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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. 22 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 39, 60(2), 60(3) and 62(3) of The Limited Liability Partnership Act, 2008 read with rule 35(11), 35(17) and 41(4) of The Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

This webform aims to simplify the e-filing requirements where the Limited Liability Partnership ('LLP') or Foreign Limited Liability Partnership ('FLLP') shall provide the intimation of notice of order passed by the Court or Tribunal or Central Government or any other competent authority to the Registrar in LLP Form No. 22.

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/FLLP for whom the webform is being filed shall be registered with MCA and shall have a valid and approved Limited Liability Partnership Identification Number (LLPIN)/ Foreign Limited Liability Partnership Identification Number (FLLPIN).
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP/FLLP for which the webform is being filed. (This shall not be applicable for interim resolution professional/ resolution professional / liquidators/ LLP administrator and others)
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the PAN/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 Digital Signature Certificate (DSC) or valid D/NDPIN/PAN.
- ✓ Please ensure that the DPIN as provided in the webform is not flagged for disqualification of the Designated Partner.
- ✓ Please ensure that in case of Compromise or Arrangement of LLP or Reconstruction or Amalgamation of LLP, the status of LLP shall be 'Active'.
- ✓ Please note that the signing authority of the webform shall have an approved DPIN or valid PAN as applicable.
- ✓ Please note that in case of resubmission, application of the Form 22 shall be available in the application history of the user and T+30 days (where T is the date of marking the application as 'Resubmission Required') should not have elapsed.
- ✓ 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.

2.1 Application Process for LLP Form No. 22

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 “E-Filing”

STEP 4: Select “LLP Forms Download”

STEP 5: Access “Notice of intimation of order of Court/ Tribunal/ Central Government to the Registrar”

STEP 6: Enter LLP information²

STEP 7: Search LLPIN/FLLPIN using the search option (optional)³

STEP 8: Select LLPIN/FLLPIN form the dropdown option (optional)⁴

STEP 9: Fill up the application

STEP 10: Save the webform as a draft (optional)⁵

STEP 11: Submit the webform

STEP 12: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 13: Affix the DSC

STEP 14: Upload the DSC affixed PDF document on MCA portal

STEP 15: 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 16: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 22 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/FLLPIN using the search option (optional)³

STEP 6: Select LLPIN/FLLPIN form the dropdown option (optional)⁴

STEP 7: Fill up the application

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

STEP 9: Submit the webform

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 “Notice of intimation of order of Court Tribunal Central Government to the Registrar” in case the user is not already logged in.

² In case the user filling the webform is a LLP/FLLP user then, LLPIN/FLLPIN and LLP/FLLP 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 the LLPIN/FLLPIN basis the name of the LLP/FLLP.

⁴ In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPINs’ or FLLPINs’ and corresponding LLP/FLLP name for LLP’s or FLLP’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/FLLPIN”.

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.

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

2.1.2 Resubmission

2.1.2.1 Option 1

STEP 1: Access MCA homepage

STEP 2: Login to MCA portal with valid credentials

STEP 3: Access application history through user dashboard

STEP 4: Select Form 22 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Save the webform as a draft (optional)

STEP 7: Submit the webform

STEP 8: SRN is updated

STEP 9: Affix the DSC

STEP 10: Upload the DSC affixed PDF document on MCA portal⁷

STEP 11: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

STEP 12: Acknowledgement is generated

2.1.2.2 Option 2

STEP 1: Click on the link provided in the notification email sent (received for resubmission)

STEP 2: Login to MCA portal with valid credentials

STEP 3: Fill up the application

STEP 4: Save the webform as a draft (optional)

STEP 5: Submit the webform

STEP 6: SRN is updated

STEP 7: Affix the DSC

STEP 8: Upload the DSC affixed PDF document on MCA portal⁷

STEP 9: Resubmission of webform (In case the user does not complete re-submission of the form and upload the DSC affixed PDF document within 24 hours of the SRN update, a SMS and email reminder will be sent to the user daily for 30 days OR till the time this is submitted, whichever is earlier)

⁷ For the SRN's that are marked 'Resubmission required', the user is required to update the details in the web-form and complete submission including the upload of DSC affixed PDF within 30 days from the date the BO user has sent the SRN back for resubmission



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STEP 10: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

3.1 Specific Instructions to fill ‘LLP Form No. 22’ at Field Level

Instructions to fill ‘LLP Form No.22’ 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) or Foreign Limited Liability Partnership Identification Number (FLLPIN)	i. The field to enter the LLPIN/FLLPIN shall be pre-filled on the LLP/FLLP information entered by the user. ii. A search option shall also be provided to search the LLPIN/FLLPIN basis the name of the LLP/FLLP. Either the full name of the LLP/FLLP or partial name can be used to search the LLPIN/FLLPIN. iii. In case the field is prefilled the user shall not be allowed to edit this field. iv. In case the field is not being prefilled then please enter a valid LLPIN or FLLPIN.
2 (a)	Name of the Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP)	i. These fields shall be prefilled based on the LLPIN/FLLPIN provided in field number 1 i.e. ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)’.
2 (b)	Address of the registered office of the LLP or principal place of business in India of Foreign LLP	ii. Please note that these fields are non-editable.
2 (d)	Email Id	
2 (c)	Jurisdiction of Police Station	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) or Foreign Limited Liability Partnership Identification Number (FLLPIN)’. ii. In case the information is not pre-filled in this field user will have to manually enter the details.
3 (a)	Order passed by	Please select the authority passing the order from the options provide under this field in the form of a dropdown.
3 (b)	Name of the <Court/ Central Government office/ National Company Law Tribunal bench/ National Company Law Appellate Tribunal office/ competent authority>	i. This field shall be dynamic based on the option chosen in field number 3 (a) i.e. ‘Order passed by’. ii. Name of the Court shall be asked for in case Court is selected in field number 3 (a) i.e. ‘Order passed by’. iii. Name of the Central Government office shall be asked for in case Central Government is selected in field number 3 (a) i.e. ‘Order passed by’.

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Field No.	Field Name	Instructions
		iv. Name of the National Company Law Tribunal bench shall be asked for in case of National Company Law Tribunal is selected in field number 3 (a) i.e. 'Order passed by'. v. Name of National Company Law Appellate Tribunal office shall be asked for in case of National Company Law Appellate Tribunal is selected in field number 3 (a) i.e. 'Order passed by'. vi. Name of the competent authority shall be asked for in case of any other competent authority is selected in field number 3 (a) i.e. 'Order passed by'.
3 (c)	Location	i. In case 'National Company Law Tribunal' is selected in field number 3 (a) i.e. 'Order passed by' then a dropdown to select the relevant bench shall be provided to the user. ii. For all the other cases, this field shall be an open text box.
3	Specify others	This field shall be displayed and mandatory in case 'Others' is selected in field number 3 (c) i.e. 'Location'.
4	Date of passing the order	i. Please provide the date of passing the order in this field. ii. Please note that date entered in this field should be greater than or equal to date of incorporation in case of LLP and date of establishment of place of business in India in case FLLP. iii. Date entered in this field should also be less than or equal to system date.
5	Relevant act under which order is passed	Select the relevant act under which the order is passed from the following options provided under this field in the form of radio buttons : ▪ LLP Act, 2008 ▪ Insolvency and Bankruptcy Code 2016 ▪ Others
5 (a)	Section of LLP Act, 2008 and relevant Rules under which order is passed	i. Select the section or rule reference of the LLP Act or rules under which the order has been passed from the dropdown options provided under this field. ii. If the order has been passed under a section or rule other than the listed down sections or rules then please select 'Others' in this field. iii. These fields shall be enabled and mandatory in case 'LLP Act, 2008' is selected in field number 5 i.e. 'Relevant act under which order is passed'. iv. In case the form is being filed on behalf of a FLLP then dropdown value '64 and rule 35(17) - Liquidation' cannot be selected.

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Field No.	Field Name	Instructions
		v. Please ensure that you select the correct section as the processing of this and/ or other webforms by the Registrar office shall be dependent upon the same. vi. Please note in case section or rule reference selected is 'Section 60(3) read with Rule 35(11) – Compromise or Arrangement of LLP' or '62(3) read with Rule 35(17) - Reconstruction or Amalgamation of LLP', status of LLP filing the webform should be 'Active'. vii. Please note in case section or rule reference selected is 'Section 64 with rule 35(17) - Liquidation', status of LLP filing the webform should be 'Under Liquidation'.
5 (c)	Specify others Section details Section description	i. These fields shall be displayed and mandatory in case 'Others' is selected in field number 5, 5 (a) or 5 (b) i.e. 'Relevant act under which order is passed', 'Section of LLP Act, 2008 and relevant Rules under which order is passed' or 'Section of Insolvency and Bankruptcy Code, 2016 under which order is passed', respectively. ii. If the order has been passed under a section or rule other than the listed down sections or rules in the above fields then specify the section under which order has been passed along with details and description in these fields.
6	Number of days within which order is to be filed with Registrar (To be entered pursuant to aforesaid sections or in terms of Court order or Tribunal order or order of the competent authority, as the case may be)	i. This field shall be prefilled in case where either of the following sections is selected in field 5 (a) i.e. 'Section of LLP Act, 2008 and relevant Rules under which order is passed': ▪ Section 60(3) read with Rule 35(11) - Compromise or Arrangement of LLP ▪ Section 62(3) read with Rule 35(17) - Reconstruction or Amalgamation of LLP ▪ Section 64 and rule 35(17) – Liquidation ▪ Section 39 and rule 41(4) - Compounding of offence ii. In case the field is being prefilled the user shall not be allowed to edit this field. iii. In case 'Others' is selected in field number 5, 5 (a) or 5 (b) i.e. 'Relevant act under which order is passed', 'Section of LLP Act, 2008 and relevant Rules under which order is passed' or 'Section of Insolvency and Bankruptcy Code, 2016 under which order is passed', respectively then it shall be an open textbox. iv. In case the user is manually entering the days in this field he/she should ensure that the value entered is in pursuance to aforesaid sections or in terms of court order or order of the competent authority, as the case may be. v. Please note that in case the section or Court order does not provide for the number of days within which order is to be filed, then the form should be filed at the earliest.

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Field No.	Field Name	Instructions
7	Date of application to Court or Tribunal or competent authority for issue of certified copy of order	i. Please enter the date of application to court or the competent authority for issue of certified copy of Order. ii. Please note that the date entered in this field should be greater than or equal to date of passing the order and less than or equal to the system date. iii. In case no application is required to be made then enter the date of passing the order as the date of application.
8	Date of issue of certified copy of order	i. Please provide the date of issue of certified copy of order under this field. ii. Please note that the date entered in this field should be greater than or equal to the date of application to Court or Tribunal or competent authority for issue of certified copy of order and less than or equal to the system date.
9	Due date by which order is to be filed with Registrar	i. Please ensure that you enter the correct details in the above fields as based on the same, system will automatically display the due date by which order is to be filed with Registrar. In case the form is being filed after the due date, then in such case, it shall be required to get the delay condoned and thereafter, file the order for condonation of delay in another webform 22. ii. Please note that this form cannot be approved unless webform 22 (filed for condonation of delay) having SRN of this form has been approved.
11	In case of compounding of offence, enter Service request number (SRN)(s) of Form 31	i. This field shall be displayed and mandatory in case 'Section 39 and rule 41(4) - Compounding of offence' is selected in field 5 (a) i.e. 'Section of LLP Act, 2008 and relevant Rules under which order is passed'. ii. This field shall be regenerated up to 3 times and the first textbox under it shall be mandatory. iii. Enter a valid SRN of form 31 available in the system. iv. Provide a valid SRN associated with the LLPIN/FLLPIN entered in field number 1 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)'. v. SRN entered in each of the regenerated fields shall be unique. vi. Please note that details of any additional SRN can be provided as an optional attachment.
13	Whether cost/fee involved or not If yes, SRN of payment of cost/fee	i. Select whether there is any cost/fee involved with respect to the order. If yes, enter the SRN of payment of cost/fee. In case there is more than one SRN for payment of

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Field No.	Field Name	Instructions
		cost/fee, then details of the same can be provided as an optional attachment. ii. Please ensure that payment status of SRN of payment of cost/fee being entered is PAID otherwise the webform shall not be approved. iii. Provide a valid SRN associated with the LLPIN/FLLPIN entered in field number 1 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)'.
	Attachments	All the attachments shall be either in PDF or .jpeg/.jpg format up to 2 MB.
	Copy of order of Court/ NCLT/ NCLAT/ Central Government/ any other Competent Authority	This is a mandatory attachment.
	Optional attachments (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.
	To be digitally signed by Particulars of the person signing and submitting the form Name	i. The webform should be digitally signed by: In case of LLP: ▪ The Designated Partner (DP) of the LLP/Interim Resolution Professional/Resolution Professional/Liquidators/LLP administrator/Others. Interim Resolution Professional/Resolution Professional/Liquidators/LLP administrator shall be allowed to sign the webform only in case the status of the LLP is 'Under Liquidation' or 'Under CIRP'. In case of FLLP: ▪ By an authorized representative of the FLLP or any other person. ii. Enter the name of the person signing the webform.
	Designation	i. Select the relevant option from the drop down provided under this field. ii. Any value can be selected from the dropdown options provided if LLPIN is entered in field number 1. iii. 'Authorized representative'/'Others' can only be selected if FLLPIN is entered in field number 1. iv. IRP/ RP/ Liquidator/ LLP Administrator can only be selected in case the status of the LLP is 'Under CIRP' or 'Under Liquidation'.
	Capacity	This field is displayed and mandatory in case 'Designation' selected above is 'Others'.

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Field No.	Field Name	Instructions
	DPIN in case of Designated Partner / DPIN or Income-tax PAN in case of Authorized representative/ PAN in case of LLP Administrator/ Interim Resolution Professional or Resolution professional or Liquidator/Others	i. Enter the DPIN in case the person digitally signing the webform is a Designated Partner. ii. Enter income-tax PAN in case the person signing the webform is an authorized representative. iii. Enter income-tax PAN in case the person digitally signing the webform is LLP Administrator/ Interim Resolution Professional or Resolution professional or Liquidator/Others

3.2 Other instructions to fill ‘LLP Form No. 22’

Buttons	Particulars
Choose File	- Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to LLP Form No. 22. - This is an optional field. - All the attachments should be uploaded in PDF or .jpg format up to 2 MB. - 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.
Download	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
Save	- Click on Save button for saving the application in a draft form at any given point in time prior to submitting the webform. - The ‘Save’ option will be enabled only after entering the ‘LLPIN/FLLPIN’. - This is an optional field. - 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. - The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	- This is a mandatory field. - 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. - 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	Application for intimating order of Court/ Tribunal/ Central Government to the Registrar	Refer Table 1 below	Refer Table 2 below	Due date by which order is to be filed with Registrar as mentioned in field 9 of the form	By due date

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

4.2 Limited Liability Partnership Rules, 2009

Table 1

For LLP registered in India

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

In case Foreign LLP

Fee applicable

INR 1000 per document

Table 2

Additional Fees in case of delay in filing of forms

S#	Period of delay	Additional fee payable for Small LLPs (in Rs.)	Additional fee payable for Other than Small LLPs (in Rs.)
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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. 22 shall be processed in Non-STP mode.

4.4 Useful links

1. Link to access LLP Form No. 22: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
2. FAQs 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>