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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 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, 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. 24 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

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Pursuant to Section 75 of The Limited Liability Partnership Act, 2008 read with Rule 37 of Limited Liability Partnership Rules, 2009.

### 1.1 Purpose of the webform

The webform LLP Form No.24 aims to simplify the process of filing application by a Limited Liability Partnership ('LLP') to Registrar of Companies ('RoC') for striking off its name from the register in form 24. An LLP can apply to Registrar with the consent of all partners for striking off its name from the register if it is not carrying on any business or operation for a period of one year or more.

### 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 MCA portal before filing the webform.
- ✓ Please note that in case there are any open (unsatisfied) charges against the LLP filing of this webform shall not be allowed.
- ✓ Please note that the LLP for which the webform is being filed shall have a valid and approved Limited Liability Partnership Identification Number (LLPIN).
- ✓ Please note that filing of this form shall not be allowed, if any other form (other than Complaint eForm) is pending for approval or for payment of fee against the LLP.
- ✓ Please note that in case any request for correction of master data of the LLP is pending for approval with MCA filing of LLP Form No. 24 shall not be allowed.
- ✓ Please ensure that the DSC attached in the webform is registered on MCA portal against the DPIN/PAN/Membership number as provided in the form.
- ✓ Please ensure that the DSC attached in the webform is associated with the LLP for which the webform is being filed. (This shall not be applicable for liquidators and Practicing Professional.)
- ✓ Please note that filing of LLP Form No. 24 shall not be allowed in case LLP is marked as having partner dispute.
- ✓ Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DPIN/PAN or valid Membership number as applicable.
- ✓ Please note that any Inspection / investigation / prosecution should not be pending against the LLP as per the LLP Master Data.
- ✓ Please note that upon approval of this Form, status of the LLP shall be changed to 'Strike off'.
- ✓ Please note that the difference between system date and date of incorporation of LLP should be less than one year.

Instruction Kit for LLP Form No. 24  
(Application for strike-off)

- ✓ *In the attachment section, please add Form 8 and Form 11 (up to four years).*
- ✓ *Please note that in case of resubmission, application of the Form 24 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. 24 APPLICATION

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### 2.1 Application Process for LLP Form No. 24

#### 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 strike-off”

**STEP 6:** Enter LLP information<sup>2</sup>

**STEP 7:** Search LLPIN using the search option (optional)<sup>3</sup>

**STEP 8:** Select LLPIN from the dropdown option (optional)<sup>4</sup>

**STEP 9:** Fill up the application

**STEP 10:** Save the webform as a draft (optional)<sup>5</sup>

**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. 24 through search bar on MCA homepage (website search)<sup>6</sup>

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

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

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

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

**STEP 7:** Fill up the application

**STEP 8:** Save the webform as a draft (optional)<sup>5</sup>

**STEP 9:** Submit the webform

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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 strike-off” in case the user is not already logged in.

<sup>2</sup> In case the user filling the webform is a LLP user then, LLPIN and LLP name will be auto-populated based on the user id from which the user logs in.

<sup>3</sup> In case the user filling the webform is a Professional user, a search option will be provided on the page allowing the user to search for the LLPIN basis the name of the LLP/FFLP.

<sup>4</sup> In case the user filing the webform is any other business user, a dropdown option containing a list of all the LLPINs<sup>1</sup> and corresponding LLP/FFLP name for LLP'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”.

<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 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 24 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 portal<sup>7</sup>

**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 portal<sup>7</sup>

**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)

**STEP 10:** Acknowledgement is generated

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<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 WEB FORM

#### 3.1 Specific Instructions to fill ‘LLP Form No. 24’ at Field Level

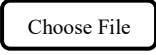
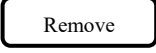
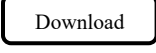
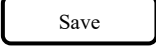
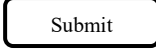
*Instructions to fill ‘LLP Form No. 24’ are tabulated below at field level. Only important fields that require detailed instructions are explained. Self-explanatory fields are not explained.*

Field No.	Field Name	Instructions
1	Limited Liability Partnership Identification Number (LLPIN)	<ul style="list-style-type: none"> <li>i. Enter a valid and active LLPIN.</li> <li>ii. This field shall be prefilled for LLP user</li> <li>iii. A search/ dropdown option to search the LLPIN will be provided to professional /business user.</li> </ul>
2 (a)	Name of the Limited Liability Partnership (LLP)	i. These fields shall be pre-filled based on the LLPIN entered in field number 1 i.e. Limited Liability Partnership Identification Number (LLPIN).
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)	Email ID of the LLP	
4	Whether action has been initiated by Registrar as per Rule 37(1)	<ul style="list-style-type: none"> <li>i. Select whether any action has been initiated by Registrar as per Rule 37(1) against LLP from the radio button provided.</li> <li>ii. In case the user selects ‘No’ under this field and status of the LLP is ‘UPSO’ then the user will not be allowed to fill this web form.</li> </ul>
6	Date from which the LLP ceased to carry on business (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. Date entered in this field should be less than or equal to system date and greater than date of incorporation.</li> <li>ii. Please note that if filing date of this form is before completion of one year from the date of cessation of LLP then the user shall not be allowed to file this form.</li> </ul>
7 (a)	Whether the LLP’s activities is/are regulated?	<ul style="list-style-type: none"> <li>i. Specify whether the LLP’s activities is/are regulated by selecting ‘Yes’ or ‘No’ from the radio button provided under this field.</li> <li>ii. If ‘Yes’ is selected in this field , the attachment "Copy of order / NoC of the concerned regulatory authority" is mandatory to attach by the user.</li> </ul>
7 (c)	Date of obtaining the approval/NOC of regulatory body (DD/MM/YYYY)	<ul style="list-style-type: none"> <li>i. This field shall be displayed and mandatory in case ‘Yes’ is selected in field number 7 (a) i.e. ‘Whether the LLP’s activities is/are regulated?’.</li> <li>ii. Date entered in this field shall be less than or equal to system date and greater than date of incorporation.</li> </ul>
9 (a)	Statement of Account as on date	i. Date entered in this field shall be less than or equal to system date.

Field No.	Field Name	Instructions
		ii. Difference between the system date and date of Statement of Account entered here should not be greater than 30 days.
	<b>Attachments:</b>	All the attachments shall be either in PDF or .jpg format. The size of each individual attachment can be up to 2MB.
	Copy of authority to make the application duly signed by all partners	These attachments are mandatory.
	Copy of acknowledgment of latest Income-tax return	
	Form 8_Statement of Account Solvency and Charges	
	Form 11_Annual Return of LLP	
	Affidavit signed by designated partners [sub-clause (b) of (ii) of sub-rule (1A) to rule 37(1)]	
	Copy of order / NoC of the concerned regulatory authority	
	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.
	<b>Verification</b>	Please select all the checkboxes.
	<b>To be digitally signed by a designated partner</b>	Webform shall be digitally signed by Designated Partner (DP) of the LLP.
	DPIN/DIN of the designated partner	Enter a valid DIN / DPIN of one of the Designated Partners of the LLP.



### 3.2 Other instructions to fill ‘LLP Form No. 24’

Buttons	Particulars
	<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. 24.</li> <li>ii. All the attachments should be uploaded in <b>PDF or .jpg format</b>. The total size of the document being submitted can be up to <b>10 MB</b>.</li> <li>iii. The user has an option to attach multiple files as attachments within the form.</li> </ul>
	<p>The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.</p>
	<p>The user has an option to download the attached file(s) using the “Download” option provided against each attachment.</p>
	<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 web form.</li> <li>ii. The ‘Save’ option will be enabled only after entering the <b>‘LLPIN’</b>.</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>
	<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

##### 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 by LLP to ROC for removing its name from the Register.	Fee specified in Limited Liability Partnership Rules, 2009 (Refer Table 1 below)	N/A	N/A	N/A

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

Table 1

S#	Small LLPs/Other than Small LLPs	Fee applicable (INR)
1	For Small LLPs	Rs. 500
2	For Other than Small LLPs	Rs. 1000

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

##### 4.2 Processing Type

LLP Form No. 24 shall be processed in Non-STP mode.

##### 4.3 Useful links

1. Link to access LLP Form No. 24: <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>