FORM-5

INSTRUCTIONS FOR FILLING OF eFORM-5

(Notice for change of name)

Note:

- **Instructions are not provided for the fields which are self-explanatory.**
- **In case change in name of LLP is due to change in business of LLP; Form 3 for change in business of LLP should be filed before filing this eForm.**
- **Please 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.**

eForm S. No	Field Name	Detailed Instruction
1	Limited Liability Partnership Identification number (LLPIN)	• Enter Limited Liability Partnership Identification Number (LLPIN) of the LLP. • Click the Pre-Fill button.
2a	Name of the Limited Liability Partnership (LLP)	Values shall be Pre-filled based on LLPIN entered: • Name • Address of the registered office • Email ID of the LLP In case there is any change in the email ID, enter the new valid email ID.
2b	Address of registered office of the LLP	
2c	e-mail ID	
3	Service Request Number (SRN) of **RUN-LLP**	Enter an approved Service Request Number (SRN) of **RUN-LLP** and then Click the Pre-Fill button.
4	New name of LLP after change	System will Pre-fill the new name based on SRN of **RUN-LLP**
5	Whether change in name is due to change in business of the LLP	Select 'Yes' in case change in name is due to change in business of LLP.
	If yes, mention new/ changed business of LLP	Please provide details of the new/ changed business of LLP.
	If no, give other reasons for change of name	In case change of name is not due to change in business, please provide other reasons for change of Name.
6	Whether change in name is	Please select the appropriate option for change of name whether it is • based on the procedure laid down in the LLP agreement • with consent of all partners. • based on the direction from Central Government
7	SRN of Form 3 (in case change of name is due to change in business of LLP)	Enter the SRN of form 3 already filed for change of business of LLP.
8	Date on which consent of partners was taken under sub-rule (1) of Rule 20	In case change of name of LLP is undertaken with the consent of all partners, enter the date on which consent of partners was taken.
Attachments		
1	Copy of the minutes of decision/ resolution/ consent of partners (Mandatory if change in name is with consent of partners)	
2	The extracts of the relevant provision of the Limited Liability Partnership Agreement, if any (Mandatory if change is name is based on the procedure laid down in the LLP agreement)	
3	If change is due to a direction received from the Central Government/ Registrar, then a copy of such direction is mandatory to be attached.	

4	Any other information can be provided as an optional attachment.

Digital Signature

EForm should be digitally signed by the Designated Partner (DP) of the LLP. Enter the Designated Partner Identification Number (DPIN) of DP.

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 can be 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 again.
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 before uploading the form. On pre-scrutiny, the system level check is performed and if there are any errors it is displayed to the user. Once the errors are corrected, user should once again click on Pre scrutiny and in case of no further errors, message is displayed as “No errors found”.