

Form 12

INSTRUCTIONS FOR FILLING OF EFORM – 12 **(FORM FOR INTIMATING OTHER ADDRESS FOR SERVICE OF DOCUMENTS)**

S. No.	Detailed Instructions
	<p>Note:</p> <ul style="list-style-type: none"> • Instructions are not provided for the fields which are self explanatory. • This eForm will be filed in case LLP is having any address other than its registered office for the purpose of service of documents. • After the eForm has been filled, click the Prescrutiny button to pre-scrutinize the eForm. If the eForm is not pre-scrutinized, it shall be rejected when you attempt to upload the eForm. • This eForm shall be taken on record through electronic mode without any processing at the Registrar office. Ensure that all particulars in the eForm are correct. There is no provision for resubmission of this 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.
1	Enter Limited Liability Partnership identification number (LLPIN) of the LLP.
2,3	<p>Click the “Pre-fill” button.</p> <p>System will automatically display the name, address of registered office and e-mail ID of the LLP. In case there is any change in the email ID, enter the new valid email ID.</p>
4	<p>Enter the details of the address other than the address of registered office for the purpose of serving documents to LLP or to its partners or designated partners.</p> <p>System will automatically display the country, ISO country code and e-mail ID of the LLP on the basis of LLPIN.</p>
5	Enter the date on which the decision of declaring the other address for the purpose of serving documents has been taken by all the partners.
Attachments	<ul style="list-style-type: none"> • Proof of address is a mandatory attachment. • Either ‘Copy of the minutes of decision/ resolution/ consent of partners’ or ‘The extracts of the relevant provisions of the Limited liability Partnership Agreement’ is to be provided as mandatory attachment. • Any other information can be provided as an optional attachment.
Verification	Select both the check boxes.
Digital signature	<p>The eForm should be digitally signed by the designated partner of the LLP.</p> <p>Enter the Designated Partner identification number (DPIN) of the DP.</p>
Certificate	<p>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.</p> <p>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 practising professional is a company secretary (in whole-time practice), enter the certificate of practice number.</p>
Pre-scrutiny	After the check form is successful and required documents have been attached, pre-scrutinize the eForm. This is a mandatory step.

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When the user clicks the pre fill button after entering the Limited Liability identification number (LLPIN), the name and address is displayed by the system.</p> <p>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.</p> <p>You are required to be connected to the internet for pre-filling.</p>
Attach	<p>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.</p>
Remove attachment	<p>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.</p>
Check Form	<p>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.</p>
Modify	<p>“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.</p>
Pre scrutiny	<p>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 eForm. 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.</p>

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