

Addendum to Form 4

INSTRUCTIONS FOR FILLING OF ADDENDUM TO EFORM – 4 (Notice of appointment, cessation, change in particulars of partner)

S. No.		Detailed Instruction
		<p>Note:</p> <ul style="list-style-type: none"> • Instructions are not provided for the fields which are self-explanatory. • 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 eForm. • This eForm is to be filed in case details of all designated partners and partners are not provided in the corresponding Form 4. • Details of maximum two hundred (200) designated partners (DP) and partners can be provided in this form. In case number of designated partners and partners exceed the maximum number, the details of remaining partners shall be filed through another addendum to eForm 4. • Number of designated partners (DP) and partners should not exceed the remaining number of designated partners (DP) and partners, whose details are required to be filed. • Addendum to Form 4 is to be filed along with eForm 4 as linked filing • You can file this form with different event dates (date of appointment, date of change in designation, date of cessation, date of change in nominee etc.) only if these dates are within 30 days of the filing date of Form 4. If any of the date(s) are beyond 30 days, then separate form is to be filed for every such event date. For example: "Partner A is appointed on 1st April, Partner B is appointed on 18th April, and Designated Partner C ceases to be associated with the LLP w.e.f. 18th April. In such a case details of all the three changes can be filed through the same Form 4 only if the Form is filed on or before 1st May, as all the events fall within 30 days. However, if the LLP files the Form 4 on 10th of May, then details in a separate Form would be required to be filed in respect of Partner A." • For filing of details of two or more events (for example, appointment and cessation) relating to the same person, you are required to file separate forms. These cannot be filed through the same form (i.e. Form 4 or its addendum). • In case of change in designated partners or partners in the LLP (i.e. appointment or cessation), this form is to be filed along with filing of Form 3 for change in LLP agreement. In such case, details of all designated partners/ partners as per Form 3 should be mentioned in Form 4 or its addendum. • Ensure that at least one of the designated partners in the LLP after considering changes as per form 4 or its addendum should be resident of India. • In case of cessation/ change in designation of Designated Partners, if the number of designated partners reduces below 2 (two), ensure that the designated partners is appointed within 6 months otherwise the LLP shall not be allowed to file any form on the LLP portal.
		Refer the relevant provisions of the Limited Liability Partnership Act, 2008 and rules made there under with respect to the matter dealt in this eForm.
1, 2	2(a), 2(b)	Enter Limited Liability Partnership identification Number (LLPIN). Click the "Pre-fill" button. System will automatically display the name of the LLP.
3		Enter the number of individual DPs for which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details. In case of change in designation of an Individual partner to Designated Partner, the details should be entered here.
3	I.	Select the purpose for which form is being filed. Please note that in case form is being filed for

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	<p>appointment or cessation of DP, no other option can be selected.</p> <p>Enter date of event in case of appointment or cessation or change in designation.</p> <p>In case of change in designation of a partner to DP, enter the unique identifier of the partner as per MCA records. System will automatically display the changed designation (category) as 'Designated Partner'.</p> <p>Enter the designated partner identification number (DPIN). In case of cessation, status of DPIN can either be approved or disabled and in all other cases, status of DPIN should be approved.</p> <p>Ensure that the DPIN entered is correct and then click the "Pre-fill" button. System will automatically display the name, father's name, permanent and present residential address, nationality, residential status (whether resident in India or not) and date of birth of the DP. Verify that the details displayed are correct.</p> <p>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the DP before filing this Form.</p>														
4	<p>Enter the number of bodies corporate and their nominees as designated partner(s) for which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details. In case of change in designation of a body corporate partner to Designated Partner, the details should be entered here.</p>														
4	<p>I.</p> <p>Select the purpose for which form is being filed.</p> <p>Please note that in case form is being filed for appointment or cessation, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p> <table border="1" data-bbox="334 909 1495 1614"> <thead> <tr> <th data-bbox="334 909 808 951">Purpose</th> <th data-bbox="808 909 1495 951">Details to be entered</th> </tr> </thead> <tbody> <tr> <td data-bbox="334 951 808 1045">Appointment</td> <td data-bbox="808 951 1495 1045">Field 4b 'Date of event' to field 4i(ix) 'Designation and authority in body corporate' except for field 4h 'Previous name, address of the body corporate'</td> </tr> <tr> <td data-bbox="334 1045 808 1140">Cessation</td> <td data-bbox="808 1045 1495 1140">Field 4b 'Date of event' to field 4e 'Name of body corporate' and Field 4i (i) 'DPIN' to field 4i (vii) 'Date of birth'</td> </tr> <tr> <td data-bbox="334 1140 808 1283">Change in nominee</td> <td data-bbox="808 1140 1495 1283">Field 4b 'Date of event' to field 4e 'Name of body corporate' and Field 4i(i) 'DPIN' to 4i (xii) 'Name of previous nominee' except field for 4i(x) 'Changed designation'</td> </tr> <tr> <td data-bbox="334 1283 808 1430">Change in designation</td> <td data-bbox="808 1283 1495 1430">Field 4b 'Date of event' to 4e 'Name of body corporate'; Field 4i(i) 'DPIN' to 4i (vii) 'Date of birth' and Field 4i(x) 'Changed designation' (This shall be displayed as 'Designated Partner')</td> </tr> <tr> <td data-bbox="334 1430 808 1503">Change in name of body corporate/ Change in address of body corporate</td> <td data-bbox="808 1430 1495 1503">Field 4b 'Date of event' to field 4h 'Previous name, address of the body corporate'</td> </tr> <tr> <td data-bbox="334 1503 808 1614">Change in name of nominee/ Change in address of nominee</td> <td data-bbox="808 1503 1495 1614">Field 4c 'Type of body corporate' to field 4e 'Name of body corporate', and Field 4i(i) 'DPIN' to 4i(vii) 'Date of Birth'</td> </tr> </tbody> </table> <p>• Select the category of body corporate. In case the body corporate is a company or a foreign company, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. In case body corporate is a LLP or foreign LLP, enter the limited liability partnership identification number (LLPIN) or foreign limited liability partnership identification number (FLLPIN) respectively. In case body corporate is a LLP incorporated outside India (LIOI) or company incorporated outside India (CIOI), enter the registration number of the body</p>	Purpose	Details to be entered	Appointment	Field 4b 'Date of event' to field 4i(ix) 'Designation and authority in body corporate' except for field 4h 'Previous name, address of the body corporate'	Cessation	Field 4b 'Date of event' to field 4e 'Name of body corporate' and Field 4i (i) 'DPIN' to field 4i (vii) 'Date of birth'	Change in nominee	Field 4b 'Date of event' to field 4e 'Name of body corporate' and Field 4i(i) 'DPIN' to 4i (xii) 'Name of previous nominee' except field for 4i(x) 'Changed designation'	Change in designation	Field 4b 'Date of event' to 4e 'Name of body corporate'; Field 4i(i) 'DPIN' to 4i (vii) 'Date of birth' and Field 4i(x) 'Changed designation' (This shall be displayed as 'Designated Partner')	Change in name of body corporate/ Change in address of body corporate	Field 4b 'Date of event' to field 4h 'Previous name, address of the body corporate'	Change in name of nominee/ Change in address of nominee	Field 4c 'Type of body corporate' to field 4e 'Name of body corporate', and Field 4i(i) 'DPIN' to 4i(vii) 'Date of Birth'
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S. No.	Detailed Instruction												
	<p>corporate.</p> <ul style="list-style-type: none"> On clicking the Pre-Fill button, system will automatically display the name of body corporate, registered office address/ principal place of business and country of registration in case of CIN/FCRN/LLPIN/FLLPIN. For all other cases, these details are required to be entered. In case of change in name and/ or address of the body corporate, enter the previous name and/ or address of the body corporate. Enter DPIN of the nominee. Click the “Pre-fill” button. System will automatically display the details of the nominee i.e. name, father’s name, nationality, residential status, date of birth, permanent and present residential address. Enter other relevant particulars of nominee. <p>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the DP before filing this Form.</p>												
5	Enter the number of individual partners for which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details.												
5	<p>i.</p> <p>Select the purpose for which form is being filed. Please note that in case form is being filed for appointment or cessation of partner, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p> <table border="1" data-bbox="334 890 1492 1325"> <thead> <tr> <th data-bbox="334 890 808 932">Purpose</th> <th data-bbox="808 890 1492 932">Fields to be entered</th> </tr> </thead> <tbody> <tr> <td data-bbox="334 932 808 1037">Appointment</td> <td data-bbox="808 932 1492 1037">Field 5b ‘Date of event’ to field 5p ‘Number of in which director’ except 5i ‘Previous name / previous address’ and field 5n ‘Changed designation’</td> </tr> <tr> <td data-bbox="334 1037 808 1110">Cessation</td> <td data-bbox="808 1037 1492 1110">Field 5b ‘Date of event’ to field 5l ‘Date of birth’ except Field 5i ‘Previous name / previous address’</td> </tr> <tr> <td data-bbox="334 1110 808 1184">Change in name</td> <td data-bbox="808 1110 1492 1184">Field 5b ‘Date of event’ to field 5e ‘Father’s name’ and Field 5i ‘Previous name /previous address’</td> </tr> <tr> <td data-bbox="334 1184 808 1257">Change in address</td> <td data-bbox="808 1184 1492 1257">Field 5b ‘Date of event’ to field 5i ‘Previous name / previous address’</td> </tr> <tr> <td data-bbox="334 1257 808 1325">Change in designation</td> <td data-bbox="808 1257 1492 1325">Field 5b ‘Date of event’ to field 5e ‘Father’s name’ and Field 5k ‘Changed designation (Category)’</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Enter either Income tax permanent account number (Income-tax PAN) or passport number or DPIN of the partner. Indian nationals shall enter either Income-tax PAN or DPIN. In case of foreign nationals, passport number is mandatory. If Income tax PAN is entered, it shall be mandatory to click on ‘Verify income-tax PAN’ button. Applicant’s name (first, middle and last name), applicant father’s name (first, middle and last name) and date of birth should be as per the income-tax PAN details. In case DPIN is entered. Click the “Pre-fill” button. System will automatically display the details of the partner i.e. name, father’s name, nationality, residential status, date of birth, present and permanent address. In all other cases, these details are required to be entered. <p>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the partner before filing this Form.</p> <ul style="list-style-type: none"> In case of change in designation, system will automatically display the changed designation (category) as ‘Partner’. In case form is being filed for change in name or address of partner, enter previous name/ address of the partner. 	Purpose	Fields to be entered	Appointment	Field 5b ‘Date of event’ to field 5p ‘Number of in which director’ except 5i ‘Previous name / previous address’ and field 5n ‘Changed designation’	Cessation	Field 5b ‘Date of event’ to field 5l ‘Date of birth’ except Field 5i ‘Previous name / previous address’	Change in name	Field 5b ‘Date of event’ to field 5e ‘Father’s name’ and Field 5i ‘Previous name /previous address’	Change in address	Field 5b ‘Date of event’ to field 5i ‘Previous name / previous address’	Change in designation	Field 5b ‘Date of event’ to field 5e ‘Father’s name’ and Field 5k ‘Changed designation (Category)’
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Change in address	Field 5b ‘Date of event’ to field 5i ‘Previous name / previous address’												
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S. No.	Detailed Instruction
6	Enter the number of bodies corporate and their nominees as partners which this eForm needs to be filed. Based on the number entered here, number of blocks shall be displayed for entering the details.

6	I.	<p>Select the purpose for which form is being filed.</p> <p>Please note that in case form is being filed for appointment or cessation of partner, no other option can be selected.</p> <p>Following details are required to be filled in the form based on the purpose:</p>																
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		<ul style="list-style-type: none"> • Select the category of body corporate. In case the body corporate is a company or a foreign company, enter the corporate identity number (CIN) or foreign company registration number (FCRN) respectively. In case body corporate is a LLP or foreign LLP, enter the limited liability partnership identification number (LLPIN) or foreign limited liability partnership identification number (FLLPIN) respectively. In case body corporate is a LLP incorporated outside India (LIOI) or company incorporated outside India (CIOI), enter the registration number of the body corporate. • On clicking the Pre-Fill button, system will automatically display the name of body corporate, registered office address/ principal place of business and country of registration in case of CIN/FCRN/LLPIN/FLLPIN. For all other cases, these details are required to be entered. • In case of change in name and/ or address of the body corporate, enter the previous name and/ or address of the body corporate. • Enter either Income-tax PAN or passport number or DPIN of the partner. Indian nationals shall enter either Income-tax PAN or DPIN. In case of foreign nationals, passport number is mandatory. • If Income tax PAN is entered, it shall be mandatory to click on 'Verify income-tax PAN' button. Applicant's name (first, middle and last name), applicant father's name (first, middle and last name) and date of birth should be as per the income-tax PAN details. • In case DPIN is entered. Click the "Pre-fill" button. System will automatically display the details of the nominee i.e. name, father's name, nationality, residential status, date of birth and present 																

	<p>Residential address. In all other cases, these details are required to be entered.</p> <p>In case the displayed residential status needs to be updated or the residential status is not displayed, you are required to file Form DIR-6 on MCA21 portal for updating the residential status of the partner before filing this Form.</p> <ul style="list-style-type: none"> • In case of change in designation, system will automatically display the changed designation category as 'Partner'.
7	<p>Select whether another addendum to Form 4 is required to be filed or not.</p> <p>It is mandatory to select 'Yes' in following cases or another addendum to Form 4 shall be required to be filed in the following scenarios:</p> <ul style="list-style-type: none"> • In case the number of partners/ designated partners are less than the number of remaining partners/ designated partners, whose details are required to be filed. • In case details of all the designated partners or partners cannot be provided in this form due to the size of the attachments. <p>Note: If Yes is selected, then please fill the eform 4 addendum and upload the same along with eForm 4.</p>
Attachments	<ul style="list-style-type: none"> • Consent to act as partner/designated partner (Mandatory in case form is filed for appointment of partner/ designated partner) • Evidence of cessation (Mandatory in case form is filed for cessation of partner/ designated partner) • Affidavit or any other proof of change of name (Mandatory in case form is filed for change in name of existing partner) • Where the appointed partner is a body corporate, copy of resolution on the letterhead of such body corporate to become a partner in the proposed LLP and a copy of resolution/authorization of such body corporate also on letterhead mentioning the name and address of an individual nominated to act as nominee/ designated partner on its behalf (Mandatory in case form is filed for appointment of body corporate as partner or change in nominee of body corporate) • Any other information can be provided as an optional attachment.
Digital signature	<p>eForm should be digitally signed by designated partner of LLP. In case the eForm is filed for cessation of partner/ designated partner, the person signing the form should be different from the person in whose respect the form is being filed.</p> <p>Enter the designated partner identification number (DPIN) of the DP.</p>
Certificate	<p>The eForm should 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 eForm.</p> <p>Select the relevant category of the professional and whether he/ she is an associate or fellow.</p> <p>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.</p>

Buttons	Particulars
Pre-fill	<p>This button may appear more than once in an eForm, and shall be required to be clicked for displaying the data pertaining to that field.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>You have to click the attach button corresponding to the document you are making an attachment. In case you wish to attach any other document, please click the optional attach button.</p>
Remove attachment	<p>You can view the attachments added to eForm in the rectangle box provided next to the list of attachment. If the user wants to remove or delete any attachment, select the attachment to be removed and press the "Remove attachment" button.</p>

Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button
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Common Instruction Kit

	is pressed form level validation is done such as, Whether all the mandatory fields are filled up or not. If an error is displayed after pressing the button the user is required to correct the mistake and again press the “Check Form” button. When all the form level validation is done. A message is displayed that “Form level pre scrutiny is successful”. The Check Form is done without being connected to the internet.
Modify	“Modify” button gets enabled after the check form is done. By pressing this button the user can make the changes in the filled in form. If the user makes any change in the form again the user is required to press the “Check Form” button.
Pre scrutiny	Once the check form is done the user is required to Pre scrutinize the eForm. This requires being connected to the MCA21 site for uploading the form. On pre-scrutiny the system level check is performed and if there are any errors it is displayed to the user and once the error is corrected and again on Pre scrutiny if the message displayed is “No errors found. Click on the button below to “Get Form” Press the Get Form button and make the required corrections.
Country code	The list of country code required to be mentioned in the form are as follows:

Note: User is advised to refer to eForm specific instruction kit.