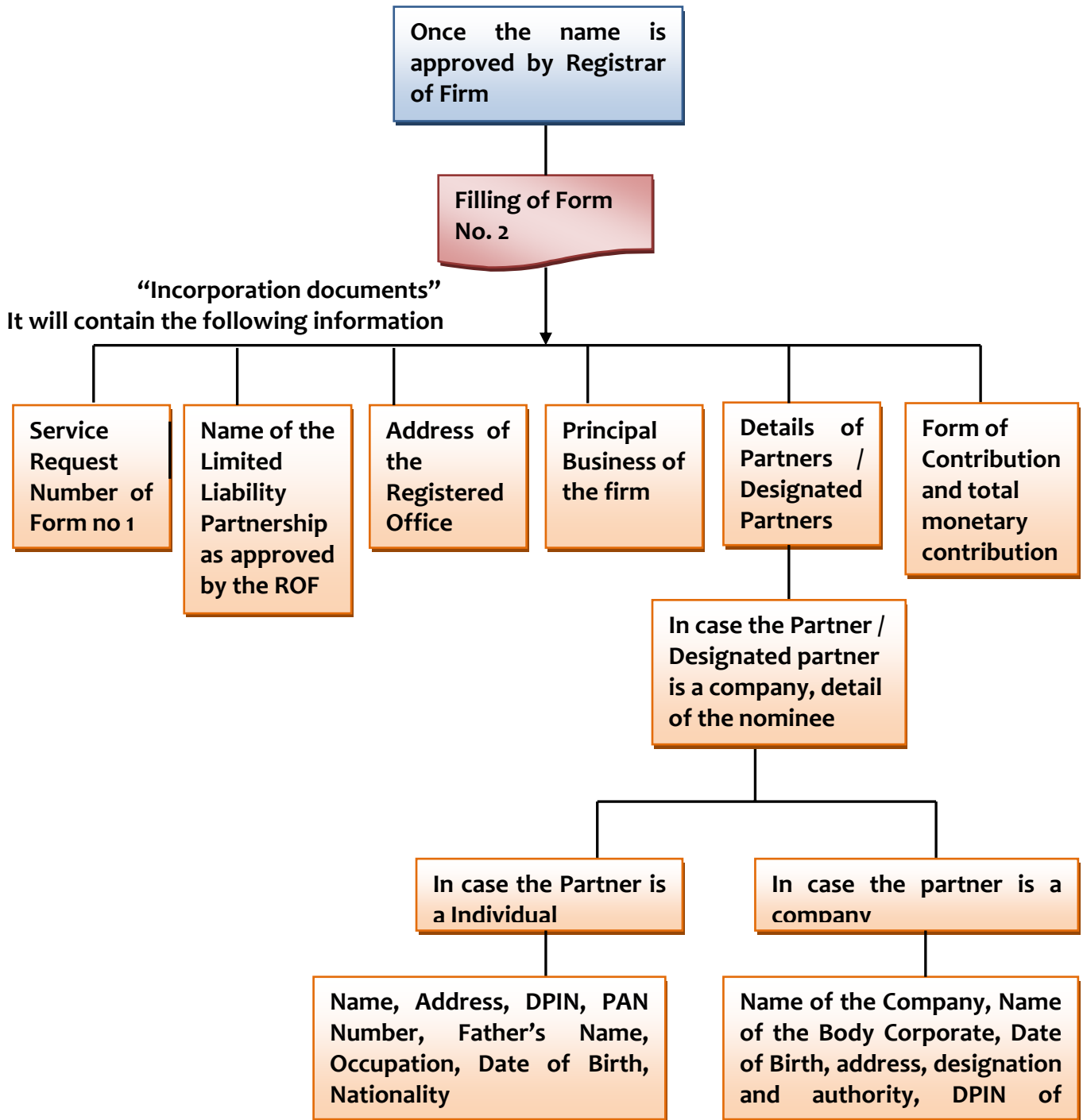


## Finalization of LLP Agreement



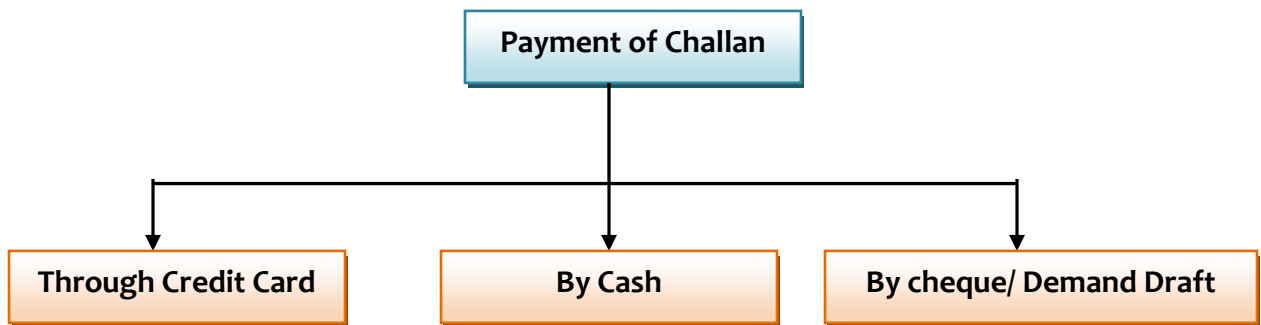
[Back to flowchart](#)

## Filing of Forms with Registrar of Firm



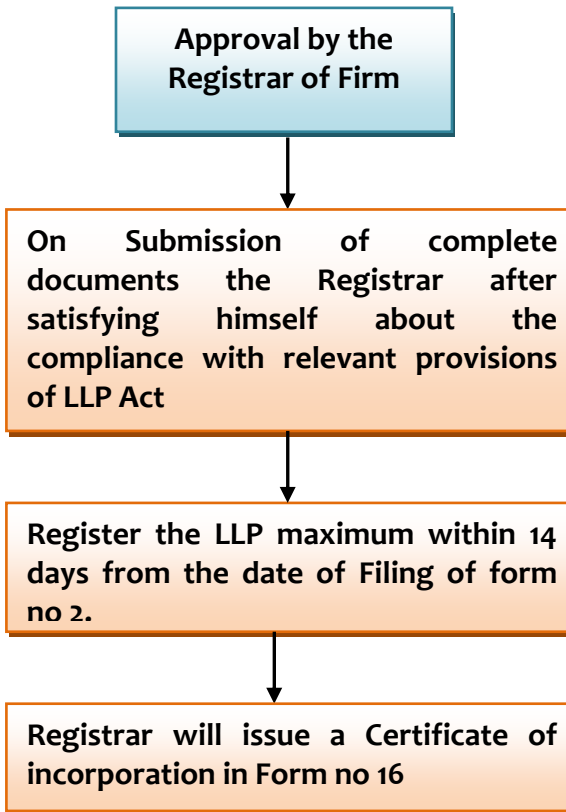
[Back to flowchart](#)

## Payment of fees to Registrar of Firm



[Back to flowchart](#)

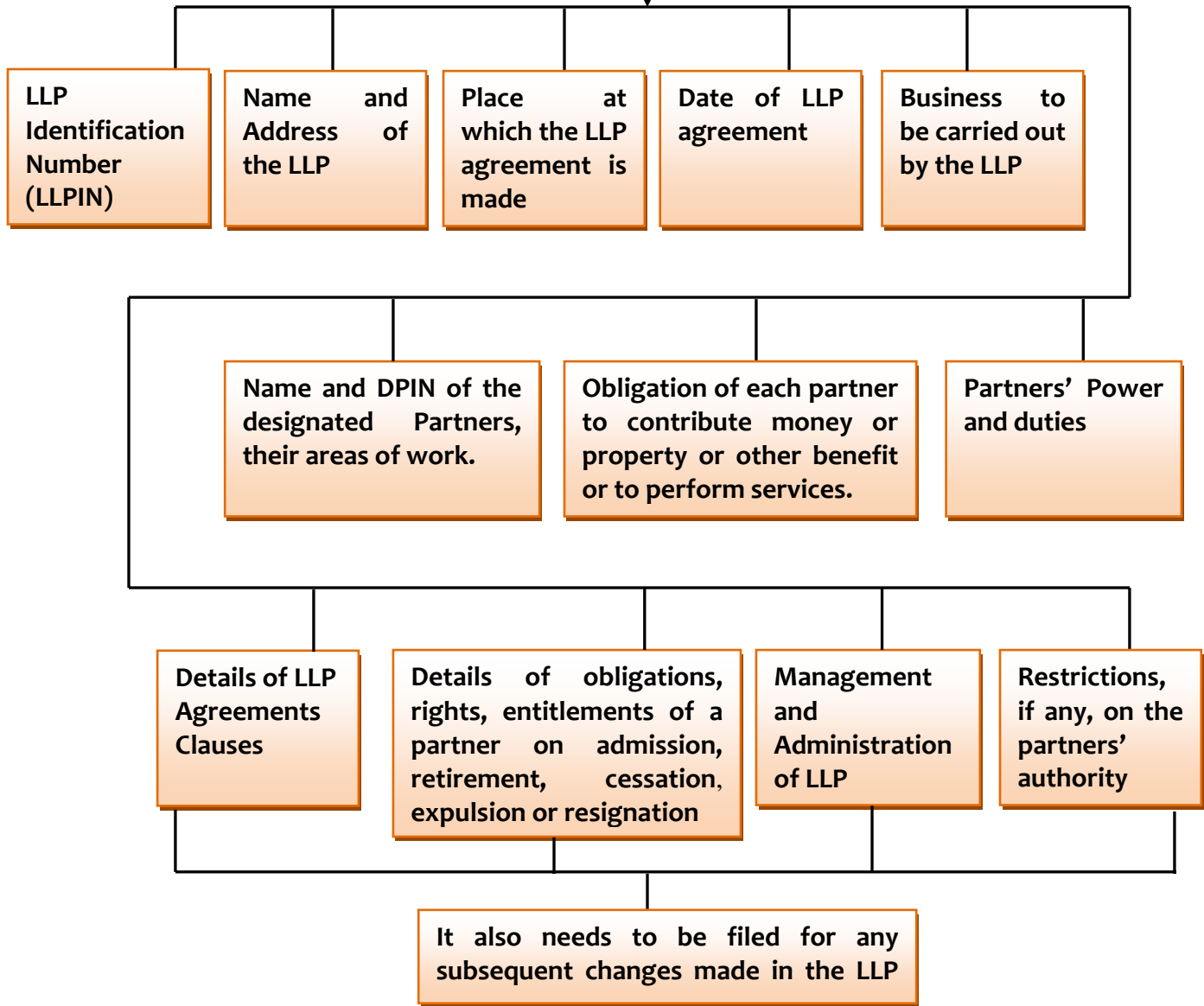
## Approval by the Registrar of Firm



[Back to flowchart](#)

**Filing of Form No. 3**

Contains the following:



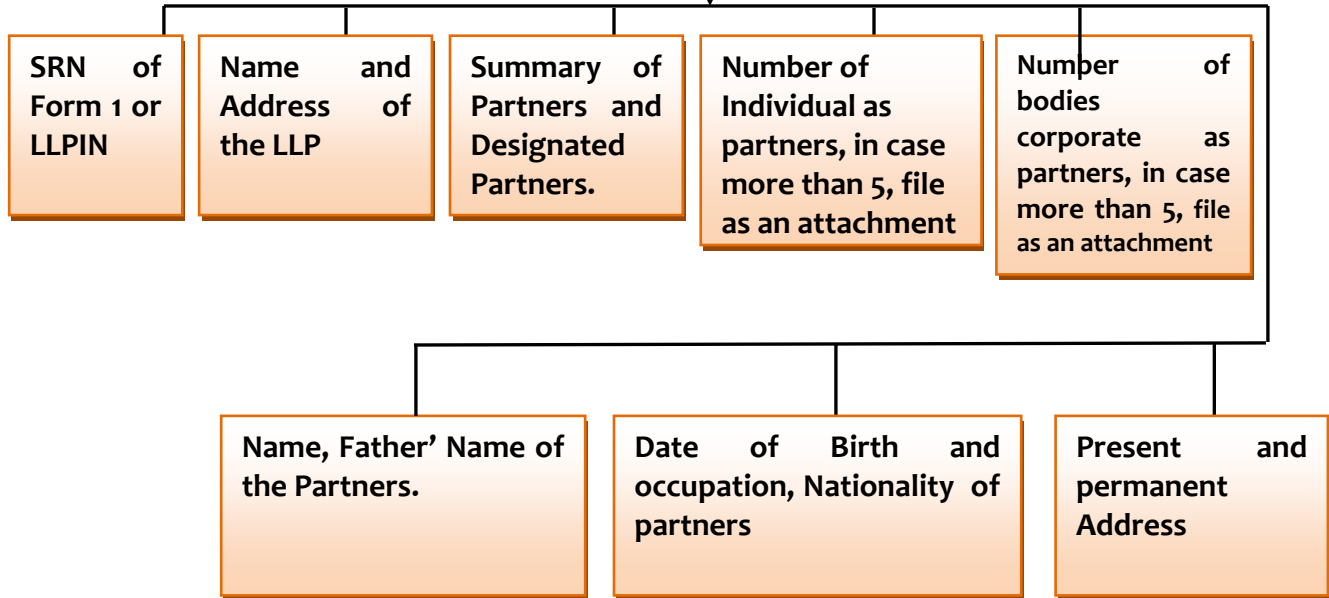
[Back to flowchart](#)

**NOTE:**

Form 3 (Information with regard to LLP agreement and changes, if any made therein) may be filed with the prescribed fee simultaneously at the time of filing Form-2 or within 30 days of the date of incorporation or within 30 days of such subsequent changes.

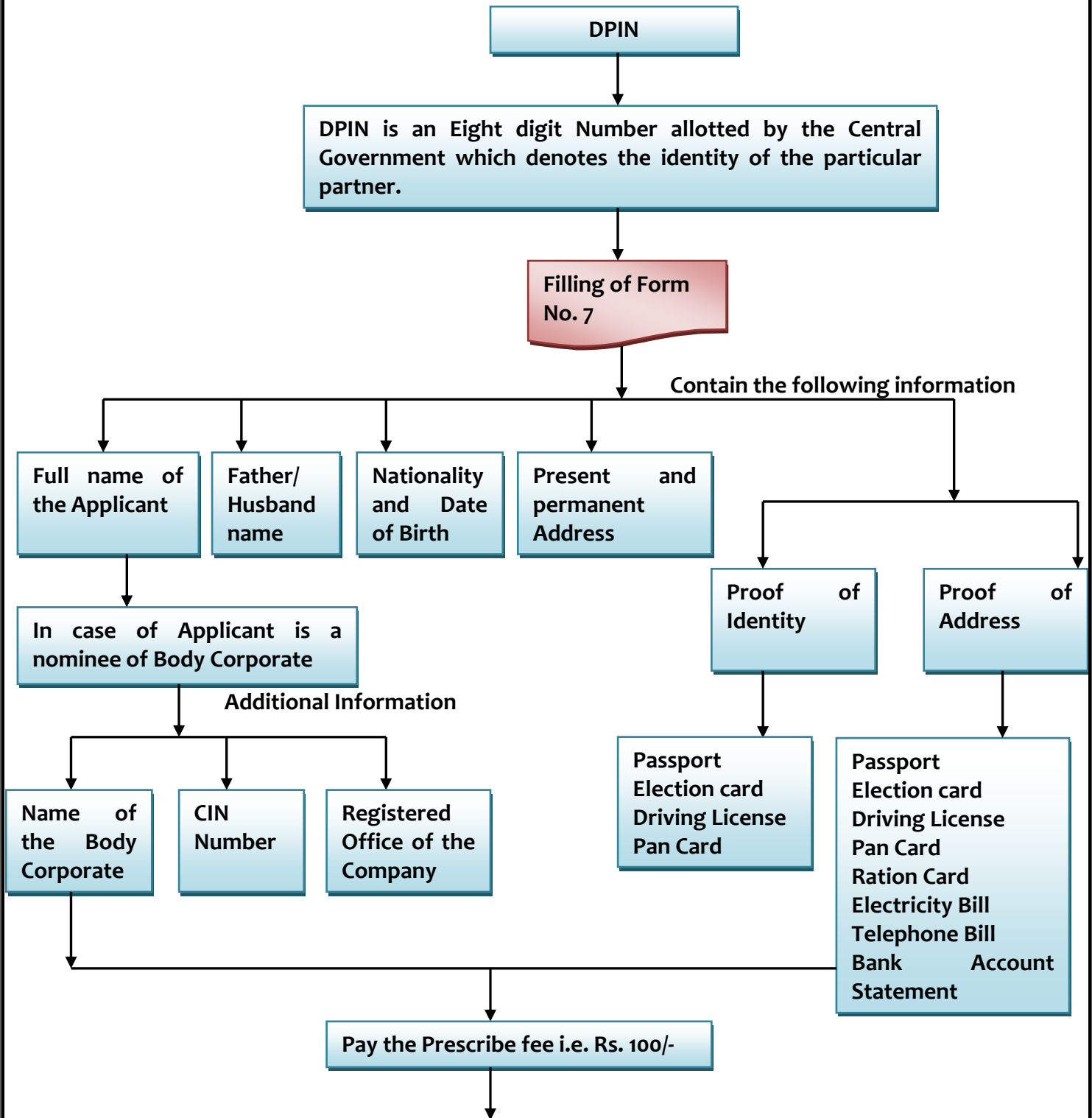
**Filing of Form No. 4**

Contains the following:



[Back to flowchart](#)

## Designated Partner Identification Number (DPIN)



Submit the Application online. The system will further generate a provisional DPIN

Take Print out of the form, affix a latest passport size photograph and get it attested along with proof of identity and residence.

Delivered the printed and signed application form along with the prescribed documents by hand / courier/ registered post to the office of “REGISTRAR, MINISTRY OF CORPORATE AFFAIRS, 3<sup>RD</sup> FLOOR, PARYAVARAN BHAWAN, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003”

The Registrar will further approve the form and you can track the status on the website.

[Back to Flowchart](#)