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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, 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. 31 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 39 of The Limited Liability Partnership Act, 2008 read with rule 41 of The Limited Liability Partnership Rules, 2009.

### 1.1 Purpose of the webform

The webform LLP Form No. 31 aims to simplify the e-filing requirements where the application for compounding of an offence under The Limited Liability Partnership Act, 2008 can be filed with the Registrar in “LLP Form No. 31” along with fees prescribed.

### 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). This shall not be applicable in case category of applicant selected is "Others".
- ✓ 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, as applicable.
- ✓ Please ensure that the DPIN as provided in the webform is not flagged for disqualification of the Designated Partner.
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP/FLLP for which the webform is being filed.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/ PAN /Membership number, as applicable.
- ✓ Please note that in case of resubmission, application of the Form 31 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 PART II – ACCESSING THE LLP FORM NO. 31 APPLICATION

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### 2.1 Application Process for LLP Form No. 31

#### 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:** Access “Application for compounding of an offence under the Act”

**STEP 6:** Enter Category of Applicant

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

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

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

**STEP 10:** Fill up the application

**STEP 11:** Save the webform as a draft (optional)<sup>5</sup>

**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:** Acknowledgement is generated

##### 2.1.1.2 Option 2

**STEP 1:** Access MCA homepage

**STEP 2:** Access LLP Form No. 31 through search bar on MCA homepage (website search)<sup>6</sup>

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

**STEP 4:** Enter Category of Applicant

**STEP 5:** Enter LLP information<sup>2</sup>

**STEP 6:** Search LLPIN/FLLPIN using the search option (optional)<sup>3</sup>

**STEP 7:** Select LLPIN/FLLPIN form the dropdown option (optional)<sup>4</sup>

**STEP 8:** Fill up the application

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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 “Application for compounding of an offence under the Act” in case the user is not already logged in.

<sup>2</sup> 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.

<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 the LLPIN/FLLPIN basis the name of the LLP/FLLP.

<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’ or FLLPINs’ and corresponding LLP/FLLP name for LLP’s or FLLP’s where the user is associated shall be displayed.

<sup>5</sup> The option to save the webform as a draft shall be enabled once the user enters “LLPIN/FLLPIN” in case where category of applicant is LLP/FLLP and ‘Name’ in case where category of applicant is ‘Others’.

<sup>6</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.



**STEP 9:** Save the webform as a draft (optional)<sup>5</sup>

**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:** 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 31 application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**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 portal<sup>7</sup>

**STEP 11:** 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:** Access application history through user dashboard

**STEP 4:** Select Form 31 application with status as 'Resubmission required'

**STEP 5:** Fill up the application

**STEP 6:** Save the webform as a draft (optional)<sup>5</sup>

**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 portal<sup>7</sup>

**STEP 11:** Acknowledgement is generated

<sup>7</sup> 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

### 3 PART III – INSTRUCTIONS TO FILL THE WEBFORM

#### 3.1 Specific Instructions to fill ‘LLP Form No. 31’ at Field Level

*Instructions to fill ‘LLP Form No. 31’ 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) or Foreign Limited Liability Partnership Identification Number (FLLPIN) | <ul style="list-style-type: none"> <li>i. In case where category of applicant selected in field number 1 i.e. ‘Category of applicant’ is ‘LLP’ then please enter a valid LLPIN.</li> <li>ii. In case where category of applicant selected in field number 1 i.e. ‘Category of applicant’ is ‘FLLP’ then please enter a valid FLLPIN.</li> <li>iii. In case where category of applicant selected in field number 1 i.e. ‘Category of applicant’ is “Others” then, if application for compounding of offence is filed in respect of a Designated Partner of an LLP, please enter the LLPIN. In case application is filed in respect of authorized representative of FLLP, please enter the FLLPIN.</li> </ul> |
| 3 (a)     | Name of the Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP)                                     | i. These fields shall be displayed and mandatory in case ‘LLPIN’ or ‘FLLPIN’ is entered in field number 2 i.e. ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)’.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3 (b)     | Address of registered office of the LLP or principal place of business in India of foreign LLP                                      | ii. These fields shall be prefilled based on the LLPIN/FLLPIN provided in field number 2 i.e. ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)’.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3 (d)     | e-mail ID of the LLP/FLLP                                                                                                           | iii. Please note that the user shall not be allowed to edit prefilled fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3 (c)     | Jurisdiction of Police Station                                                                                                      | <ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory in case ‘LLPIN’ or ‘FLLPIN’ is entered in field number 2 i.e. ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN)’.</li> <li>ii. Enter the details jurisdiction of police station in this field.</li> </ul>                                                                                                                                                                                                                                                                                                                            |
| 4         | Details of applicant (in case category is others)                                                                                   | In case the user selects ‘Other’ in field number 1 i.e. ‘Category of applicant’ then it will be mandatory for the user to enter details of applicant in the fields displayed under this label.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



| Field No. | Field Name                                                                                                                          | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 (a)     | Whether application for compounding offence is filed in respect of                                                                  | <ul style="list-style-type: none"> <li>i. In case the user selects 'Others' in field number 1 i.e. 'Category of applicant' then the user is not allowed to select 'LLP' or 'Foreign LLP' in this field.</li> <li>ii. In case the user selects 'LLP' or 'Foreign LLP' in field number 1 i.e. 'Category of applicant' then this field shall be prefilled as 'LLP or Foreign LLP' and shall be non-editable.</li> </ul>                                                                                    |
| 6 (b)     | Number of person(s) for whom the application is being filed                                                                         | <ul style="list-style-type: none"> <li>i. This field shall be enabled and mandatory in case where 'Designated Partner' or 'Authorized Representative' or 'Partner' or 'Others' is selected in field number 6 (a) i.e. 'Whether application for compounding offence is filed in respect of'.</li> <li>ii. Field number 6 (c) i.e. 'Details of person(s) for whom the application is being filed' shall be displayed and regenerated as blocks equivalent to the number entered in this field.</li> </ul> |
| 6 (c)     | Category Designated Partner Identification Number (DPIN) or Income tax Permanent Account Number (income-tax PAN) or Passport number | <ul style="list-style-type: none"> <li>i. Please note that DPIN shall automatically be selected in this field in case where 'Designated Partner' is selected in field number 6 i.e. 'Category' and shall be non-editable. In the other cases user shall have to select the option manually.</li> <li>ii. In case category is authorized representative, enter either DPIN or Income-tax PAN. In case category is Partner or others, enter either DPIN or income-tax PAN or passport number.</li> </ul>  |
| 7 (d)     | Please indicate the section of the Act under which offence has been committed                                                       | Please provide the details of section violated under this field.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 7 (e)     | Indicate the relevant penal provisions of the Act                                                                                   | Please provide details of applicable penalty for offence that has been committed in this field.                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7 (j)     | Whether the offence has been made good as on date of application, if applicable                                                     | Please specify if the offence has been made good as on date of application, if applicable in this field by selecting the relevant option provided under this field.                                                                                                                                                                                                                                                                                                                                     |
| 7 (k)     | If yes, the date of making the default good                                                                                         | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case where 'Yes' is selected in field 7 (j) i.e. 'Whether the offence has been made good as on date of application, if applicable'.</li> <li>ii. Please indicate the date on which the default has been made good, if applicable in this field.</li> </ul>                                                                                                                                                     |
| 7 (l)     | Brief particulars as to how the default has been made good                                                                          | <ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case where 'Yes' is selected in field 7 (j) i.e. 'Whether the</li> </ul>                                                                                                                                                                                                                                                                                                                                       |



| Field No. | Field Name                                                                                                         | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                    | offence has been made good as on date of application, if applicable’.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           |                                                                                                                    | ii. Please provide the details as to how the default has been made good in this field.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <b>Attachments</b>                                                                                                 | All the attachments shall be either in PDF or .jpeg/.jpg format up to 2 MB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | Copy of show cause notice received                                                                                 | This attachment is mandatory to attach in case 'Yes' is selected in field number 7 (a) i.e. 'Whether show cause notice received'.                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | Copy of authority to make the application on behalf of the LLP or FLLP                                             | This attachment shall be optional.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | Copy of authority to make the application on behalf of other persons                                               | This attachment shall be optional.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | Optional attachment(s) - if any                                                                                    | i. This field can be used to provide any other information.<br>ii. Please note that the user has an option to upload up to five optional attachments.                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <b>To be digitally signed by</b><br>Designated Partner or Authorized representative or Partner of LLP or Applicant | i. Please note that in case category of applicant is LLP, the webform should be digitally signed by Designated Partner or Partner.<br>ii. In case category of applicant is FLLP, then webform should be digitally signed by the authorized representative.<br>iii. In case category of applicant is Others, then webform should be digitally signed by DP or Partner or authorized representative or by chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice). |
|           | Designation                                                                                                        | i. This field is mandatory in case category of applicant selected in field number 1 i.e. 'Category of applicant' is 'LLP' or 'FLLP'.<br>ii. In case where category of applicant selected in field number 1 is 'Others' then, this field can be left blank, or any value can be selected from the dropdown option provided under this field.                                                                                                                                                                                                      |
|           | DPIN or Income-tax PAN or Passport number                                                                          | i. In case dropdown selected in above field i.e. 'Designation' is 'Designated partner of LLP' then enter a valid DPIN of the Designated Partner of LLP<br>ii. In case dropdown selected in above field i.e. 'Designation' is 'Authorized Representative of FLLP' then enter a valid income-tax PAN of the Authorized representative of FLLP.<br>iii. In case dropdown selected in above field is 'Partner of LLP' or 'Others' then enter either DPIN or income-tax PAN or passport number.                                                       |



| Field No. | Field Name                                          | Instructions                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>Certificate by practicing professional</b>       |                                                                                                                                                                                                                  |
|           | <b>To be digitally signed by:</b>                   | i. The webform shall 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. |
|           | Category                                            | ii. Select the relevant category of the professional and whether he/ she is an associate or fellow.                                                                                                              |
|           | Whether associate or fellow                         | iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number.                                                       |
|           | Membership number or certificate of practice number | In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.                                                                                   |

### 3.2 Other instructions to fill ‘LLP Form No. 31’

| Buttons     | Particulars                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose File | <ul style="list-style-type: none"> <li>i. Click the ‘Choose File’ button to browse and select a document that is required to be attached as a supporting to LLP Form No. 31.</li> <li>ii. All the attachments should be uploaded in <b>PDF or .jpg format</b> up to 2 MB.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| 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        | <ul style="list-style-type: none"> <li>i. 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>ii. The ‘Save’ option will be enabled only after entering the “<b>LLPIN/FLLPIN</b>” in field number 2 of the form in case where category of applicant is LLP/FLLP and ‘<b>Name</b>’ in field number 4 (a)’. This is an optional field.</li> <li>iii. This is an optional field.</li> <li>iv. 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>v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.</li> </ul> |
| Submit      | <ul style="list-style-type: none"> <li>i. This is a mandatory field.</li> <li>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.</li> <li>iii. In case at the submission of webform no errors are detected by the system the submission will be successful.</li> </ul>                                                                                                                                                                                                                                                                                    |



#### 4 PART IV – KEY POINTS FOR SUCCESSFUL SUBMISSION

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##### 4.1 Fee rules

This section is not applicable.

##### 4.2 Processing Type

LLP Form No. 31 shall be processed in Non-STP mode.

##### 4.3 Useful links

1. Link to access LLP Form No. 31: <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>