Form 32 (Addendum)

INSTRUCTIONS FOR FILLING OF EFORM – 32 (ADDENDUM)
(Form for filing addendum for rectification of defects or incompleteness)

S. No.		Detailed Instructions
		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, 2008 and rules made there under with respect to the matter dealt in this eForm
		Note: • This eForm can be filed only in case status of the relevant LLP eForm(s) in respect of which addendum is being filed is 'Pending for user clarification' (PUCL). This eForm can not be filed suo-motu by the LLP or stakeholder (that is in case status is other than PUCL). • This eForm can not be filed in respect of any eForm filed under straight through process (STP)
1		Enter the 'Service request number' (SRN) of relevant form(s) and click the 'Pre-fill' button. Ensure that correct SRN is entered and verify the details displayed by the system.
2, 3		System will automatically display the date of SRN and the relevant eForm number(s) based on the SRN. System will also display the Limited Liability Partnership identification number (LLPIN) or Foreign limited liability partnership identification number (FLLPIN) of the LLP or FLLP or Corporate identity number (CIN) of the company, as applicable.
4	(a), (b), (c), (d)	In case of existing LLP or company – System will automatically display the name and registered office address (in case of LLP or Indian company) or name and address of principal place of business in India (in case of FLLP) and email ID of the LLP or company, if applicable. In case there is any change in the email ID, enter the new valid email ID. In case the SRN belongs to any of the incorporation forms, approved name of the proposed LLP shall be displayed. In case of LLP yet to be incorporated or others– In case the SRN is in respect of an eForm filed by a non LLP or LLP yet to be incorporated, enter the name and email ID of the person filing the form (For example, this shall be applicable in case of SRN of eForm 1 filed by new LLP or SRN of any incorporation eForm)
5	(a)	Based on the SRN, system shall automatically display the details of defects pointed out or further information called by the Registrar or any other competent authority.
5	(b)	Enter the details of rectification of the defects or further information furnished.
6	(a) to (e)	Select the type of document to be attached from the drop down values. Maximum five documents can be attached with this eForm. Ensure that you select the correct type of document.
Digital signature		This eForm should be digitally signed by the signatories as per the relevant eForm(s) in respect of which this addendum eForm is being filed. Note there is no restriction that the same person who has signed the relevant eForm shall sign this eForm. This eForm can be signed by any of the relevant signatories.
Designation		Select the designation of the person digitally signing the eForm. Enter the DIN in case the person digitally signing the eForm is a director or managing director. Enter income-tax PAN in case the person signing the eForm is a manager or authorised representative. Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary. Enter the capacity in which the person is signing the eForm in case designation selected is "Others" In case the person digitally signing the eForm 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,

S. No.	Detailed Instructions
	enter the membership number.
Certificate	In case the relevant eForm(s) in respect of which addendum is being filed was required to be certified by a practicing professional, then this addendum eForm should also 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. Select the relevant category of the professional and whether he/ she is an associate or fellow. 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.

Common Instruction Kit

Buttons	Particulars
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 eForm 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 eForm. If the user makes any change in the eForm 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 LLP 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”.
Upload eForm	After pre scrutiny is done the user is required to submit the eForm. This requires being connected to the LLP site for uploading the eForm.

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