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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 web form. This document provides references to law(s) governing the web form, guidelines to access the application, instructions to fill the web form at field level and important check points while filling up the web form along with other instructions to fill the web form.

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

This document is divided into following sections:



Part I – Law(s) governing the webform



Part II– Accessing the LLP Form No. 3 application



Part III – Instructions to fill the web form



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 **23(2) and (3)** of The Limited Liability Partnership Act, 2008 read with Rule **21(1)** of Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

This webform aims to simplify the process of application of change of services related to LLP with the concerned Registrar of Companies (RoC). Following functionalities can be availed by the users through this webform:

- i. Application for filing information with regard to LLP Agreement.
- ii. Application for filing information with regard to changes in LLP Agreement.

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 at 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 applicant of the webform is registered at MCA portal before filing the webform.*
- ✓ *Please ensure that in case of change in LLP agreement is due to appointment or cessation of Designated Partner(s)/ Partner(s) in the LLP then LLP Form No. 4 should be filed together at the time of filing of LLP Form No. 3 as a linked form.*
- ✓ *Please ensure that in case of change in LLP agreement is due to change of name of LLP then LLP Form No. 5 should be filed together at the time of filing of LLP Form No. 3 as a linked form.*
- ✓ *Please note that the Stamp Duty payable of LLP Agreement is a State subject and same may be paid as per the State Stamp Act. Till the time specific Stamp Duty is prescribed in respective Stamp Act, the Stamp duty on LLP Agreement may be paid as per the stamp duty payable on partnership agreement in view of the Finance Bill, 2009.*
- ✓ *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 form.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/PAN.*
- ✓ *Please note that in case of resubmission, original application of the LLP Form No. 3 (along with the linked forms, if applicable) 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*

Instruction Kit for LLP Form No. 3
(Filing of LLP agreement / Intimation of any change in the agreement)

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.*
- ✓ *Please note that filing shall not be allowed in case there is any other LLP Form No. 3 pending for payment of fee or is under processing or already approved in respect of the SRN.*
- ✓ *Please note that in case of changes in LLP Agreement, filing of this form shall not be allowed in case there is any LLP Form No. 4 pending for payment of fee or is under processing in respect of the LLP.*
- ✓ *Please note that LLP Form No. 3 cannot be filed more than once for any LLP in case of FILA (Filing Information with regard to initial LLP Agreement).*

2 PART II – ACCESSING THE LLP Form No. 3 APPLICATION

2.1 Application Process for LLP Form No. 3

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 “Filing of LLP agreement / Intimation of any change in the agreement”

STEP 6: Enter LLP Information²

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

STEP 8: Select LLPIN from the dropdown option (optional)⁴

STEP 9: Fill up the application

STEP 10: Proceed to Form 5 (optional)⁵

STEP 11: Proceed to Form 4 (optional)⁶

STEP 12: Fill up linked forms (Form 4 and Form 5) as applicable

STEP 13: Save the webform as a draft (optional)⁷

STEP 14: Submit the webform

STEP 15: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 16: Affix the DSC

STEP 17: Upload the DSC affixed pdf document on MCA portal

STEP 18: 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 19: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP form No. 3 through search bar on MCA homepage (website search)⁸

STEP 3: Login to MCA portal with valid credentials

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 “Filing of LLP agreement / Intimation of any change in the agreement” 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 filing the webform is any other business user, a dropdown option containing a list of all the LLPINs³ and corresponding LLP name for LLP³s where the user is associated shall be displayed.

⁵ This action button shall be displayed to the user in case “Yes” is selected in field number 18 (d) of this form i.e. “Do change in business activities require change in name of the LLP”.

⁶ This action button shall be displayed to the user if value selected in Type of Change in any of the regenerated block of field number 19 of this form is “Addition” or “Deletion”.

⁷ The option to save the webform as a draft shall be enabled once the user enters the “LLPIN”.

⁸ 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 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: Proceed to Form 5 (optional)⁵

STEP 9: Proceed to Form 4 (optional)⁶

STEP 10: Fill up linked forms (Form 4 and Form 5) as applicable

STEP 11: Save the webform as a draft (optional)⁷

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

2.1.2 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 3 application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Fill up linked forms (Form 4 and Form 5) as applicable

STEP 7: Save the webform as a draft (optional)⁷

STEP 8: Submit the webform

STEP 9: SRN is updated

STEP 10: Affixing of DSC

STEP 11: Upload the DSC affixed pdf document on MCA portal⁹

STEP 12: 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 13: Acknowledgement is generated

⁹For 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

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: Fill up linked forms (Form 4 and Form 5) as applicable

STEP 5: Save the webform as a draft (optional) ⁷

STEP 6: Submit the webform

STEP 7: SRN is updated

STEP 8: Affixing of DSC

STEP 9: Upload the DSC affixed pdf document on MCA portal⁹

STEP 10: 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 11: Acknowledgement is generated

3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

3.1 Specific Instructions to fill ‘LLP Form No. 3’ at Field Level

Instructions to fill ‘LLP Form No. 3’ 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	Form filed for	<ul style="list-style-type: none"> i. Select the relevant option from the two choices given under this field in the form of a radio button. ii. Please note that in case option 1 i.e. ‘Filing information with regard to initial LLP Agreement’ is selected, then Part A of the webform shall be enabled for the user and in case option 2 i.e. ‘For information with regard to changes in LLP Agreement’ is selected, Part B shall be enabled.
2	Limited Liability Partnership Identification Number (LLPIN)	Enter a valid and active LLPIN.
2 (a)	Name of the Limited Liability Partnership (LLP)	i. These fields shall be pre-filled based on the LLPIN entered in field number 2.
2 (b)	Address of the registered office of the LLP	ii. Please note that the user shall not be allowed to edit these fields.
2 (c)	Jurisdiction of Police Station	<ul style="list-style-type: none"> i. Jurisdiction of Police Station for the registered office shall be pre-filled based on the LLP master. ii. User has an option to manually enter ‘Jurisdiction of Police Station’ in case the field is not pre-filled. iii. ~, ^ and Non-ASCII code values are not allowed.
2 (d)	Email ID	<ul style="list-style-type: none"> i. e-mail ID shall be pre-filled based on the LLPIN entered in field number 2. ii. Please note that the user shall not be allowed to edit this field.

Part A - Information with regard to initial LLP Agreement

3(a)	Place at which the initial Agreement is made	<ul style="list-style-type: none"> i. Please provide the place and date of agreement in these fields. ii. Please ensure that the date of agreement entered is less than the system date.
	State	
	District	
3 (b)	Date of Agreement (DD/MM/YYYY)	
3 (c)	Date of Ratification, in case initial Agreement was made prior to incorporation (DD/MM/YYYY)	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory in case ‘date of agreement’ in field number 3 (b) is before the date of incorporation of LLP. ii. Please ensure that date entered in this field is less than the system date and greater than incorporation date of the LLP.

Field No.	Field Name	Instructions
4	Business activities to be carried on by LLP on incorporation	<ul style="list-style-type: none"> i. Business activities to be carried on by LLP on incorporation shall be pre-filled based on the LLPIN entered in field number 2. ii. Please note that the user shall not be allowed to edit this field.
5 (i)	Total Number of partners as on the date of filing the Form	<ul style="list-style-type: none"> i. Total Number of partners as on the date of filing the Form shall be pre-filled based on active number of partners in LLP as on the date entered in Section 5. ii. Please note that the user shall not be allowed to edit this field.
5 (ii)	Details of each partner to contribute money or property or other benefit or to perform services and their profit sharing ratio	<ul style="list-style-type: none"> i. The fields underneath this label i.e. from 'S. No' to 'Monetary value of contribution' shall be pre-filled on the LLPIN entered in field number 2. ii. Please note that the user shall not be allowed to edit this field.
5	% of profit sharing	<ul style="list-style-type: none"> i. Please note that sum total of % of profit sharing ratio of all the repeated rows should be equal to 100. ii. The value entered in this field shall be equal to or greater than zero.
5 (iii)	Total Monetary value of partner's contribution in the LLP (in figures)	<ul style="list-style-type: none"> i. This field shall be pre-filled on the LLPIN entered in field number 2. ii. Please note that the user shall not be allowed to edit this field.
6 to 15		<ul style="list-style-type: none"> i. Enter the details as per LLP agreement.
Part B- Information with regard to changes (addition, omission or alteration) in the LLP Agreement.		
16	Date of modification of the agreement (DD/MM/YYYY)	<ul style="list-style-type: none"> i. Please provided with the date of modification in LLP agreement in this field. ii. Please ensure that the date entered in this field is less than or equal to the system date. iii. Please note that, you can file the modifications in the LLP agreement through this form only if these changes are within 30 days of the filing date. If any change(s) are beyond 30 days, then separate form is to be filed for every such change in the LLP agreement. iv. In case of multiple changes in LLP agreement, date of earliest modification should be entered.
16 (a)	Number of amendments/changes made in LLP agreement till date	Enter a value equal or greater than zero in this field.

Field No.	Field Name	Instructions
16 (b)	SRN of Form 4 or Form 5 of last one year through which notice of change/amendment in the LLP agreement has been filed with the Registrar	User will enter the valid SRN of Form 4 or Form 5 of last one year through which notice of change/amendment in the LLP agreement has been filed with the Registrar under this field
17	Whether change in agreement is on account of	<ul style="list-style-type: none"> i. Select the relevant options from the checkbox provided under this field. ii. Multiple checkbox can be selected in this field. iii. In case 'Change in partner(s)' in this field is selected, then 'Change in partner's contribution and % of profit sharing' shall be mandatory to be selected.
18	Details of change in business activity Based on new/ changed business activities, search and select industry sub class (as per NIC codes 2008)	<ul style="list-style-type: none"> i. The entire field 18 and sub-fields under it shall be enabled and mandatory if option 'Change in Business activities' is selected in field number 17. ii. User will have the option to select maximum 3 NIC codes (five digit sub class) in the form. iii. The selected NIC codes will be displayed below this field and the corresponding description shall also be displayed to the user. Refer '<i>Annexure A</i>' for the NIC 2008 list.
18	Primary	<ul style="list-style-type: none"> i. User will have to select one of the industry sub class identified in field number 18 as primary sub-class. ii. The user is allowed to select only one checkbox in this field.
18	Delete	<ul style="list-style-type: none"> iii. A delete option is also provided against each selection to enable the user to delete the selected NIC codes.
18 (c)	Description of business activities, after change	<ul style="list-style-type: none"> i. This field shall be enabled and mandatory in case 'Change in business activities' is selected in field 'Whether change in agreement is on account of'. ii. User is required to provide complete description of business activities to be carried out by LLP after the change in LLP agreement in this field.
19 A	Details of each partner's obligation to contribute money or property or other benefit or to perform services and their profit sharing ratio, after change in LLP agreement and Details of Designated Partners and Partner appointed.	<ul style="list-style-type: none"> i. Please note that the entire field 19 and sub-fields Shall be enabled and mandatory in case 'Change in partner (s)' and /or 'Change in partner's contribution and % of profit sharing' is selected in field number 17 i.e. 'Whether change in agreement is on account of'. ii. The details of existing partners and Designated partners of the LLP shall be pre-filled in the table generated under this label based on the LLPIN entered in field number 2. iii. Incase these fields are prefilled the user shall not be allowed to edit them

Field No.	Field Name	Instructions
19	Type of change	<ul style="list-style-type: none"> i. Select the type of change for each of the partner whose details were prefilled in the above fields in this field ii. In case there is no change in details of a particular partner, option 'No Change' should be selected in this field. However, in case there is 'No Change' but the existing details i.e. Form of contribution, Monetary value of Contribution or % of profit sharing is/are not displayed, or the displayed details needs to be updated, enter the updated value(s). iii. Please note that for new Partner/Designated Partner, the user has to mandatorily select option 'Addition' in this field and for the prefilled information this option cannot be selected. iv. In case there is change in the form of contribution, its monetary value and % of profit sharing, select 'Change' in type of change and enter the details as per new LLP agreement.
	Attachments	All the attachments shall be either in pdf or.jpg format. The size of each individual attachment can be up to 2MB.
	Initial LLP Agreement	This filed shall be enabled and mandatory in case 'Filing information with regard to initial agreement' is selected in field number 1.
	Supplementary/ amended LLP agreement containing changes	This field shall be enabled and mandatory in case 'For information with regards to changes in LLP agreement' is selected in field number 1.
	Optional attachment(s) - if any	<ul style="list-style-type: none"> 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.
	Statement	Please select all the checkboxes.
	To be digitally signed by a Designated Partner : DIN/DPIN of the Designated Partner*	<ul style="list-style-type: none"> i. Webform shall be digitally signed by Designated Partner (DP) of the LLP. ii. In such case, the person signing the form should be different from the person in whose respect the form is being filed. iii. Enter a valid DIN / DPIN of one of the Designated partners of the LLP.

Field No.	Field Name	Instructions
	Certificate	
	It is hereby certified that I have verified the above particulars from the books and records of (Name of LLP) and found them to be true and correct	<ul style="list-style-type: none"> i. Name of the LLP shall be prefilled here based on the LLPIN entered in field number 2. ii. 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. iii. Select the relevant category of the professional and whether he/ she is an associate or fellow. iv. 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.
	I further certify that all the required attachment(s) have been completely attached in this form	
	Whether associate or fellow	
	Membership number or certificate of practice number	

3.2 Other instructions to fill ‘LLP Form No. 3’

Buttons	Particulars
Choose File	<ul style="list-style-type: none"> 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. 3. ii. All the attachments should be uploaded in <i>pdf or .jpg format</i>. The total size of the document being submitted can be up to 10 MB. iii. 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	<ul style="list-style-type: none"> i. Click on Save button for saving the application in a draft form at any given point in time prior to submitting the web form. ii. The ‘Save’ option will be enabled only after entering the ‘LLPIN’. iii. This is an optional field. 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. v. The previously saved drafts can also be accessed (at a later point in time) using the application history functionality.
Submit	<ul style="list-style-type: none"> 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 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	Registration fee: In case of increase in total contribution of the LLP, Registration fee shall also be calculated based on difference in the slab in addition to form filing fee	Refer Table 3 below	NA	NA	NA
2	Normal fee: Fee for Form 3	Fee specified in Limited Liability Partnership Rules, 2009 Refer Table 1 below	Refer Table 2 below	Date of incorporation of LLP at the time of filing of initial LLP agreement OR Date of change in LLP agreement (Field 16) at the time of filing subsequent LLP agreement	After 30 days of incorporation of LLP at the time of filing of initial LLP agreement or after 30 days of change in LLP agreement at the time of filing subsequent LLP agreement

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, 2009¹⁹

Table 1

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

6	More than 1,00,00,000	Rupees 600
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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

Table 3

S#	Contribution Amount (INR)	Normal Fee applicable (INR)
1	Up to 1, 00, 000	Rupees 500
2	More than 1,00,000 up to 5,00,000	Rupees 2,000
3	More than 5,00,000 up to 10,00,000	Rupees 4,000
4	More than 10,00,000 up to 25,00,000	Rupees 5,000
5	More than 25,00,000 Up to 1,00,00,000	Rupees 10,000
6	More than 1,00,00,000	Rupees 25,000

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

4.2 Processing Type

LLP Form No. 3 shall be processed in Non-STP mode.

4.3 Useful Links

1. Link to access LLP Form No. 3: <https://www.mca.gov.in/MinistryV2/llpformsdownload.html>
2. FAQs related to e-filing: <https://www.mca.gov.in/MinistryV2/efiling.html>

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(Filing of LLP agreement / Intimation of any change in the
agreement)

3. Payment and Fee related Services: <https://www.mca.gov.in/MinistryV2/paymentservices.html>

5 ANNEXURES

5.1 Annexure A – List of Activity Codes – NIC 2008

Please refer the below link to view the list of activity codes:

“https://www.ncs.gov.in/Documents/NIC_Sector.pdf”