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## ABOUT THIS DOCUMENT

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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. 12 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

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Pursuant to section 13(2) of The Limited Liability Partnership Act, 2008 read with Rule 16(2) and 16(3) of The Limited Liability Partnership Rules, 2009.

### 1.1 Purpose of the webform

The Limited Liability Partnership ('LLP'), may, in addition to the registered office address, declare any other address as its address for service of documents to the Registrar of Companies ('RoC') in LLP Form No. 12.

### 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 LLPIN.
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP for which the webform is being filed.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DPIN/ 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 DPIN/DIN/PAN.
- ✓ Please ensure that the other address as entered in the webform falls within the jurisdiction of the same RoC where the LLP is registered.
- ✓ 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 check for any alerts that are generated using the "Notifications and alerts" function under the 'My Workspace' page in the FO user dashboard on the MCA website.

## 2 PART II – ACCESSING THE LLP FORM NO. 12 APPLICATION

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### 2.1 Application Process for LLP Form No. 12

#### 2.1.1 Initial Submission

##### 2.1.1.1 Option 1

**STEP 1:** Access MCA homepage

**STEP 2:** Login to MCA portal with valid credentials<sup>1</sup>

**STEP 3:** Select “MCA services” and further select “E-Filing”

**STEP 4:** Select “LLP Forms Download”

**STEP 5:** Navigate to the header “Address related filings”

**STEP 6:** Select “Notice for change of place of registered office”

**STEP 7:** Enter LLP Information<sup>2</sup>

**STEP 8:** Search LLPIN using the search option (optional)<sup>3</sup>

**STEP 9:** Select LLPIN from the dropdown option (optional)<sup>4</sup>

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)

**STEP 12:** Submit the webform

**STEP 13:** SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

**STEP 14:** Affix the DSC

**STEP 15:** Upload the DSC affixed pdf document on MCA portal

**STEP 16:** 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 17:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access LLP Form No. 12 through search bar on MCA homepage (website search)<sup>5</sup>

**STEP 3:** Login to MCA portal with valid credentials

**STEP 4:** Enter LLP Information<sup>2</sup>

**STEP 5:** Search LLPIN using the search option (optional)<sup>3</sup>

**STEP 6:** Select LLPIN from the dropdown option (optional)<sup>4</sup>

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<sup>1</sup> 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 “Notice for change of place of registered office” in case the user is not already logged in.

<sup>2</sup> 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.

<sup>3</sup> 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.

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

<sup>5</sup> 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.

Instruction Kit for LLP Form No. 12  
(Notice for change of place of registered office)

**STEP 7:** Fill up the application

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

**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. 12' at Field Level

Instructions to fill 'LLP Form No.12' 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                                                                                                                                                                                                                                                                            |
|-----------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1         | Limited Liability Partnership Identification Number (LLPIN)                                    | Please provide a valid and approved LLPIN of the LLP in the given field.                                                                                                                                                                                                                |
| 2         | Name of the Limited Liability Partnership (LLP)                                                | i. These fields shall be pre-filled based on the LLPIN entered in field number 1 i.e. 'Limited Liability Partnership Identification Number (LLPIN)'.<br>ii. Please note that the user shall not be allowed to edit these fields.                                                        |
| 3 (a)     | Address of the registered office of the LLP                                                    | i. Jurisdiction of Police Station shall be pre-filled based on the LLPIN entered in field number 1 i.e. 'Limited Liability Partnership Identification Number (LLPIN)'.<br>ii. In case the field is not being prefilled the user shall manually have to enter the details in this field. |
| 3 (b)     | Email ID                                                                                       |                                                                                                                                                                                                                                                                                         |
| 3 (c)     | Jurisdiction of Police Station                                                                 |                                                                                                                                                                                                                                                                                         |
| 4 (b)     | Other Address                                                                                  | Enter the details of the address other than the address of registered office for the purpose of serving documents to LLP or to its Partners or Designated Partners.                                                                                                                     |
|           | Latitude                                                                                       | i. Please enter details for Latitude and Longitude field.<br>ii. Please note that the details entered in 'Latitude' field shall match with the PIN code entered in field 'PIN Code/Zip Code'.                                                                                           |
|           | Longitude                                                                                      |                                                                                                                                                                                                                                                                                         |
| 5 (b)     | Date on which consent of all the partners was taken under sub-rule (2) of Rule 16 (DD/MM/YYYY) | i. Enter the date on which the decision of declaring the other address for the purpose of serving documents has been taken by all the partners.<br>ii. Please note that date entered in this field should be greater than or equal to date of incorporation of the LLP.                 |
|           | <b>Attachments</b>                                                                             | All the attachments shall be either in pdf or .jpeg/.jpg format up to 2 MB.                                                                                                                                                                                                             |
|           | Copy of the minutes of decision/resolution/consent of requisite partners                       | This attachment is mandatory in case where radio button 'Based on the procedure laid down in the LLP agreement' is selected in in field number 5 (a) i.e. 'Whether change in address is:'.                                                                                              |

Instruction Kit for LLP Form No. 12  
(Notice for change of place of registered office)

| Field No. | Field Name                                                                                                                         | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | Copy of the minutes of consent of all partners                                                                                     | This attachment is mandatory in case 'With consent of all partners' is selected in in field number 5 (a) i.e. 'Whether change in address is:'.                                                                                                                                                                                                                                                                                                          |
|           | Proof of office address along with NOC, if applicable<br>(Conveyance/Lease deed/ Rent Agreement etc. along with the rent receipts) | The attachment is mandatory.                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | Optional attachment(s) - if any                                                                                                    | <ul style="list-style-type: none"> <li>i. This field can be used to provide any other information.</li> <li>ii. Please note that the user has an option to upload up to five optional attachments.</li> </ul>                                                                                                                                                                                                                                           |
|           | <b>Verification</b>                                                                                                                | Select both the checkboxes.                                                                                                                                                                                                                                                                                                                                                                                                                             |
|           | <b>To be digitally signed by a Designated Partner</b><br>DPIN/DIN of the Designated Partner                                        | <ul style="list-style-type: none"> <li>i. Please note that the webform shall be digitally signed by Designated Partner (DP) of the LLP.</li> <li>ii. Enter a valid DIN/DPIN of the Designated Partner of the LLP.</li> </ul>                                                                                                                                                                                                                            |
|           | <b>Certification</b>                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|           | <b>To be digitally signed by</b>                                                                                                   | <ul style="list-style-type: none"> <li>i. The webform should be certified by a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) by digitally signing the webform.</li> </ul>                                                                                                                                                                                     |
|           | Category                                                                                                                           | <ul style="list-style-type: none"> <li>ii. Select the relevant category of the professional and whether he/ she is an associate or fellow</li> <li>iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.</li> </ul> |
|           | Whether Associate or Fellow                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|           | Membership number or Certificate of Practice number                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### 3.2 Other instructions to fill ‘LLP Form No. 12’

| Buttons                | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Choose File</div> | <ol style="list-style-type: none"> <li>Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting.</li> <li>This is an optional field.</li> <li>All the attachments should be uploaded in <b>pdf or .jpg format</b> up to 2 MB.</li> <li>The user has an option to attach multiple files as attachments within the form.</li> </ol>                                                                                                                                                                                        |
| <div>Remove</div>      | <p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <div>Download</div>    | <p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <div>Save</div>        | <ol style="list-style-type: none"> <li>Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform.</li> <li>This is an optional field and the ‘Save’ option will be enabled only after entering the ‘DPIN’.</li> <li>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.</li> <li>The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ol> |
| <div>Submit</div>      | <ol style="list-style-type: none"> <li>This is a mandatory field.</li> <li>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.</li> <li>In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ol>                                                                                                      |

#### 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. | Application for intimating other address for service of documents | Fee specified in The Limited Liability Partnership Rules, 2009 (Refer Table 1) | Refer Table 2          | Date on which consent of all the partners was taken under sub-rule (2) of Rule 16 | T+29 days where T = Date on which consent of all the partners was taken under sub-rule (2) of Rule 16 |

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

##### 4.2 The Limited Liability Partnership Rules, 2009

Table 1

| S# | Contribution Amount (INR)            | Normal Fee applicable (INR) |
|----|--------------------------------------|-----------------------------|
| 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 | 25 times of normal filing fees | 50 times of normal filing fees |
|----|-----------------|--------------------------------|--------------------------------|

Refer section [2\(1\)\(ta\)](#) of The Limited Liability Partnership Act, 2008 for definition of Small LLP.

#### 4.3 Processing Type

LLP Form No. 12 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.

#### 4.4 Useful links

1. Link to access LLP Form No. 12: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
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>