LLP FORM-17

INSTRUCTIONS FOR FILLING OF LLP eFORM-17

(Application and Statement for conversion of a firm into Limited Liability Partnership (LLP))

Note:

- **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.**
- **It is required that eForm 17 should be filed together with filing of FiLLiP Form (Incorporation document and subscriber's statement) in case of conversion of an existing partnership firm into LLP.**

Refer the relevant provisions of the Limited Liability Partnership Act, 2008 and rules made there under with respect to the matter dealt in the eForm.

Part – A Application

SL NO	eForm S. No	Field Name	Detailed Instruction
1.	1	Service Request Number (SRN) of RUN-LLP	• Enter an 'Approved' Service Request Number (SRN) of RUN-LLP filed for Conversion of firm into LLP. • Click the 'Pre-Fill' button.
2.	2	Name of the proposed LLP	In case name is pre-reserved through RUN-LLP, name shall be Pre-filled based on the SRN entered. Else, proposed name shall be entered.
3.	3	Name of the Firm	Enter the name of the Firm which is proposed to be converted to LLP.
4.	4	Principal address of the firm	Enter the principal address of the firm. The address shall be same as the registered office address of the proposed LLP.
5.	5a	Select whether the firm is registered under the Partnership Act, 1932. ○ **YES** ▪ Enter the date of registration, registration number. ○ **NO** ▪ Select whether the firm is registered under any other Statute/ Law. • If yes, enter the name of statute under which the Firm is registered, date of registration and registration number of firm.	
	5b	Enter the Date of agreement by which firm was formed.	
6.	6	Total number of partners in the firm	Please mention the total number of partners in the firm which is proposed to be converted to LLP.
7.	7	Total capital contribution in the firm	• Enter the total amount of capital contribution in the firm. • Please note that the amount entered cannot be less than proposed monetary value of partner's contribution in the proposed LLP.
8.	8	Total number of partners in the LLP	It should be auto-populated based on the value entered in field 6.

9.	**12**	Select whether any proceeding by or against the company is pending in any Court or Tribunal or any other Authority. In case proceedings are pending in Court or Tribunal or any other authority, enter the number of such proceedings. Based on the number entered here, blocks for entering the details of proceedings shall be displayed.
10.	**13**	State whether any earlier application for conversion of the said company into limited liability partnership was refused by the Registrar. In case such a conversion application was rejected, enter the SRN of such earlier submitted Form 17 and the reasons for refusal.
11.	**14**	Select whether any conviction, ruling, order, judgment of any Court, Tribunal or other authority in favor of or against the company are subsisting. In case any conviction, ruling, order, judgment in favor or against the firm is subsisting, enter the number of such proceedings. Based on the number entered here, blocks for entering the details of proceedings shall be displayed for details.
12.	**15**	Select whether there are any secured creditors. In case of secured creditors, select whether consent of all the secured creditors for conversion of the company into limited partnership has been obtained.
Part B - Statement Declaration		
13.	**17**	Select the check box for declaration.
14.	**Attachments**	
	1	Statement of consent of partners of the firm. (Mandatory)
	2	Statement of Assets and Liabilities of the firm duly certified as true and correct by the Chartered Accountant in practice (Mandatory)
	3	Copy of acknowledgement of latest income tax return (Mandatory)
	4	List of all the secured creditors along with their consent (Mandatory in case consent of all the secured creditors for conversion of company into limited liability partnership has been obtained as indicated in field no 15)
	5	Approval from any other body/ authority (Mandatory in case applicable approvals from the concerned body/ authority or authorities is required and have been obtained as indicated in field no 16)
	6	Any other information can be provided as an optional attachment.
15.	**Digital Signature**	
	EForm should be digitally signed by the Designated Partner (DP) of the LLP. Enter the Designated Partner Identification Number (DIN/DPIN) of DP or PAN of DP in case none of the designated partners have DIN.	
16.	**Certificate**	
	• 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. • 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 INSTRUCTIONS	
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 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.
Upload eForm	• After pre scrutiny is done the user is required to submit the form. This requires being connected to the MCA21 site for uploading the form. • Once the form is submitted the fee is displayed to the user. When the user presses the “Pay” button the mode of payment option is displayed. For online payment option (Credit Card or Net banking), user shall be redirected to pay the filing fees. • On challan payment option, a challan is generated displaying the amount of filing fee to be paid. The user is required to take the print out of three copies of both challans and submit the payment at authorized bank branch. The user has to submit three copies at bank and user shall receive one copy with bank acknowledgment for user’s record.