

## **Form 27**

### **INSTRUCTIONS FOR FILLING OF EFORM -27**

**(Form for registration of particulars by Foreign Limited Liability Partnership (FLLP))**

<b>S. No.</b>	<b>Detailed Instructions</b>
	Note: 1. Instructions are not provided for the fields which are self explanatory 2. 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.
	Refer the relevant provisions of the Limited Liability Partnership (LLP) Act and rules made there under with respect to the matter dealt in this eForm
1, 2	Enter the name of the LLP incorporated or registered outside India. Enter the country of incorporation of the foreign LLP.
3	Select the state of principal place of business in India of the foreign LLP.
4(i)	Enter the date of establishment of principal place of business in India of the foreign LLP. The date should not be earlier than the date of notification of LLP rules i.e. 1 <sup>st</sup> April, 2009.
5, 6	Enter the full address of the registered office or principal office of the Limited Liability Partnership (LLP) situated outside India. Enter the full address of the principal place of business in India of the foreign LLP.
7	Enter the total number of designated partners (DP) and partners in the foreign LLP. Details of the DPs and partners are required to be provided as an attachment.
8	Select the type of office. In case type of office is selected as Other Office, provide details. Please enter the main division of business activity to be carried out in India as per National Industrial Classification (NIC)-2004 given below in Annexure A. The main division should be selected based on relevant sub-class and description applicable to the LLP given in NIC-2004.
9	Enter the number of persons resident in India and authorised on behalf of the foreign LLP. Based on the number entered, blocks for entering particulars of persons authorised shall be displayed. Details of minimum two authorised persons shall need to be entered. Enter the particulars of person authorised. Enter the Designated partner identification number (DPIN) or Income tax PAN of the person authorised. In case of DPIN, click on Pre-Fill button. System will automatically display the name, father's name, nationality, date of birth, permanent and present residential address based on the DPIN. Enter the other relevant details.  If Income tax PAN is entered, enter the particulars of the authorised person. It shall be mandatory to click on 'Verify income-tax PAN' button. Authorised person's name (first, middle and last name), father's name (first, middle and last name) and date of birth should be as per the income-tax PAN details.
Attachments	<ul style="list-style-type: none"><li>• Copy of the incorporation document or other instrument constituting or defining the constitution of the limited liability partnership certified in the manner specified in the sub- rule (2) of rule 34 is a mandatory attachment.</li><li>• Extracts of the Statute under which the foreign limited liability partnership has been set up is to be attached mandatorily.</li><li>• Copy of authority under which the foreign limited liability partnership is establishing the place of business in India is a mandatory attachment.</li><li>• Power of attorney in favour of authorised representative(s) is to be mandatorily attached.</li><li>• Copy of approval of Reserve Bank of India for allowing the foreign limited liability partnership to establish place of business in India is to be mandatorily attached.</li><li>• Details of partners and designated partners to be mandatorily attached.</li><li>• If any of the above instrument(s) is not in English then the translated version of the documents,</li></ul>

S. No.	Detailed Instructions
	<p>certified in the manner specified in the sub-rule (5) of rule 34 can be attached.</p> <ul style="list-style-type: none"> <li>• Details of LLP(s) and/ or company(s) in which authorised representative is partner/ director to be attached in case authorised representative is a partner or director in other LLP or company.</li> <li>• Any other information can be provided as an optional attachment.</li> </ul>
Digital Signature	The eForm should be digitally signed by the authorised representative of the foreign limited liability partnership (FLLP).
	Enter the DPIN or Income-tax permanent account number (income-tax PAN) of the authorised representative.

**Annexure A – List of main division of business activity to be carried out in India**

<b>Categories</b>	<b>Divisions (Codes)</b>
Agriculture and Allied Activities	Agriculture, Hunting and related Service activities (01); Forestry, logging and related Service activities(02); Fishing, Operation of fish hatcheries and fish farms; Service activities incidental to fishing (05)
Mining & Quarrying	Mining of coal and lignite, extraction of peat (10); Extraction of crude petroleum and natural gas, service activities incidental to oil and gas extraction excluding surveying (11); Mining of uranium and thorium ores (12); Mining of metal ores (13); Other Mining and Quarrying (14)
Manufacturing (Food stuffs)	Manufacture of food products and beverages (15); Manufacture of tobacco products (16)
Manufacturing (Textiles)	Manufacture of textiles (17); Manufacture of wearing apparel, dressing and dyeing of fur (18)
Manufacturing (Leather & products thereof)	Tanning and dressing of leather, manufacture of luggage handbags, saddlery & harness and footwear (19)
Manufacturing (Wood Products)	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plating materials (20)
Manufacturing (Paper & Paper products; Publishing, printing and reproduction of recorded media)	Manufacture of paper and paper products (21); Publishing, printing and reproduction of recorded media (22)
Manufacturing (Metals & Chemicals, and products thereof)	Manufacture of coke, refined petroleum products and nuclear fuel (23); Manufacture of chemicals and chemical products (24); Manufacture of rubber and plastic products (25); Manufacture of other non-metallic mineral products (26); Manufacture of basic metals (27); Manufacture of fabricated metal products, except machinery and equipments (28)
Manufacturing (Machinery & Equipments)	Manufacture of machinery and equipment n.e.c (29); Manufacture of office, accounting and computing machinery (30); Manufacture of electrical machinery and apparatus n.e.c (31); Manufacture of radio, television and communication equipment and apparatus (32); Manufacture of medical, precision and optical instruments, watches and clocks (33); Manufacture of motor vehicles, trailers and semi-trailers (34); Manufacture of other transport equipment (35)

<b>Categories</b>	<b>Divisions (Codes)</b>
Manufacturing (Others)	Manufacture of furniture; manufacturing n.e.c (36); Recycling (37)
Electricity, Gas & Water companies	Electricity, gas, steam and hot water supply (40); Collection, purification and distribution of water (41)
Construction	Construction (45)
Trading	Sale, maintenance and repair of motor vehicles and motor cycles; retail sale of automotive fuel (50); Wholesale trade and commission trade, except of motor vehicles and motorcycles (51); Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods (52); Hotels and Restaurants (55)
Transport, storage and Communications	Land transport; transport via pipelines (60); Water Transport (61); Air Transport (62); Supporting and auxiliary transport activities, activities of travel agencies (63); Post and telecommunications (64)
Finance	Financial intermediation, except insurance and pension funding (65); Activities auxiliary to financial intermediation (67)
Insurance	Insurance and pension funding, except compulsory social security (66)
Real Estate and Renting	Real estate activities (70); Renting of machinery and equipment without operator and of personal and household goods (71)
Business Services	Computer and related activities (72); Other Business Activities (74)
Community, personal & Social Services	Research and Development (73); Public Administration and Defence, compulsory social security (75); Education (80); Health and Social Work (85); Sewage and refuse disposal, sanitation and similar activities (90); Activities of membership organizations n.e.c. (91); Recreational, cultural and sporting activities (92); Other Service activities (93); Activities of private households as employers of domestic staff (95); Undifferentiated goods-producing activities of private households for own use (96); Undifferentiated service-producing activities of private households for own use (97); Extra territorial organizations and bodies (99)

### Common Instruction Kit

<b>Buttons</b>	<b>Particulars</b>
Pre-fill	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. You are required to be connected to the internet for pre-filling.
Attach	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.
Remove attachment	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.
Check Form	Once the form is filled up. The user is required to press the Check Form button. When this button 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.

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