

Soft Solutions for those who can't Afford to make errors



Gen LLP

All Types
of LLP related
matters

Filing of
LLP
e-forms

Preparation
of
Minutes

Compliance
Checklist
&
Compliance
Report

Summary
Report

Penalty
Provisions as
per the
LLP Act, 2008

Gen Complaw, the leading software has introduced an additional feature by embodiment of LLP tab, hereby providing the eminent features like e-filing, preparation of minutes, resolutions and compliance checklist at ease. It is helpful as a user can view the summary report of the LLP at just a click. It is user friendly and and credible in task performance.

Gen LLP

GEN LLP HELP V-2.16

Corporate Office:

Address: Plot No 495, Above Bank of Baroda, Raja Park Gali No 5, Near AC Market, Raja Park, Jaipur-302004

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1. LLP



Screen: LLP

1.1 Master

Follow simple steps to create **Master** data:

- ➔ Click on **LLP**.
- ➔ Click on **Master**.

Create LLP

Follow simple steps to **Create LLP**

- ➔ Click on **LLP**.
- ➔ Click on **Master**.
- ➔ Click on **Create LLP**.
- ➔ Fill all the required details.
- ➔ Click on **Create** to save the details.
- ➔ Click on **Police Station Address** to fill the address.
- ➔ Click on **Import From MCA21 Master Data** to import LLP details from MCA21 Master data.
- ➔ Click on **Cancel** to reset all entries.
- ➔ Click on **Exit** to close the form.

Company e-File ver.2.16.2 (2015) - [Company Details]

LLPIN * New LLP Incorporation

LLP Code * PAN

LLP Name *

Date of Incorporation * main division of industrial activity

Description of main division of industrial activity

Business activities to be carried out by the LLP on incorporation

Registered Office Address

Line1

Line2

City * State *

District Country *

Pin * STD-Phone

Mobile Fax

Email * ROC *

Screen: Form LLP

Alter LLP

Follow simple steps to **Alter LLP**

- ➔ Click on **LLP**.
- ➔ Click on **Master**.
- ➔ Click on **Alter LLP**.

Delete LLP

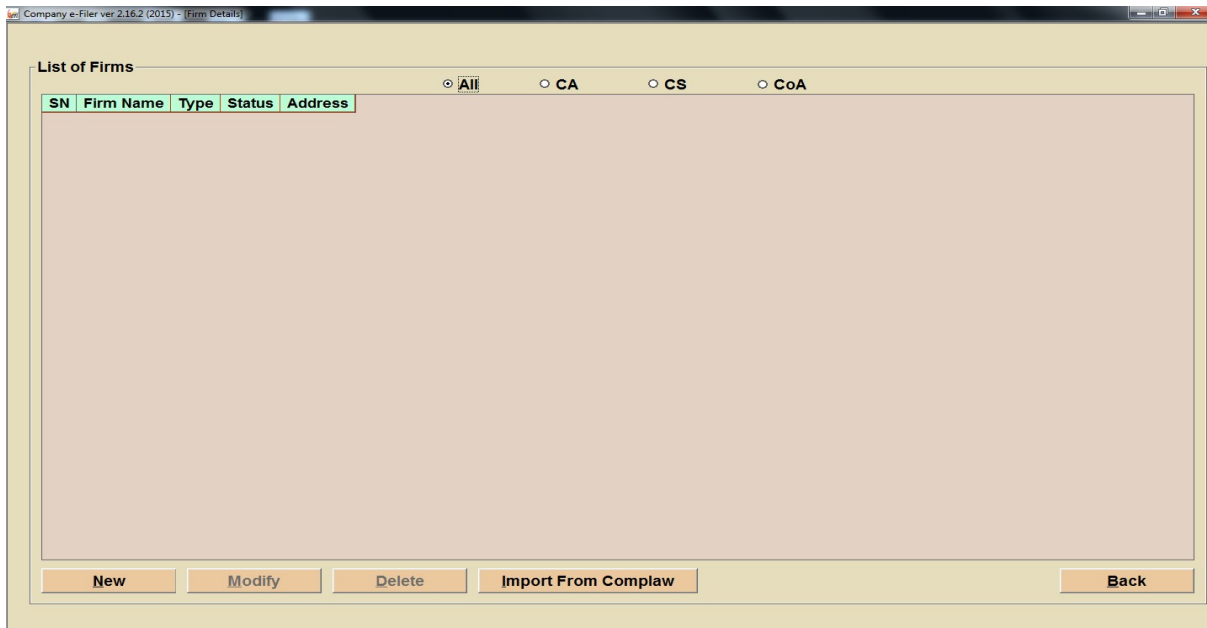
Follow simple steps to **Delete LLP**

- ➔ Click on **LLP**.
- ➔ Click on **Master**.
- ➔ Click on **Delete LLP**.

Select LLP

Follow simple steps to **Select LLP**

- ➔ Click on **LLP**.
- ➔ Click on **Master**.
- ➔ Click on **Select LLP**.
- ➔ Click on **Set Password** to create new password.
- ➔ Click on **Remove password** to remove the password.
- ➔ Click on **Cancel** to close the form.



Screen: Professional Master

1.2 LLP Info

Follow simple steps:

- ➔ Click on **LLP**.
- ➔ Click on **LLP info**.



Screen: LLP Info

- ➔ Do the same steps for **E-Forms** module.

1.2.1 Partners

Follow simple steps to Partners:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Partners**.
- ➔ Click on **New** to add new Partner.

Company e-File ver 2.16.3 (Demo) - [Director Appointment]

List of Partners / Designated Partners

SN	Type	Name	Nominee Name	Designation	Appointment Date	Monetary Value	Profit Ratio	Cessation Date
----	------	------	--------------	-------------	------------------	----------------	--------------	----------------

New Edit Delete Back

Screen: Partners

- ➔ Click on **Edit** to change in existing information.
- ➔ Click on **Delete** to delete the existing information.
- ➔ Click on **Back** to close this form.

1.2.2 Professionals

Follow simple steps to Professionals:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Professionals**.

Screen: Professionals

- ➔ Click on **New** to add new Professional.
- ➔ Click on **Modify** to change in existing information.
- ➔ Click on **Cancel** to reset the entry.
- ➔ Click on **Delete** to delete the existing information.
- ➔ Click on **New Firm** to add new company.
- ➔ Click on **Back** to close this form.

1.2.3 Creation of Charge

Follow simple steps to Creation of Charge:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Creation of Charge**.
- ➔ Click on **New Charge Holder** to create new charge holder.
- ➔ Click on **New** to create new charges.
- ➔ Click on **List** to view the list of charges.
- ➔ Click on **Back** to close this form.
- ➔ Click on **Page2 and Page 3** to go in these forms as shown in red mark in screen.

Page1
Page2
Page3

Date of creation of Charge * Charge Identification No.

Type of Charge *

<input type="checkbox"/> Immovable property	<input type="checkbox"/> Ship	<input type="checkbox"/> Any interest in immovable property	<input type="checkbox"/> Goodwill
<input type="checkbox"/> Book debts	<input type="checkbox"/> Trademark	<input type="checkbox"/> Patent, license under a patent	<input type="checkbox"/> Floating charge
<input type="checkbox"/> Movable property (not being pledge)	<input type="checkbox"/> copyright or license under a copyright	<input type="checkbox"/> If others, specify	

Whether consortium finance is involved * Yes No Number of charge holder(s) * Detail

Whether joint charge is involved * Yes No

Nature or description of the instrument(s) creating or modifying the charge *

Amount secured *

In case amount secured by the charge is in foreign currency, mention details

New Charge holder
New
Modify
Delete
>>
<<
List
Back

Screen: Creation of Charge

1.2.4 Modification of Charge

Follow simple steps to Modification of Charge:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Modification of Charge**.
- ➔ Click on **New** to create new charges.
- ➔ Click on **List** to view the list of charges.
- ➔ Click on **Back** to close this form.

e-Filed ver 2.16.3 (Demo) - [Modification of Charge]

SN	Charge ID No	Date of Creation of Charge	Amount Secured

Charge identification (ID) number of the charge to be modified

Whether charge is modified in favour of asset reconstruction company (ARC) or assignee Yes No

Whether charge holder is authorised to assign the charge as per the charge agreement Yes No

Date of Modification

Date of last modification

Amount Secured *

Particulars of the present modification

New **Modify** **Delete** **>>** **<<** **List** **Back**

Screen: Modification of Charge

1.2.5 Charge Holder

Follow simple steps to Charge Holder:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Charge Holder**.
- ➔ Click on **New** to create new charge holder.
- ➔ Click on **Modify** to change in existing information.
- ➔ Click on **Delete** to delete the existing information.
- ➔ Click on **Back** to close this form.

Company e-Filer ver 2.16.3 (Demo) - [Charge Holder]

SN	Name	CIN	Category	Other Category
----	------	-----	----------	----------------

Category

If others, specify

CIN, in case charge holder or ARC or assignee is a company

Name

Address Line 1 Line 2

City Pin

Country State

District Phone

Fax Email

Screen: Charge Holder

1.2.6 Statements of Assets and Liabilities

Follow simple steps to Statements of Assets and Liabilities:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Statements of Assets and Liabilities**.
- ➔ Click on **Import Previous Year Data** to import previous year data.
- ➔ Click on **Import From Excel** to import data from excel.
- ➔ Click on **Print** to see the preview.
- ➔ Click on **Back** to close this form.
- ➔ Click on **Save** to save the information.
- ➔ Click on **Export to Excel** to export data in excel.

Company e-File ver 2.16.3 (Demo) - [Balance Sheet]

Amount in Rs.

Particulars	Current Year	Previous Year
I. CONTRIBUTION AND LIABILITIES		
1. Partners' funds		
Contribution received		
Reserves and surplus (including surplus being the profit/loss made during year)		
2. Liabilities		
Secured loans		
Unsecured loans		
Short term borrowings		
Creditors/trade payables - Advance from customers		
Other liabilities (to specify)		
Provisions		
for taxation		
for contingencies		
for insurance		
Other provisions (if any)		
TOTAL		
II. ASSETS		
Gross Fixed assets(including intangible assets)		
Less: depreciation and amortization		
Net fixed assets		
Investments		
Loans and advances		
Inventories		
Debtors/trade receivables		
Cash and cash equivalents		
Other assets (to specify)		
TOTAL		

Screen: Statements of Assets and Liabilities

1.2.7 Statements of Income and Expenditure

Follow simple steps to Statements of Income and Expenditure:

- ➔ Click on **LLP**.
- ➔ Click on **LLP Info**.
- ➔ Click on **Statements of Income and Expenditure**.
- ➔ Click on **Import Previous Year Data** to import previous year data.
- ➔ Click on **Import From Excel** to import data from excel.
- ➔ Click on **Export to Excel** to export data in excel.
- ➔ Click on **Print** to see the preview.
- ➔ Click on **Back** to close this form.
- ➔ Click on **Save** to save the information.

Company e-File ver 2.16.3 (Demo) - [Performance of Company]

Amount in Rupees			
Particulars	Current Year	Previous Year	
	From		
To			
Income			
Gross turnover			
Less: Excise duty or service tax			
Net Turnover details			
Domestic turnover			
(i) Sale of goods manufactured			
(ii) Sale of goods traded			
(iii) Sale or supply of services			
Export turnover			
(i) Sale of goods manufactured			
(ii) Sale of goods traded			
(iii) Sale or supply of services			
Other Income			
Increase/(decrease) in stocks [including for raw materials, work in progress and finished goods]			
Total income	0.00	0.00	
Expenses			
Raw material consumed			
Purchases made for re-sale			
Consumption of stores and spare parts			
Power and fuel			
Personnel Expenses			
Administrative expenses			
Payment to auditors			
Selling expenses			
Insurance expenses			
Depreciation and amortization			
Interest			

Buttons: Import Previous Year Data, Import From Excel, Export To Excel, Print, Save, Back

Screen: Statements of Income and Expenditure

1.3 Minutes & Resolution

Follow simple steps to for **Minutes & Resolutions**:

- ➔ Click on **Minutes & Resolutions**.
- ➔ Select financial year(if LLP is already selected).
- ➔ Select financial year and select the LLP (if the LLP is not selected).

SN	Chairman	Date of Meeting	No.of partners present

Buttons: New, Modify, Delete, Print Preview, Attendance Register, Exit

Screen: Minutes & Resolution

- ➔ Click on **New** to add meeting schedule.

Screen: Add new meeting schedule

- ➔ Enter all the **date or timings** of meetings
- ➔ Click on **Add/Modify/Rename/Delete** to manually add resolution from the specified location.
- ➔ Click on **Modify/Rename/Delete** to manually modify, rename or delete resolution from the list.

Screen: Manually added minutes & resolution

- ➔ Click on **Special invites** to manually add person's details who are specially invited.
- ➔ Click on **Save** to save the details.

In Minutes & Resolution screen:

- ➔ Click on **Modify** to modify any scheduled meetings.
- ➔ Click on **Delete** any meetings from the list.
- ➔ Click on **Print Preview** to view print preview of the meeting details
- ➔ Click on **Attendance Register** to view attendance register.
- ➔ Click on **Help** to view help in pdf format.
- ➔ Click on **Back** to move back to main screen.

14 E-Forms

Follow simple steps to for **E-Forms**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.

Screen: E-Forms

1.4.1 Form 1

Follow simple steps to for **Forms 1:**

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 1**.
- ➔ Select radio button **Incorporating a new LLP**.

Screen: Form 1(Incorporating a new LLP)

- ➔ Enter all the mandatory details in all the three Pages as highlighted in above screen.
- ➔ Select radio button **Changing the name of existing LLP.**
- ➔ Enter all the mandatory details in Page 1 as highlighted in below screen.

Application for Incorporating a new LLP **Changing the name of an existing LLP**

Page 1 of 1

Proposed Name of LLP	Significance of Proposed Name
(a) *	
(b)	
(c)	
(d)	
(e)	
(f)	

Whether the proposed name(s) are based on a registered trade mark or is the subject matter of an application pending for registration under the trade marks Act. * Yes No
 If Yes, furnish particulars of trade mark or application

Whether change in name is due to change in business of the LLP * Yes No Digitally Signed by

New /Changed business of LLP

Whether change in name is based on the procedure laid down in the LLP agreement with consent of requisite partners
 based on the direction from Central Government

Update **Cancel** **Generate Form1** **Back**

Screen: Form 1(Changing the name of existing LLP)

- ➔ Click on **Update** button to save the form.
- ➔ Click on **Generate Form** button to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.2 Form 2

Follow simple steps to for **Forms 2:**

- ➔ Click on **LLP.**
- ➔ Click on **E-Forms.**
- ➔ Click on **Form 2.**

SRN of Form1 *	<input type="text"/>
Based on business activities, enter main division of industrial activity of the LLP as per NIC-2004 *	<input type="text"/>
Proposed business of the LLP *	<input type="text"/>
Total number of designated partners	<input type="text"/>
Total number of partners	<input type="text"/>
Number of individual designated partner(s) for which this form is being filed	<input type="text"/> <input type="button" value="Detail"/>
Number of bodies corporate as designated partner(s) for which this form is being filed	<input type="text"/> <input type="button" value="Detail"/>
Number of individual partner(s) for which this form is being filed	<input type="text"/> <input type="button" value="Detail"/>
Number of bodies corporate as partner(s) for which this form is being filed	<input type="text"/> <input type="button" value="Detail"/>
Total monetary value of contribution by partners in the LLP	<input type="text"/>
Whether addendum to eForm 2 is required to be filed	<input type="radio"/> Yes <input checked="" type="radio"/> No
To be digitally signed by designated partner	<input type="text"/>
To be digitally signed by CA/CS/CoA	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Generate"/> <input type="button" value="Back"/>	

Screen: Form 2

- ➔ Enter all the mandatory details.
- ➔ Click on **Details** to select particular partner name from the list.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.3 Form 3

Follow simple steps to for **Forms 3**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 3**.
- ➔ Select radio button **Filling information with regard to LLP Agreement**.

This Form is for: Filing information with regard to LLP Agreement For information with regard to changes in LLP Agreement

Page 1 of 4 | Page 2 of 4 | Page 3 of 4 | Page 4 of 4

Place at which the initial Agreement is made

Date of the Agreement

Date of Ratification in case initial Agreement was made prior to incorporation

Business activities to be carried on by the LLP

Total Number of partners SRN of details updated through the screen (if applicable)

Total monetary value of partner's contribution

Mutual Rights and Duties of Partners

Restrictions, if any, on the partners' authority

Details of indemnity clause, if any

Screen: Form 3(Filing information with regard to LLP Agreement)

- ➔ Enter all the mandatory details in all the four Pages as highlighted in above screen.
- ➔ Select radio button **For information with regard to changes in LLP Agreement**.
- ➔ Enter all the mandatory details in Page 1 as highlighted in below screen.

This Form is for: Filing information with regard to LLP Agreement For information with regard to changes in LLP Agreement

Page 1 of 2 | Page 2 of 2

Date of modification of the agreement

Whether change in agreement is on account of Change in business activities Change in partner(s)
 Change in partner's contribution and % of profit sharing
 Change in details pertaining to each field

Description of business activities, after change

Based on new/changed business activities, enter main division of industrial activity of the LLP as per NIC-2004

Description of main division of industrial activity

SRN of details updated through the screen (if applicable)

Total monetary value of contribution, after changes (in Rs)

Existing	<input type="text"/>	Addition	<input type="text"/>
Reduction	<input type="text"/>	Total	<input type="text"/>

Change in details pertaining to each field

Screen: Form 3(For information with regard to changes in LLP Agreement)

- ➔ Click on **Update** button to save the form.

- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.4 Form 4

Follow simple steps to for **Forms 4**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 4**.

The screenshot shows a web form for Form 4 with the following fields and controls:

- Total number of designated partners for which this form is being filed:
- Total number of partners for which this form is being filed:
- Number of individual designated partner(s) for which this form is being filed: **Detail**
- Number of bodies corporate as designated partner(s) for which this form is being filed: **Detail**
- Number of individual partner(s) for which this form is being filed: **Detail**
- Number of bodies corporate as partner(s) for which this form is being filed: **Detail**
- Whether addendum to eForm 2 is required to be filed: Yes No
- To be digitally signed by designated partner:
- To be digitally signed by CA/CS/CoA:

At the bottom of the form are four buttons: **Update**, **Cancel**, **Generate**, and **Back**.

Screen: Form 4

- ➔ Enter all the mandatory details.
- ➔ Click on **Details** to select particular partner name from the list.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.5 Form 5

Follow simple steps to for **Forms 5**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 5**.

Screen: Form 5

- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.6 Form 8-Interim

Follow simple steps to for **Form 8-Interim**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 8-Interim**.

SN	Charge ID No	Date of Charge	Date of Modification	Amount Secured

Screen: Form 8-Interim

- ➔ Select charges of **Statement of Account & Solvency** from the list.
- ➔ Click on **Generate button** to generate form in pdf format

➔ Click on **Back** to move back to main screen.

1.4.7 Form 8-Annual

Follow simple steps to for **Form 8-Annual**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 8-Annual**.

able to pay its debts in full as they become due in the normal course of business.	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Already filed a statement indicating creation of charges or modification or satisfaction	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
We declare that the turnover	<input checked="" type="radio"/> does not exceed	<input type="radio"/> exceeds 40 lakh	
We declare that the obligation of contribution	<input checked="" type="radio"/> does not exceed	<input type="radio"/> exceeds 25 lakh	
To be digitally signed by designated partner	<input style="width: 100%;" type="text"/>		
To be digitally signed by designated partner	<input style="width: 100%;" type="text"/>		
To be digitally signed by a CA/CS /CoA	<input style="width: 100%;" type="text"/>		
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Statement of Assets and Liabilities</div> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Statement of Income and Expenditure</div> </div>			
<div style="display: flex; justify-content: space-between; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Update</div> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Generate</div> <div style="border: 1px solid #ccc; padding: 5px 20px; background-color: #f0f0f0;">Back</div> </div>			

Screen: Form 8-Annual

- ➔ Click on **Statement of Assets and Liabilities** button to view/print/make changes in balance sheet of particulars.
- ➔ Click on **Statement of Income and Expenditure** button to view/print/make changes in Performance of the Company according to the particulars.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.8 Form 11

Follow simple steps to for **Form 11**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 11**.

Start date of financial year for which annual return is being filed	<input type="text"/>
Business classification	<input type="text"/>
SRN of the partners' details validated through the screen (if applicable)	<input type="text"/>
Number of individual(s) as partner	<input type="text"/> <input type="button" value="Detail"/>
Number of bodies corporate as partners	<input type="text"/> <input type="button" value="Detail"/>
Whether turnover of the LLP exceeds 5 crores	<input type="radio"/> Yes <input checked="" type="radio"/> No
To be digitally signed by designated partner	<input type="text"/>
To be digitally signed by designated partner	<input type="text"/>
To be digitally signed by a CA/CS /CoA	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Generate"/> <input type="button" value="Penalty & Offence"/> <input type="button" value="Back"/>	

Screen: Form 11

- ➔ Enter all the mandatory details.
- ➔ Click on **Details** to select particular partner name from the list.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Penalty and & Offence** to add penalty/offence imposed on LLP.
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.9 Form 12

Follow simple steps to for **Form 12**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 12**.

Pursuant to section 13(2) of the Limited Liability Partnership Act, 2008, the mentioned Limited Liability Partnership declares the following address, other than the address of its Registered Office, for serving a document on it or its partner or designated partner:

Line 1

Line 2

City * Pin *

Country * State *

District Phone

Fax Mobile

Email *

Date on which consent of all partners is taken as per sub rule(2) of rule 16

To be digitally signed by designated partner

To be digitally signed by CA / CS / COA

Add **Modify** **Delete** **>>** **<<** **List** **Generate** **Back**

Screen: Form 12

- ➔ Click on **Add** to add new forms to intimate new address.
- ➔ Click on **Modify** to modify existing forms.
- ➔ Click on **>>** to view next form.
- ➔ Click on **Generate** button to generate form in pdf format
- ➔ Click on **List** to view list of created forms.
- ➔ Click on **Back** to move back to main screen.

1.4.10 Form 15

Follow simple steps to for **Form 15**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 15**.

Page 1 of 2 Page 2 of 2

New address of registered office of the LLP

Line 1

Line 2

City * Pin *

Country * State *

District Phone

Fax Email *

Name of the office of new registrar

Police station under whose jurisdiction the new registered office address of the LLP is situated

Name

Flat

Building

City * Tehsil

State * District

Pin *

Add **Modify** **Delete** **>>** **<<** **List** **Generate** **Back**

Screen: Form 15

- ➔ Click on **Add** to add new forms of notice of change of place.
- ➔ Enter all the mandatory details in all the two Pages as highlighted in above screen.
- ➔ Click on **Modify** to modify existing forms.
- ➔ Click on **>>** to view next form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **List** to view list of created forms.
- ➔ Click on **Back** to move back to main screen.

1.4.11 Form 17

Follow simple steps to for **Form 17**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 17**.

The screenshot shows a multi-page form for Form 17 registration. The top navigation bar has three tabs: 'Page 1 of 5', 'Page 2 of 5', and 'Page 3 of 5', all highlighted with red boxes. The main form area is divided into three sections corresponding to these pages. The first section (Page 1) includes fields for 'SRN of Form1', 'Name of the firm', and 'Principal address of the firm' with sub-fields for Line1, Line2, City, PIN, Country, State, District, Phone, Fax, and e-Mail. The second section (Page 2) asks 'Whether the firm is registered under the Partnership Act, 1932' with radio buttons for 'Yes' and 'No', and includes fields for 'Date of registration' and 'Registration No.' if 'Yes'. The third section (Page 3) asks 'Whether the firm is registered under any other law' with radio buttons for 'Yes' and 'No', and includes a text field for 'If Yes, the name of the Statute under which registered' and fields for 'Date of registration' and 'Registration No.'. At the bottom, there are four buttons: 'Update', 'Cancel', 'Generate', and 'Back'.

Screen: Form 17

- ➔ Enter all the mandatory details in all the three Pages as highlighted in above screen.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.12 Form 18

Follow simple steps to for **Form 18**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 18**.

The screenshot shows a web form for Form 18, divided into three pages. The first page (Page 1 of 3) includes the following fields: SRN of Form 1 (highlighted in yellow), Name of the proposed LLP, CIN, Name of the company, Date of Incorporation, Address of the registered office of the company, e-mail ID of the company, Total number of shareholders, and Total number of partners in the LLP. The second page (Page 2 of 3) contains three questions with Yes/No radio buttons: 'Whether all the shareholders of the company have given their consent for conversion of the firm into the LLP', 'Whether all the partners of the LLP comprise all the shareholders of the Firm and no one else.', and 'Whether any security interest in the assets of the company is subsisting or in force'. The third page (Page 3 of 3) has a text area for 'If Yes, give details'. At the bottom of the form are four buttons: Update, Cancel, Generate, and Back.

Screen: Form 18

- ➔ Enter all the mandatory details in all the three Pages as highlighted in above screen.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.13 Form 22

Follow simple steps to for **Form 22**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 22**.

Screen: Form 22

- ➔ Enter all the mandatory details in all the three Pages as highlighted in above screen.
- ➔ Click on **Update button** to save the form.
- ➔ Click on **Generate button** to generate form in pdf format.
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.14 Form 23

Follow simple steps to for **Form 23**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 23**.

Category of applicant

LLPIN / CIN / Reg. No.

Name of the applicant

Address Line 1 Line 2

City * Pin *

Country * State *

District Phone

Fax Email

Details of the LLP against whom complaint is filed

LLPIN Name

Address

e-mail ID

Grounds of objection

Designation DPIN / DIN / PAN

Screen: Form 23

- ➔ Enter all the mandatory details
- ➔ Click on **Save** button to save the form.
- ➔ Click on **Generate** button to generate form in pdf format
- ➔ Click on **Cancel** to cancel saving data.
- ➔ Click on **Back** to move back to main screen.

1.4.15 Form 24

Follow simple steps to for **Form 24**:

- ➔ Click on **LLP**.
- ➔ Click on **E-Forms**.
- ➔ Click on **Form 24**.

Whether up to date Income-tax returns filed Yes No

To be digitally signed by the designated partner

Screen: Form 24

- ➔ Enter the mandatory details.
- ➔ Click on **Update** button to save the form.
- ➔ Click on **Generate** button to generate form in pdf format.
- ➔ Click on **Back** to move back to main screen.
- ➔ Click on **Exit** to move back to main screen.

1.5 Upload E-Forms

➔ Click on **Upload E-Forms** to upload E-Forms in the MCA portal after login.

User Name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Exit"/>	

Screen: Upload E-Forms

1.6 Penalties

Follow simple steps to for **Form 24**:

- ➔ Click on **LLP**.
- ➔ Click on **Penalties**
- ➔ Search any penalties/offenses by clicking on search field..

SN	Section	Offence	Liabe	Compoundable or not	Liability
1	17(2)	Non rectification of name by LLP pursuant to direction of Central Government under section 17 of the LLP Act 2008	LLP & Designated Partners	Compoundable	LLP: Minimum: Rs 10,000 Maximum: Rs 5,00,000 Designated Partner: Minimum: Rs 10,000 Maximum: Rs 1,00,000
2	25(4)	Failure to intimate Registrar of LLP, particulars of appointment, cessation of any partner or any change in name or address of a partner within thirty days of such change.	LLP & Designated Partners	Compoundable	Minimum: Rs 2000 Maximum: Rs 25,000
3	34(6)	Non maintenance of Books of accounts in accordance with the LLP Act 2008 by the Limited Liability Partnership.	LLP & Designated Partners	Compoundable	LLP: Minimum: Rs 10,000 Maximum: Rs 5,00,000 Designated Partner: Minimum: Rs 10,000 Maximum: Rs 1,00,000
4	34(6)	Non preparation of Statement of Account and Solvency for each financial year, within a period of six months from the end of each financial year by the Limited Liability Partnership.	LLP & Designated Partners	Compoundable	LLP: Minimum: Rs 10,000 Maximum: Rs 5,00,000 Designated Partner: Minimum: Rs 10,000 Maximum: Rs 1,00,000
5	60(4)	Failure to file the order of the Tribunal with the Registrar of LLP passed under section 60 of the LLP Act within thirty days after making such an order	LLP & Designated Partners	Compoundable	Maximum: Rs 1,00,000
6	35(3)	Non filing of annual return duly authenticated with the Registrar of LLP within sixty days of closure of its financial year	LLP & Designated Partners	Compoundable	LLP: Minimum: Rs 10,000 Maximum: Rs 5,00,000 Designated Partner: Minimum: Rs 10,000 Maximum: Rs 1,00,000
7	34(6)	Audit of accounts of Limited Liability Partnerships in violation of the prescribed rules.	LLP & Designated Partners	Compoundable	LLP: Minimum: Rs 10,000 Maximum: Rs 5,00,000 Designated Partner: Minimum: Rs 10,000

Screen: Penalties

1.7 Quit

Follow simple steps to **Quit** from the LLP screen:

- ➔ Click on **LLP**.
- ➔ Click on **Quit button** to move back to main screen.



Thank you