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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 RUN LLP 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 **16** of The Limited Liability Partnership Act, 2008 read with Rule **18** of Limited Liability Partnership Rules, 2009.

1.1   Purpose of the webform

The RUN LLP form is a facility for web based application of name reservation. When an applicant has to get a name reserved for any new LLP to be incorporated or for conversion of a firm/ private company/ unlisted public company into LLP, the applicant needs to apply for reservation of name by filing the RUN LLP application. Once the name is approved, the applicant can apply for incorporation of the LLP before expiry of the validity of approved name i.e., 3 months from the date of approval.

An existing LLP can also get a name reserved and change its name before expiry of the validity of approved name i.e., 3 months from the date of approval.

There after the name shall expire unless it has been taken up by the applicant/ LLP (that is by filing of the requisite forms like LLP Incorporation (FiLLiP) or Notice for change of name (LLP Form No. 5).

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 note that in case the purpose selected for the application is 'Change of name of existing LLP', then, LLPIN (valid and approved) shall be registered in MCA database.*
- ✓ *Please note that in case the purpose selected for the application is 'Conversion of private company/unlisted public company into LLP', then the CIN (valid and approved) shall be registered in MCA database.*
- ✓ *Please note that in case of resubmission, application of RUN LLP shall be available in the application history of the user and T+15 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 RUN LLP APPLICATION

2.1   Application Process for RUN LLP

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[1]

STEP 3: Select "MCA services" and further select "LLP Services"

STEP 4: Access "RUN LLP"

STEP 5: Fill up the application

STEP 6: Search CIN/LLPIN using the search option (optional)[2]

STEP 7: Perform Auto Check

STEP 8: Save the webform as a draft (optional)[3]

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: Pay Fees (In case the user does not complete the payment within 7 days of SRN generation, the SRN will be cancelled

STEP 12: Acknowledgement email is generated

STEP 13: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

2.1.1.2   Option 2

STEP 1: Access MCA homepage

STEP 2: Access RUN LLP through search bar on MCA homepage (website search)[4]

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Search CIN/LLPIN using the search option (optional)[2]

STEP 6: Perform Auto Check

STEP 7: Save the webform as a draft (optional)[3]

STEP 8: Submit the webform

STEP 9: SRN is generated post submission of webform (The SRN can be used by the user for any future correspondence with MCA)

STEP 10: Pay Fees (In case the user does not complete the payment within 7 days of SRN generation, the SRN will be cancelled

STEP 11: Acknowledgement email is generated

STEP 12: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

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[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 "Reserve Unique Name LLP" in case the user is not already logged in.

[2] In case value selected in field 'Purpose of filing' is 'Conversion of Private Company/ Unlisted Public Company into LLP' or 'Change of name of existing LLP' a search option will be provided to the user on the page allowing the user to search for the CIN or LLPIN respectively on the basis the name of the Company / LLP.

[3] The option to save the webform as a draft shall be enabled once the user enters "Proposed name of the LLP".

[4] 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.

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 RUN LLP application with status as 'Resubmission required'

STEP 5: Fill up the application

STEP 6: Search CIN/LLPIN using the search option (optional)[2]

STEP 7: Perform Auto Check

STEP 8: Save the webform as a draft (optional)[3]

STEP 9: Submit the webform

STEP 10: Acknowledgement email is generated

STEP 11: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

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: Search CIN/LLPIN using the search option (optional)[2]

STEP 5: Perform Auto Check

STEP 6: Save the webform as a draft (optional)[3]

STEP 7: Submit the webform

STEP 8: Acknowledgement email is generated

STEP 9: Once the form is processed an approval/rejection letter is sent to the registered Email ID of the user

3   PART III – INSTRUCTIONS TO FILL THE WEB FORM

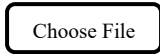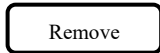### 3.1 Specific Instructions to fill RUN LLP at Field Level

Instructions to fill 'RUN LLP' 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	Purpose of filing	i. Select the relevant purpose of filing the webform. ii. In case the application is required to be resubmitted, then the user will not be allowed to edit this field.
2 (a)	CIN	i. This field shall be enabled and displayed in case option 3 i.e. "Conversion of private company/unlisted public company into LLP" is selected in field no. 1 i.e. "Purpose of filing". ii. Enter a valid and active CIN. iii. The field to enter the CIN shall be pre-filled and uneditable in case of resubmission of application.
2 (b)	LLPIN	i. This field shall be enabled and displayed in case option 4 i.e. "Change of name of existing LLP" is selected in field no. 1 i.e. "Purpose of filing". ii. Enter a valid and active LLPIN. iii. The field to enter the LLPIN shall be pre-filled and uneditable in case of resubmission of application.
	Search and select industry sub-class (NIC Codes)	i. This field shall not be enabled in case option 4 i.e. "Change of name of existing LLP" is selected in field no. 1 i.e. "Purpose of filing". ii. The user shall have an option to search and select maximum three five-digit NIC Codes from the search window provided. iii. The user shall have an option to search the NIC codes on the basis of both NIC code and NIC code description. iv. The user shall be prompted to select one NIC code as the primary Industrial Classification.
3 (a)	Main NIC Code (sub-class) of industrial activity of the LLP	i. This field shall be prefilled as per the NIC code selected through field i.e. "Search and select industry sub-class (NIC Codes)" separated by commas. *Refer 'Annexure A' for the NIC 2008 list.* ii. This field shall not be enabled in case option 4 i.e. "Change of name of existing LLP" is selected in field no. 1 i.e. "Purpose of filing".
3 (b)	Description of the main sub-class	i. This field shall be pre-filled based as per the corresponding description of the five-digit NIC code selected in field number 3 (a). ii. This field shall not be enabled in case option 4 i.e. "Change of name of existing LLP" is selected in field no. 1 i.e. "Purpose of filing".

Field No.	Field Name	Instructions
4 (a)	Proposed Name 1	i. Enter the particulars of the proposed name. ii. This is a mandatory field. iii. Maximum character limit for LLP name is **75** characters. *Refer 'Annexure B' for list of special characters to be allowed in LLP name.* iv. No abbreviation "PVT", "PVT." Or "(P)" shall be allowed after the name of the LLP. No abbreviation "LTD", "LTD." "ltd" "ltd." shall be allowed. v. Non-ASCII code values are not allowed.
4 (b)	Proposed Name 2	i. Enter the particulars of the proposed name. ii. This is an optional field. iii. Maximum character limit for LLP name is **75** characters. *Refer 'Annexure B' for list of special characters to be allowed in LLP name.* iv. No abbreviation "PVT", "PVT." Or "(P)" shall be allowed after the name of the LLP. No abbreviation "LTD", "LTD." "ltd" "ltd." shall be allowed. v. Non-ASCII code values are not allowed.
	Attachments:	All the attachments shall be either in pdf or .jpg format. The size of each individual attachment can be up to 2MB.
	Optional attachment(s) - if any	i. This field can be used to provide any other information. ii. Please note that the user has an option to upload up to five optional attachments.

3.2   Other instructions to fill RUN LLP

Buttons	Particulars
Choose File	i. Click the 'Choose File' button to browse and select a document that is required to be attached as a supporting to the proposed name. ii. This is an optional field. iii. All the attachments should be uploaded in ***pdf or .jpg format.*** The total size of the document being submitted can be **up to 10 MB**. iv. The user has an option to attach multiple files as attachments within the form.
Remove	The user has an option to remove files from the attachment section using the "Remove" option provided against each attachment.
Download	The user has an option to download the attached file(s) using the "Download" option provided against each attachment.

Buttons	Particulars
Auto Check	i. This is an optional field. ii. This button shall be enabled in case proposed name is entered in field number 4 (a) i.e. "Proposed Name 1". iii. Click the Auto-check button after filling up the web form. iv. On clicking 'Auto-check' button the system verifies the application based on the auto check rules and relevant alerts and error messages are displayed to the user.
Save	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 *'Proposed name of the LLP'*. 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	i. This is a mandatory field. ii. When the user clicks on the submit button all the auto check rules will be performed again and in case the submission of webform is restricted, then it has to be filled again by the user. iii. In case submission is allowed, the details filled in the web form will be autosaved and following options in the form of radio button will be provided: 　▪ Submit application for name reservation 　▪ Cancel – The process will stop, and window will be closed

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	Reservation of Name	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 1 below)	NA	NA	NA

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

S#	Small LLPs/Other than Small LLPs	Fee applicable (INR)
1	For Small LLPs	INR 200
2	For Other than Small LLPs	INR 200

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

4.3   Processing Type

RUN LLP form shall be processed in Non-STP mode.

4.4   Useful links

1. Link to access RUN LLP: *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*

4.5   Rejection codes

To be provided by MCA.

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"

5.2   Annexure B – List of Special Characters

S#	Special Characters
1	`
2	@
3	#
4	$
5	%
6	&
7	*
8	(
9	)
10	-
11	_
12	=
13	+
14	[
15	{
16	}
17	]
18	|
19	\
20	;
21	:
22	"
23	
24	,
25	<
26	.
27	>
28	/
29	?
30	~
31	!
32	space