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ABOUT THIS DOCUMENT

This Instruction Kit is designed as a step by step guide to assist the user in filling up the webform. This document provides references to law(s) governing the webform, guidelines to access the application, instructions to fill the webform at field level and important check points while filling up the webform along with other instructions to fill the webform.

User is advised to refer to the respective instruction kit for filing of webform.

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing the LLP Form No. 11 application



Part III – Instructions to fill the webform



Part IV – Key points for successful submission

Click on any section link to refer to the particular section.

1 PART I – LAW(S) GOVERNING THE WEBFORM

Pursuant to section 35 of The Limited Liability Partnership Act, 2008 read with rule 25(1) of The Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

The webform LLP Form No. 11 aims to simplify the process of filing annual return by LLP to Registrar of companies (RoC). Every limited liability partnership shall file an annual return, along with all the documents which are required to be or attached to such annual return, duly authenticated with the Registrar in LLP Form No. 11 within the prescribed time limit as per section 35 of The Limited Liability Partnership Act, 2008.

1.2 Important Check Points while filling up the webform

- ✓ Please read instructions and guidelines carefully before filling online application forms.
- ✓ Please attach the required mandatory supporting documents in the specified format only.
- ✓ Please ensure that applicant of the webform is registered as a business user at the MCA portal before filing the webform.
- ✓ Please note that the LLP for which the webform is being filed shall be registered with MCA and shall have a valid and approved LLPIN.
- ✓ Please note that every LLP is required to file annual return within 60 days of closure of its financial year.
- ✓ Please note that filing of this form shall not be allowed in case there is any LLP Form No. 4 (Notice of appointment, cessation, change in name/ address/designation of a Designated Partner or partner and consent to become a partner/Designated Partner) pending for payment of fee or is under processing in respect of the LLP.
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP for which the webform is being filed. (This shall not be applicable for interim resolution professional/Resolution professional/liquidators/LLP administrator/certificate by professional.)
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DIN/DPIN/PAN/ Membership number as provided in the webform.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/PAN.
- ✓ If the space within any of the fields is not sufficient to provide all the information, then additional details can be provided as an optional attachment to the webform.
- ✓ Please note that the signing authority of the webform shall have an approved DPIN or valid PAN/Membership Number, as applicable.
- ✓ Please note that revised filing of annual return shall be allowed only once for a financial year.
- ✓ Please check for any alerts that are generated using the “Notifications and alerts” function under the ‘My Application’ page in the FO user dashboard on the MCA website.

2 PART II – ACCESSING THE LLP Form No. 11 APPLICATION

2.1 Application Process for LLP Form No. 11

2.1.1 Initial Submission

2.1.1.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials¹

STEP 3: Select “MCA services” and further select “LLP e-Filing”

STEP 4: Access “Form 11 - Annual Return of LLP”

STEP 5: Enter LLP Information²

STEP 6: Search LLPIN using the search option (optional)³

STEP 7: Select LLPIN from the dropdown option (optional)⁴

STEP 8: Fill up the application

STEP 9: Save the webform as a draft (optional)⁵

STEP 10: Submit the webform

STEP 11: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 12: Affix the DSC

STEP 13: Upload the DSC affixed pdf document on MCA portal

STEP 14: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled.)

STEP 15: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 11 through search bar on MCA homepage (website search)⁶

STEP 3: Login to MCA portal with valid credentials

STEP 4: Enter LLP Information²

STEP 5: Search LLPIN using the search option (optional)³

STEP 6: Select LLPIN from the dropdown option (optional)⁴

STEP 7: Fill up the application

STEP 8: Save the webform as a draft (optional)⁵

¹ In case Option 1 is selected, the user will have an option to either login immediately after accessing the MCA homepage, or login after selecting “Annual Return of Limited Liability Partnership (LLP)” in case the user is not already logged in.

² In case the user filling the webform is an LLP user then, LLPIN and LLP name will be auto-populated based on the user id from which the user logs in.

³ In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for LLPIN basis name of LLP.

⁴ In case the user filling the webform is any other business user, a dropdown option containing a list of all the LLPINs and corresponding LLP name for LLP's where the user is associated shall be displayed.

⁵ The option to save the webform as a draft shall be enabled once the user enters “LLPIN”.

⁶ In case Option 2 is selected, the user will have an option to either login immediately after accessing the MCA homepage or login after performing the website search.

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STEP 9: Submit the webform

STEP 10: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 11: Affix the DSC

STEP 12: Upload the DSC affixed pdf document on MCA portal

STEP 13: Pay Fees (In case the user does not successfully upload the DSC affixed PDF within 15 days of SRN generation and complete the payment within 7 days of successful upload of DSC affixed document or due date of filing of the form + 2 days, whichever is earlier, the SRN will be cancelled.)

STEP 14: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘LLP Form No. 11’ at Field Level

Instructions to fill ‘LLP Form No.11’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.

Field No.	Field Name	Instructions
2	Limited Liability Partnership Identification Number (LLPIN)	i. Enter a valid and approved LLPIN. ii. The field to enter the LLPIN shall be prefilled on the LLP information entered by the user. iii. A search option shall also be provided to search the LLPIN basis the name of the LLP. Either the full name of the LLP or partial name can be used to search the LLPIN. iv. Please note that in case the field is being prefilled the user shall not be allowed to edit this field.
1 (a)	Financial year (From date) (DD/MM/YYYY)	Enter the FY start date. If the user is filing this form for the first time after the incorporation of the LLP, the date should be incorporation date of the LLP.
1 (b)	Financial year (To date) (DD/MM/YYYY)	Please enter end date of the FY.
3 (a)	Name of the Limited Liability Partnership (LLP)	i. These fields shall be prefilled based on the LLPIN entered in field number 2 i.e. ‘Limited Liability Partnership Identification Number (LLPIN)’.
3 (b)	Address of the registered office of the LLP	ii. Please note that the user shall not be allowed to edit these fields.
3 (c)	Jurisdiction of Police Station for the registered office	iii. Field number 3 (d) i.e. ‘Other address if declared under section 13(2) for service of documents’ and 3 (e) i.e. ‘Jurisdiction of Police Station for the other address’ shall be applicable only in case LLP Form No. 12 is filed by the LLP.
3 (d)	Other address if declared under section 13(2) for service of documents	iv. In case field number 3 (c) i.e. ‘Jurisdiction of Police Station for the registered office’ and field number 3 (e) i.e. ‘Jurisdiction of Police Station for the other address’ is not being prefilled then the user shall have to manually enter the details in these fields. Email id will be pre-filled on the basis of LLPIN and shall be non-editable.
3 (e)	Jurisdiction of Police Station for the other address	
3 (f)	e-mail ID	
4	Business Classification	Please select the business classification of the LLP from the dropdown list provide under this field.
5	Principal business activities of the LLP	i. Principal business activities of the LLP shall be pre-filled based on the business activities to be carried on by LLP at the time of incorporation or description of business

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Field No.	Field Name	Instructions
		activities, after change as per LLP Form No. 3, whichever is later.
		ii. Please note that the user shall not be allowed to edit this field.
6	Details as on 31st March of the period for which annual return is being filed	i. The details will be pre-filled based on Financial Year selected by the user.
6 (a)	Total number of Designated Partners	ii. Details can be viewed in the Excel file that user can download by clicking on 'Download' button.
		iii. Details displayed in field number 'Total number of Designated Partners' and field number. 'Total number of partners' shall be as on 31st March of the period for which annual return is being filed, as specified in field number 1.
6 (b)	Total number of partners	iv. Fields 'Total obligation of contribution of partners of the LLP (in Rs.)' shall be prefilled based on LLPIN and calculated on the basis of Summation of 'Obligation of contribution' amount of all partners (individual and body corporate) in field no. 7 and 8 excluding the cessated partners.
6 (c)	Total obligation of contribution of partners of the LLP (in Rs.)	
6 (d)	Total contribution received from all the partners of the LLP (in Rs.)	i. 'Total contribution received from all the partners of the LLP (in Rs.)' will be calculated and filled automatically on the basis of values being put by the user in Fields 'Obligation of Contribution' and 'Contribution received and accounted for' in excel file in both Field 7 and Field 8 for each Partner and Designated Partner excluding cessated Partner.
		ii. Once both the excel files have been uploaded by the user, the field 6 (c) and 6 (d) will get auto calculated.
7	Detail of individual(s) as partners	i. Block of fields from 7 (a) i.e. 'Designation' to 7 (q) i.e. 'Name of Company/LLP' (sub fields of field 7) shall be regenerated and details of all individual Designated Partners/ individual partners (Fields 'Designation' to 'Obligation of contribution') associated with the LLPIN at any time during the period mentioned in field number 1 shall be displayed/ prefilled.
		ii. Details of Designated Partners shall be displayed first.
		iii. In case of multiple associations of a partner, multiple blocks shall be displayed.
		iv. Please note that the data of existing partners and designated partners getting prefilled shall not be allowed to be edited (except contribution values).
		v. In case of any data related issue, user may reach out to MCA helpdesk team.
7 (i)	Obligation of contribution	i. Please provide the amount of Obligation of contribution in the field.(value should be greater than zero)
		ii. In case new row is added value to be entered manually

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Field No.	Field Name	Instructions
7 (j)	Contribution received and accounted for	i. Please provide the amount of Contribution received and accounted for in this field. ii. This field shall not be required to be filled in case Cessation is applicable. iii. . Should not be greater than value in field 7(i) 'Obligation of contribution'.
7 (k)	Whether resident in India	iv. Please select 'whether he/ she is resident in India or not'. Resident of India means a person who has stayed in India not less than 182 days during immediately preceding 1 year. v. This field shall be prefilled based on DPIN/ Income-tax PAN/ Passport number as provided in field number 7 (b) i.e. 'Designated Partner Identification number (DPIN)/ Income tax permanent account number (Income-tax PAN)/ Passport number'. vi. Disabled in case of cessation - vii.
7 (l)	Number of limited liability partnership(s) in which he/she is a partner	i. Please provide the number of LLPs in which each individual Partner/DP is partner and number of companies in which user is director in respect of each partner in the respective fields.
7 (m)	Number of company(s) in which he/she is a director	ii. This field shall be prefilled based on DPIN/ Income-tax PAN/ Passport number as provided in field number 7 (b) i.e. 'Designated Partner Identification number (DPIN)/ Income tax permanent account number (Income-tax PAN)/ Passport number'. If not, users are required to manually enter these details. iii. This field shall not be required to be filled in case Cessation is applicable.
7 (n)	Details of company(s)/ LLP(s) in which partner/ designated partner is a director/ partner	This field shall be auto populated on the basis of DPIN/ Income-tax PAN/ Passport number. The details will be pre-filled in the same excel file in separate sheets for each Individual Partner/ Designated Partner Please note that the data of existing partners and designated partners getting prefilled shall not be allowed to be edited (except contribution values). In case of any data related issue, user may reach out to MCA helpdesk team.
8	Details of bodies corporate as partners	i. Block of fields from field number 8 (a) i.e. 'Type of body corporate' to field number 8 (w) i.e. 'Name of Company/ LLP' shall be regenerated and details of all bodies corporate as Designated Partners/ partners associated with the LLPIN at any time during the period mentioned in field number 1 (a) i.e. 'Financial year (From date)' and field number 1 (b) 'Financial year (To date)' shall be displayed.

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Field No.	Field Name	Instructions
		ii. Details of Designated Partners shall be displayed first. iii. In case of multiple associations of a partner, multiple blocks shall be displayed. iv. Please note that in case the fields are being prefilled the user shall not be allowed to edit them. v. Details can be viewed in the Excel file that user can download by clicking on 'Download' button.
8 (f)	Obligation of contribution	i. Please provide the amount of Obligation of contribution in the field.
8 (g)	Contribution received and accounted for	i. Please provide the amount of Contribution received and accounted for in this field. 'Contribution received and accounted for' should not be greater than 'Obligation of contribution'. ii. This field shall not be required to be filled in case Cessation is applicable.
8 (q)	Whether resident in India	i. Please select 'whether he/ she is resident in India or not'. Resident of India means a person who has stayed in India not less than 182 days during immediately preceding 1 year. ii. This field shall be pre-filled based on DPIN/ Income-tax PAN/ Passport number entered in field number 8 (j) i.e. 'DPIN/ Income-tax PAN/ Passport number'. iii. This field shall be disabled in case Cessation is applicable. vi. In case this detail does not exist in the MCA database with respect to the DPIN, filing of the webform shall not be allowed. vii. User will be required to file DIR-3KYC or DIR-6 to update this information for respective DIN and then file this form.
8 (r)	Number of limited liability partnership(s) in which he/she is a partner	i. Please provide the number of LLPs in which each individual Partner/DP is partner and number of companies in which user is director in respect of each partner in the respective fields.
8 (s)	Number of company(s) in which he/she is a director	ii. This field shall be prefilled based on DPIN/ Income-tax PAN/ Passport number of the Nominee as provided in field number 8 (j) i.e. 'DPIN/ Income-tax PAN/ Passport number'. If not, users are required to manually enter these details. iii. This field shall not be required to be filled in case Cessation is applicable.
8 (t)	Details of company(s)/ LLP(s) in which partner/ designated partner is a director/ partner	i. Fields from 7(o) 'S. No.' to 7(q) 'Name of Company/ LLP' shall be displayed in tabular format based on no. entered in field no. 8(r) and 8(s). ii) Data filed will be disabled in case Cessation is applicable

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Field No.	Field Name	Instructions
9	Summary of Designated Partner(s)/partner(s) as on 31st March of the period for which annual return is being filed	i. Fields from 9 (a) i.e. 'Individual' to 'Total' shall be populated in the tabular format. ii. Details of all Designated Partners/ partners associated with the LLPIN entered in field number 2 i.e. 'Limited Liability Partnership Identification Number (LLPIN)' at any time during the period mentioned in field number 1 (a) i.e. 'Financial year (From date)' and field number 1 (b) 'Financial year (To date)' shall be displayed.
10	Particulars of penalties imposed on the:	Please provide details of penalties imposed on the LLP and its partners and Designated Partners in the respective fields displayed under this label from field number 10 (a) i.e. 'Number of row required' to field number 10 (k) i.e. 'Penalty Imposed'.
10 (i)	Limited liability partnership	
10 (ii)	Partners / Designated Partners	
11	Particulars of compounding offences	Please provide the details of offences compounded by the LLP in the respective fields displayed under this label from field number 11 (a) i.e. 'Number of row required' to field number 11 (d) 'Date of Compounding of offence'.
	Attachments	All the attachments shall be either in pdf or .jpeg/.jpg format up to 2MB.
	Optional attachment(s) - if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.
	Verification	Please select the checkbox under this field.
	To be digitally signed by	i. Please provide the particulars of the person signing and submitting the form such as 'Name' and 'Designation' under this field. ii. Select the relevant designation from the options provided in the form of a dropdown under the field 'Designation'. iii. Please note that in case the status of the LLP is 'Under CIRP' or 'Under Liquidation', only Interim Resolution Professional (IRP)/Resolution Professional (RP)/Liquidator/LLP Administrator can be selected in the field 'Designation'.
	Particulars of the person signing and submitting the form	
	Name	
	Designation	
	DPIN of the Designated Partner/ Income-tax PAN in case of Interim Resolution Professional (IRP)/Resolution Professional (RP)/Liquidator/LLP Administrator	i. Enter a valid and approved DPIN in case 'Designation' selected is 'Designated Partner'. ii. Enter a valid Income-tax PAN in case 'Designation' selected is Interim Resolution Professional (IRP)/ Resolution professional (RP)/ Liquidator/LLP Administrator.
	Certificate	

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Field No.	Field Name	Instructions
	I certify that Annual Return contains true and correct information. To be digitally signed by Designated Partner DPIN of the Designated Partner	i. This field shall be enabled and mandatory in case total obligation of contribution of partners of the LLP does not exceed Rs. 50 lakhs or turnover of LLP does not exceed Rs. 5 crores. ii. Enter a valid DPIN of the DP.
	Certificate	
	It is hereby certified that I have verified the above particulars (including attachment(s)) from the records of <Name of the LLP> and found them to be true and correct. I further certify that all the required attachment(s) have been completely attached to this form.	i. This field shall be enabled and mandatory in case total obligation of contribution of partners of the LLP is greater than or equal to Rs. 50 lakhs or turnover of LLP greater than or equal to Rs. 5 crores, then the webform needs to be certified by a Company Secretary in whole time practice. ii. Enter the certificate of practice number of the Company Secretary and select whether he/ she is associate or fellow.
	Company Secretary in practice	
	Certificate of Practice Number	
	Whether associate or fellow	

IMPORTANT POINTS TO BE NOTED:

- 1) Users are required to download the excel files to see the complete details of LLP with respect to a specific financial year;
- 2) Users can add new row or edit the existing information prefilled.
- 3) The below details are not required to be filled in case cessation is applicable for a specific Partner/ Designated Partner:

- Contribution received and accounted for
- Number of limited liability partnership(s) in which he/she is a partner
- Number of company(s) in which he/she is a director

3.2 Other instructions to fill 'LLP Form No. 11'

Buttons	Particulars
Choose File	i. Click the 'Choose File' button to browse and select a document that is required to be attached as a supporting. ii. This is an optional field. iii. All the attachments should be uploaded in pdf or .jpg format up to 2 MB. iv. The user has an option to attach multiple files as attachments within the form.
Remove	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.

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Buttons	Particulars
Download	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
Save	i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. ii. This is an optional field and the ‘Save’ option will be enabled only after entering the ‘LLPIN’. iii. On saving the webform, all the information filled in the webform will be saved and can be edited/updated till the time webform is submitted. iv. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	i. This is a mandatory field. ii. When the user clicks on the submit button the details filled in the webform are auto saved and the system verifies all the webform, incase errors are detected the user will be taken back to webform and all the relevant error messages shall be displayed. iii. In case at the submission of webform no errors are detected by the system the submission will be successful.

4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

4.1 Fee rules

S#	Purpose of webform	Normal Fee	Additional (Delay Fee)	Logic for Additional Fees	
				Event Date	Time limit (days) for filing
1	Form for filing annual return of LLP with the Registrar	Refer Table 1	Refer Table 2	Financial year end date (31 st March).	T+60 days where T = financial year end date

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

Table 1-Normal fees

S#	Contribution Amount (INR)	Normal applicable (INR)	Fee
1	Up to 1,00,000	50	
2	More than 1,00,000 up to 5,00,000	100	
3	More than 5,00,000 up to 10,00,000	150	
4	More than 10,00,000 up to 25,00,000	200	
5	More than 25,00,000 up to 100,00,000	400	
6	More than 100,00,000	600	

Table 2- Additional Fees in case of delay in filing of forms

S#	Period of delay	Additional fee payable for Small LLPs (INR)	Additional fee payable for Other than Small LLPs (INR)
1	Up to 15 days	1 times of normal filing fees	1 times of normal filing fees
2	More than 15 days and up to 30 days	2 times of normal filing fees	4 times of normal filing fees
3	More than 30 days and up to 60 days	4 times of normal filing fees	8 times of normal filing fees
4	More than 60 days and up to 90 days	6 times of normal filing fees	12 times of normal filing fees
5	More than 90 days and up to 180 days	10 times of normal filing fees	20 times of normal filing fees
6	More than 180 days and up to 360 days	15 times of normal filing fees	30 times of normal filing fees
7.	Beyond 360 days	15 times of normal filing fees plus Rs.10 per day for every day delay beyond 360 days	30 times of normal filing fees plus Rs.20 per day for every day delay beyond 360 days

* Turnover should be considered from the annual accounts filed for the latest financial year

4.2 Processing Type

LLP Form No. 11 shall be processed in STP mode and shall be taken on record through electronic mode without any processing at the Registrar office. Ensure that all particulars in the form are correct. There is no provision for resubmission of this form. No attachment is allowed to be submitted through the addendum webform in respect of this form.

4.3 Useful links

1. Link to access LLP Form No. 11: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>

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2. FAQ's related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>
3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>