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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, 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. 32 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 Rule 36(6) of The Limited Liability Partnership Rules, 2009.

1.1 Purpose of the webform

In certain cases, MCA may require the applicant to provide some clarifications or additional document(s) in support of the form and details filed by the applicant which shall be submitted as an addendum for rectification of defects or incompleteness through filing “LLP Form No. 32”. This functionality shall not be available for forms filed through STP mode.

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/Company 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) or Corporate Identity Number (CIN).*
- ✓ *Please note that this form can also be filed by LLP's that are yet to be incorporated.*
- ✓ *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.*
- ✓ *Please note that the signing authority of the webform shall have valid and non-expired/non-revoked DSC or valid DIN/DPIN/PAN.*
- ✓ *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 note that this webform can be filed only in case status of the relevant LLP webform(s) in respect of which addendum is being filed is 'Pending user clarification' (PUCL). This webform cannot be filed suo-motu by the LLP or stakeholder (that is in case status is other than PUCL).*
- ✓ *Please ensure that SRN issued by MCA marked for 'Pending user clarification (PUCL)' is available with the user prior filing of this webform.*
- ✓ *Please note that this webform cannot be filed in respect of any other webform filed under straight through process (STP).*
- ✓ *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. 32 APPLICATION

2.1 Application Process for LLP Form No. 32

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 “Form for filing addendum for rectification of defects or incompleteness”

STEP 6: Fill up the application

STEP 7: Save the webform as a draft (optional)²

STEP 8: Submit the webform

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

STEP 10: Affix the DSC

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

STEP 12: Acknowledgement is generated

2.1.1.2 Option 2

STEP 1: Access MCA homepage

STEP 2: Access LLP Form No. 32 through search bar on MCA homepage (website search)³

STEP 3: Login to MCA portal with valid credentials

STEP 4: Fill up the application

STEP 5: Save the webform as a draft (optional)²

STEP 6: Submit the webform

STEP 7: SRN is generated upon submission of webform (The SRN can be used by the user for any future correspondence with MCA.)

STEP 8: Affix the DSC

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

STEP 10: Acknowledgement is generated

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 “Form for filing addendum for rectification of defects or incompleteness” in case the user is not already logged in.

² The option to save the webform as a draft shall be enabled once the user enters “Service request number (SRN) of relevant form(s)”.

³ 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.

3 PART III – INSTRUCTIONS TO FILL THE WEB FORM

3.1 Specific Instructions to fill ‘LLP Form No. 32’ at Field Level

Instructions to fill ‘LLP Form No. 32’ 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	Service request number (SRN) of relevant form(s)	<ul style="list-style-type: none"> i. Please provide a valid SRN of relevant form(s) in respect of which addendum is being filed. ii. Please ensure that a valid SRN is mentioned in this field and verify the details displayed by the system. iii. The status of SRN entered in this field should be ‘Pending user clarification’.
2 (a)	Date of SRN	Date of SRN shall be pre-filled based on the SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ and the user shall not be allowed to edit this field.
2 (b)	Form number(s)	<ul style="list-style-type: none"> i. Form number(s) shall be pre-filled based on the SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ and the user shall not be allowed to edit this field. ii. In case the addendum is being filed for linked forms all the respective forms numbers shall be displayed to the user.
3	Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ is in respect of an existing LLP or FLLP/ company. ii. This field shall be pre-filled based on the SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ and the user shall not be allowed to edit this field.

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incompleteness)

Field No.	Field Name	Instructions
4 (a)	Name of the Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP) or Company	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ is in respect of an existing LLP or FLLP/ company. ii. This field shall be prefilled based on the LLPIN/FLLPIN/CIN entered in field number 3 i.e. ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)’ and the user shall not be allowed to edit this field. iii. In case of LLP incorporation forms (Form 2, Fillip, 17, 18), name of LLP shall be displayed to the user.
4 (b)	Address of the registered office of the LLP or Company or of the principal place of business in India of Foreign LLP	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ is in respect of an existing LLP or FLLP/ company. ii. This field shall be prefilled based on the LLPIN/FLLPIN/CIN entered in field number 3 ‘Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)’ and the user shall not be allowed to edit this field.
4 (c)	Name of the person filing this form (applicable in case of filing in respect of non LLP or LLP yet to be incorporated)	This field shall be enabled and mandatory in case SRN entered in field number 1 i.e. ‘Service request number (SRN) of relevant form(s)’ is not in respect of an existing company/LLP, a non LLP, and a LLP yet to be incorporated.
4 (d)	Email ID	<ul style="list-style-type: none"> i. This field shall be displayed and mandatory in case SRN entered in field number 1 i.e. ‘Service request

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Field No.	Field Name	Instructions
		<p>number (SRN) of relevant form(s)' is in respect of an existing LLP or FLLP/ company.</p> <p>ii. Email ID shall be prefilled based on the LLPIN/FLLPIN/CIN entered in field number 3 and the user shall not be allowed to edit this field.</p>
5 (a)	Details of defects pointed out or further information called by the Registrar or any other competent authority	<p>i. Latest remarks as entered by the BO user at the time of marking SRN as 'Pending user clarification', shall be automatically displayed by the system along with defects pointed out or further information called by the Registrar or any other competent authority under this field.</p> <p>ii. Please note that the user shall not be allowed to edit this field.</p>
5 (b)	Details of rectification of the defects or further information furnished	Please provide the details of rectification of the defects or further information furnished in this field.
	Attachments	All the attachments shall be either in pdf or .jpg. The size of each individual attachment can be up to 2MB.
	Type of document	<p>i. Select the type of document to be attached from the dropdown values.</p> <p>ii. Attachments of all the webforms are displayed in dropdown menu having "Others" as one of the values.</p> <p>iii. Maximum five documents can be attached within the webform.</p> <p>iv. Ensure that correct type of document is selected for attachment.</p>

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Field No.	Field Name	Instructions
	To be digitally signed by Designated Partner (In case of an LLP) or an authorized representative (In case of a Foreign LLP)	<ul style="list-style-type: none"> i. This webform can be digitally signed by the signatories as per the relevant webform(s) in respect of which this addendum webform is being filed. ii. There is no restriction that the same person who has signed the relevant webform shall sign this webform. iii. This webform can be signed by any of the relevant signatories. iv. This field shall be mandatory in case where LLPIN/FLLPIN is entered in field number 3 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)'.
	Designation	<ul style="list-style-type: none"> i. This field shall be mandatory in case where LLPIN/FLLPIN is entered in field number 3 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)'. ii. User shall select a relevant option from the dropdown provided. iii. Dropdown value 'Authorized Representative' can be selected only in case where FLLPIN is entered in field number 3 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)' and in case of LLP Form No. 27.

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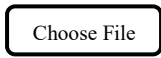


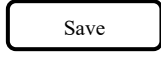
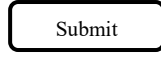
Field No.	Field Name	Instructions
	Designated Partner identification number (DPIN) or Income-tax PAN	<ul style="list-style-type: none"> i. In case Designation selected in above field is 'Designated Partner' then Designated Partner Identification Number (DPIN) shall be entered and in case it is 'Authorized Representative' then Income-tax PAN shall be entered. ii. Enter a valid Designated Partner Identification Number (DPIN) or Income-tax PAN. iii. This field shall be mandatory in case where LLPIN/FLLPIN is entered in field number 3 i.e. 'Limited Liability Partnership Identification Number (LLPIN) or Foreign Limited Liability Partnership Identification Number (FLLPIN) or Corporate Identity Number (CIN)' and a designation is selected above.
	Designation	<ul style="list-style-type: none"> i. Select the designation of the person signing the webform. ii. This field shall be optional in case where the original form is only required to be signed by the Designated Partner.
	Capacity	This field shall be displayed and mandatory in case designation selected above is 'Others'.
	Director identification number (DPIN) of the director or Managing Director; or Income-tax PAN of the manager; or Membership number, if applicable or income-tax PAN of the secretary (secretary of a company who is not a member of ICSI, may quote his/ her income-tax PAN) or Income-tax PAN of LLP Administrator or DPIN/ Income-tax PAN/ Passport number of Partner	<ul style="list-style-type: none"> i. Enter the DIN in case the person digitally signing the webform is a director or managing director. ii. Enter income-tax PAN in case the person signing the webform is a manager or authorized representative. iii. Enter membership number or income-tax PAN in case the person digitally signing the webform is a secretary. iv. In case the person digitally signing the webform is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice) or company secretary (in whole-time practice) or Auditor or Cost Auditor, enter the membership number.

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Field No.	Field Name	Instructions
		v. This field shall be disabled in case 'Others' or 'Applicant' is selected in field 'Designation'.
	Certificate	Please select all checkboxes.
	To be digitally signed by:	
	Category	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.
	Whether associate or fellow	ii. Select the relevant category of the professional and whether he/she is an associate or fellow.
	Membership number or certificate of practice number	iii. In case the professional is a chartered accountant (in whole-time practice) or cost accountant (in whole-time practice), enter the membership number. iv. In case the practicing professional is a company secretary (in whole-time practice), enter the certificate of practice number.

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incompleteness)

3.2 Other instructions to fill ‘LLP Form No. 32’

Buttons	Particulars
	<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. 32. 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.
	The user has an option to remove files from the attachment section using the “Remove” option provided against each attachment.
	The user has an option to download the attached file(s) using the “Download” option provided against each attachment.
	<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 “<i>Service request number (SRN) of relevant form(s)</i>”. 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.
	<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 all 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

This section is not applicable.

4.2 Processing Type

LLP Form No. 32 shall be processed in Non-STP mode and will be linked to the main form in Non STP mode whose SRN is provided in this form.

4.3 Useful Links

1. Link to access LLP Form No. 32: <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>