

Form 22

INSTRUCTIONS FOR FILLING OF EFORM – 22

(Notice of intimation of Order of Court/ Tribunal/CLB/ Central Government to the Registrar)

S. No.	Detailed Instructions
	Note: Instructions are not provided for the fields which are self explanatory
	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	Select whether the form filed for Limited Liability Partnership (LLP) or Foreign Limited Liability Partnership (FLLP).
2	In case of LLP, enter the 'Limited Liability Partnership Identification Number' (LLPIN) or 'Service Request number' (SRN) of Form 1. SRN of Form 1 is required to be entered for filing appeal order w.r.t. conversion of firm/ company into LLP. In case of FLLP, enter the 'Foreign Limited Liability Partnership Identification Number' (FLLPIN). Please note that SRN of form 1 is to be entered only in case form is to be filed for appeal in respect of conversion of firm or company into LLP.
3	(a) to (c) Click the 'Pre-fill' button. System will automatically display the name, registered office address (in case of LLP) or name and address of principal place of business in India (in case of FLLP) and email ID. In case there is any change in the email ID, enter the new valid email ID.
4	(a) to (e) Select the authority passing the order. Enter the name and location of the court or bench of the company law board or the competent authority, of which the order is being filed through this eForm. Enter the petition or application number and the order number. In case the same is not applicable, then enter 'Not Applicable'.
5	Enter the date of passing the order.
6	(a), (b) Select the section or rule reference of the LLP Act or rules under which the order has been passed. If the order has been passed under a section or rule other than the listed down sections or rules then select 'Others' and specify the section under which order has been passed. Ensure that you select the correct section as the processing of this and/ or other eForms by the Registrar office shall be dependent upon the same. Appeal order w.r.t. conversion of firm/ company into LLP can be selected only in case the LLP is yet to be incorporated (i.e. SRN of Form 1 is entered in field 2). Please note in case section or rule reference selected is 'Section 60 and/ or 62 and rule 35(11)- Amalgamation' or 'Section 64 and rule 35(17)- Liquidation', status of LLP filing the eForm should be Active or Under Liquidation.
7, 8, 9, 10	Enter the number of days within which order is to be filed with Registrar. This shall be entered in pursuance to aforesaid sections or in terms of court order or CLB order or order of the competent authority, as the case may be. In case the section or the CLB order or Court order does not provide for the number of days within which order is to be filed, then the form should be filed at the earliest. Enter the date of application to court or CLB or the competent authority for issue of certified copy of order and the date of issue of certified copy of order. In case no application is required to be made; then enter the date of passing the order as the date of application. Enter the date of issue of certified copy of order. Ensure that you enter the correct details as based on the same, system will automatically display the due date by which order is to be filed with Registrar. In case the form is being filed after the due date, then in such case, it shall be required to get the delay condoned and thereafter file the order for

S. No.	Detailed Instructions
	<p>condonation of delay in another eForm 22.</p> <p>Please note that this form cannot be approved unless an eForm 22 (filed for condonation of delay) having SRN of this form has been approved.</p>
12	<p>In case the eForm is filed in respect of order for compounding of offence (section 39), mention the Service Request Number (SRN) of Form 31, if any, filed for application for compounding of offences. Maximum of three SRNs can be entered here. Details of any additional SRN can be provided as an optional attachment.</p>
14	<p>Select whether there is any penalty involved with respect to the order. If yes, enter the SRN of payment of penalty. In case there is more than one SRN for payment of penalty, then details of the same can be provided as an optional attachment.</p> <p>Please ensure that payment status of SRN of payment of penalty being entered is PAID otherwise the eForm shall not be approved.</p>
Attachments	<ul style="list-style-type: none"> • Certified copy of the court order or company law board order or order by any other competent authority is a mandatory attachment. • Any other information can be provided as an optional attachment.
Digital signature	<p>The eForm should be digitally signed by:</p> <p><u>In case of LLP:</u></p> <ul style="list-style-type: none"> • The designated partner (DP) of the LLP or LLP administrator or any other person. LLP administrator shall be allowed to sign the eForm only in case the status of the LLP is 'Under Liquidation' or in case section for which form is filed is 'Section 64 and rule 35(17)- Liquidation' or others. • Enter the name and designation of the person signing the eForm. In case designation selected is "Others" then also enter the capacity in which the person is signing the eForm. <p><u>In case of FLLP:</u></p> <ul style="list-style-type: none"> • By an authorised representative of the FLLP or any other person. • Enter the name and designation of the person signing the eForm. In case designation selected is "Others" then also enter the capacity in which the person is signing the eForm. <p><u>In case SRN of Form 1 is entered in field 2:</u></p> <p>Enter the name and designation of the person signing the eForm. Also enter the capacity in which the person is signing the eForm</p>
Designation	<p>Select the designation of the person digitally signing the eForm.</p> <p>Enter the DPIN in case the person digitally signing the eForm is designated partner or authorized representative.</p> <p>Enter income-tax PAN in case the person signing the eForm is LLP administrator or authorized representative or any other person.</p>

NOTE: The original certified copy of the Court or CLB order is also required to be submitted at the concerned Registrar Office simultaneously of filing eForm 22, failing which the filing will not be considered and legal action will be taken.

Common Instruction Kit

Buttons	Particulars
Pre-fill	<p>When the user clicks the pre fill button after entering the Limited Liability Partnership identification number in eForm (excepting eForm 1), 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>

	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 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.

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