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[LLP Act Hub](#) › LLP Forms, Filing and Evidence Master

LLP ACT PROFESSIONAL CORPUS · BATCH 01

# LLP Forms, Filing and Evidence Master

Form-by-form purpose, prerequisite, authority, attachments, evidence and reconciliation controls.

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**Source status:** This publication maps the current consolidated Act structure and the identified central instruments. The official India Code/Gazette and current MCA form prevail. Exact offline statutory text is not represented as fully certified until the source-hash ledger marks the relevant Act/Rule text “local exact verified”.

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## Finin2min Summary — Chapter in 2 Minutes

- Form-by-form purpose, prerequisite, authority, attachments, evidence and reconciliation controls.
- Treat the master as a controlled legal register with source and review dates.
- Separate central law, State law, portal practice and contractual allocation.
- Assign owners, escalation and evidence retention.
- Revalidate against Gazette/MCA/India Code before live deployment.

## Section-by-section provision map

| Provision | Subject                               | Legal effect / rule                | Implementation                               | Evidence                                                          |
|-----------|---------------------------------------|------------------------------------|----------------------------------------------|-------------------------------------------------------------------|
| RUN-LLP   | Reservation/<br>change of LLP<br>name | Current<br>prescribed<br>rule/form | Apply portal<br>version and<br>prerequisites | Name search,<br>objects, trademark/<br>NOC, approval<br>validity. |
| FiLLiP    | Incorporation of<br>LLP               | Current<br>prescribed<br>rule/form | Apply portal<br>version and<br>prerequisites | Subscribers,<br>designated<br>partners, office,                   |

| <b>Provision</b>  | <b>Subject</b>                                                  | <b>Legal effect / rule</b>   | <b>Implementation</b>                  | <b>Evidence</b>                                                                  |
|-------------------|-----------------------------------------------------------------|------------------------------|----------------------------------------|----------------------------------------------------------------------------------|
|                   |                                                                 |                              |                                        | contribution, professional certification.                                        |
| Form 3            | LLP agreement and changes                                       | Current prescribed rule/form | Apply portal version and prerequisites | Stamped agreement, effective date, contribution/profit share and change clauses. |
| Form 4            | Partner/ designated-partner appointment, cessation or change    | Current prescribed rule/form | Apply portal version and prerequisites | Consent, DIN/DPIN, KYC, effective date and agreement alignment.                  |
| Form 4A/ 4B/4C/4D | Beneficial-interest/partner-register declarations and reporting | Current prescribed rule/form | Apply portal version and prerequisites | Apply current 2023 rule text and portal form version.                            |
| Form 8            | Statement of Account and Solvency                               | Current prescribed rule/form | Apply portal version and prerequisites | Books close, solvency, audit/ certification and attachment control.              |
| Form 11           | Annual Return                                                   | Current prescribed rule/form | Apply portal version and prerequisites | Partner, designated partner, contribution and change-history reconciliation.     |
| Form 12           | Other address for service of documents                          | Current prescribed rule/form | Apply portal version and prerequisites | Authority and service-address evidence.                                          |
| Form 15           | Change of registered office                                     | Current prescribed rule/form | Apply portal version and prerequisites | Occupancy/NOC, partner approval, inter-State controls and service.               |
| Form 17           | Conversion of firm into LLP                                     | Current prescribed rule/form | Apply portal version and prerequisites | Second Schedule eligibility and statement package.                               |

| <b>Provision</b> | <b>Subject</b>                                                    | <b>Legal effect / rule</b>   | <b>Implementation</b>                  | <b>Evidence</b>                                                                      |
|------------------|-------------------------------------------------------------------|------------------------------|----------------------------------------|--------------------------------------------------------------------------------------|
| Form 18          | Conversion of private/unlisted public company into LLP            | Current prescribed rule/form | Apply portal version and prerequisites | Third/Fourth Schedule eligibility, continuity and creditor/charge evidence.          |
| Form 24          | Strike-off application                                            | Current prescribed rule/form | Apply portal version and prerequisites | Inactivity, accounts, consent, liabilities, tax/GST/bank clearance and indemnity.    |
| Form 25          | Foreign LLP particulars/closure related filing                    | Current prescribed rule/form | Apply portal version and prerequisites | Use current MCA instruction kit and authenticated foreign documents.                 |
| Form 27/28       | Foreign LLP establishment/alteration and accounts-related filings | Current prescribed rule/form | Apply portal version and prerequisites | Authentication, authorised representative, place of business and financial evidence. |
| Form 31/32       | Compounding/other prescribed applications or filings              | Current prescribed rule/form | Apply portal version and prerequisites | Confirm current portal nomenclature and applicable rule before use.                  |

## **Finin2min clause-by-clause decode**

### **Trigger**

Identify the precise transaction/event and applicable central, State, tax and contractual rules.

### **Authority**

Verify who may decide, execute, certify, file and receive notices.

## **Execution**

Use the current instrument, stamp/registration treatment, delivery method and effective date.

## **Closure**

Verify portal/public records, money/asset movement, stakeholder notices and retained evidence.

## **Finin2min implementation explanation**

Convert the master into an assigned workflow with named owners, source dates, legal gates, evidence standards and maintenance frequency.

## **Practical examples and calculations**

### **Example A: Practical control**

A team proceeds from commercial approval without checking the agreement, prescribed form or State stamp. The correct sequence is legal classification, authority, instrument, filing, evidence and post-closing verification.

**Calculation/control:** Exposure and timing must be computed from the actual statutory trigger, days of delay, prescribed caps, consideration/contribution, tax base and State duty schedule; retain the calculation sheet and source date.

## **Practical transaction application**

Use the master as a mandatory intake and closing checklist, not as background reading.

## **Authority, consent and execution controls**

Evidence the competent decision-maker, delegated authority, conflicts, signatory identity and professional certification.

## **Stamp duty and registration alerts**

Perform State-specific instrument classification before execution, filing or registration.

## **Evidence and document-retention checklist**

- Current statutory source and amendment log
- Stamped LLP agreement and every amendment
- Partner/designated-partner consent and KYC
- Authority/reserved-matters matrix
- Signed forms and attachments
- SRN, challan and acknowledgement
- Books, bank and tax/GST reconciliation
- Contracts, invoices, delivery and acceptance
- Notices and proof of service
- Valuation/title/security documents
- Legal opinions, orders and appeal records
- Exception, correction and mitigation log

Preserve source instruments, legal research, signed approvals, filings, financial records, notices, delivery proof and final orders.

## **Performance, delivery and payment controls**

Set measurable owners, milestones, maker-checker controls and exception escalation.

## **Breach, loss, mitigation and remedy framework**

Contain loss, preserve evidence, correct public records, assess remedies/penalties and document mitigation.

## **Limitation and forum controls**

Create a matter-specific limitation and forum note at the first notice of dispute or default.

## **Arbitration and mediation interface**

Separate contractual ADR from non-derogable statutory jurisdiction and public-law remedies.

## **Company, partnership, GST and tax overlays**

Apply corporate, partnership, contract, stamp, registration, tax, GST, FEMA, IBC, employment, DPDP and sector-law overlays.

## Form-by-form control register

| Provision            | Subject                                                                       | Legal effect / rule                                                                                | Implementation                                     | Evidence                               |
|----------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------|
| RUN-LLP              | Reservation/<br>change of LLP<br>name                                         | Name search,<br>objects, trademark/<br>NOC, approval<br>validity.                                  | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| FiLLiP               | Incorporation of<br>LLP                                                       | Subscribers,<br>designated<br>partners, office,<br>contribution,<br>professional<br>certification. | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 3               | LLP agreement<br>and changes                                                  | Stamped<br>agreement,<br>effective date,<br>contribution/profit<br>share and change<br>clauses.    | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 4               | Partner/<br>designated-<br>partner<br>appointment,<br>cessation or<br>change  | Consent, DIN/DPIN,<br>KYC, effective date<br>and agreement<br>alignment.                           | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 4A/<br>4B/4C/4D | Beneficial-<br>interest/partner-<br>register<br>declarations and<br>reporting | Apply current 2023<br>rule text and portal<br>form version.                                        | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 8               | Statement of<br>Account and<br>Solvency                                       | Books close,<br>solvency, audit/<br>certification and<br>attachment control.                       | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 11              | Annual Return                                                                 | Partner, designated<br>partner,<br>contribution and<br>change-history<br>reconciliation.           | Current portal/<br>rule verification<br>before use | Signed<br>package +<br>SRN/<br>challan |
| Form 12              | Other address for<br>service of<br>documents                                  | Authority and<br>service-address<br>evidence.                                                      | Current portal/<br>rule verification<br>before use | Signed<br>package +                    |

| Provision  | Subject                                                               | Legal effect / rule                                                                  | Implementation                                  | Evidence                         |
|------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------|
|            |                                                                       |                                                                                      |                                                 | SRN/<br>challan                  |
| Form 15    | Change of registered office                                           | Occupancy/NOC, partner approval, inter-State controls and service.                   | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 17    | Conversion of firm into LLP                                           | Second Schedule eligibility and statement package.                                   | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 18    | Conversion of private/unlisted public company into LLP                | Third/Fourth Schedule eligibility, continuity and creditor/charge evidence.          | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 24    | Strike-off application                                                | Inactivity, accounts, consent, liabilities, tax/GST/bank clearance and indemnity.    | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 25    | Foreign LLP particulars/<br>closure related filing                    | Use current MCA instruction kit and authenticated foreign documents.                 | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 27/28 | Foreign LLP establishment/<br>alteration and accounts-related filings | Authentication, authorised representative, place of business and financial evidence. | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |
| Form 31/32 | Compounding/<br>other prescribed applications or filings              | Confirm current portal nomenclature and applicable rule before use.                  | Current portal/<br>rule verification before use | Signed package + SRN/<br>challan |

## Finin2min Q&A

What is the first control before acting?

Identify the exact current Act section, amended Rule/form, LLP agreement clause, authority and State-law instrument requirement.

Can additional fee cure the entire default?

No. It may permit delayed filing, but substantive contravention, false statement, civil penalty, criminal exposure or transaction defects require separate analysis.

Does MCA acceptance prove legal validity?

No. Acceptance is important evidence, but it does not automatically cure authority, stamping, registration, tax, fraud or inaccurate disclosure.

Can the LLP agreement override the Act?

It can structure inter se rights where the Act permits, but cannot override mandatory statutory duties, public filings or regulatory powers.

What should be retained?

Keep signed source documents, approvals, filings and receipts, accounting/tax trail, notices, delivery evidence and the legal source/version relied on.

Can every dispute be arbitrated?

No. Contractual partner/LLP disputes may be arbitrable, while Registrar, adjudication, criminal, Special Court and Tribunal powers remain statutory.

## **Chapter-specific decision flowchart**

Decision flowchart for LLP Forms, Filing and Evidence Master

[← Rules, Notifications, Circulars and Amendment MasterStamp Duty and Registration — State Interface →](#)

Finin2min · Educational legal information · Verify facts, jurisdiction, State stamp/registration and later amendments before acting.