Form 31

INSTRUCTIONS FOR FILLING OF EFORM -31
(Form for filing an application for compounding of an offence)

S No.		Detailed Instruction
		Note: 1. Instructions are not provided for the fields which are self explanatory 2. 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.
		Refer the relevant provisions of the Limited Liability Partnership Act, 2008 and rules made there under with respect to the matter dealt in this eForm.
1		Select the category of the applicant
2		In case of Limited Liability Partnership (LLP), enter the 'Limited Liability Partnership Identification Number' (LLPIN). In case of Foreign Limited Liability Partnership (FLLP), enter the 'Foreign Limited Liability Partnership Identification Number' (FLLPIN)'. <u>In case of others:</u> If application for compounding of offence is filed in respect of a designated partner of an LLP, enter the LLPIN. In case application is filed in respect of authorized representative of FLLP, enter the FLLPIN.
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		In case category of the applicant is 'Others', enter the name, address and e-mail ID of applicant.
6		The application can be filed for LLP, FLLP, Designated Partner (DP), partner, authorised representative or Others. Enter number of person(s) and their details excluding LLP or FLLP. Details of only 10 persons can be entered in the form. If number of persons is greater than 10, then additional details can be provided in optional attachment. Select the category. In case the category is Designated Partner (DP), enter an approved DPIN. In case category is authorised representative, enter either DPIN or Income-tax PAN. In case category is Partner or others, enter either DPIN or income-tax PAN or passport number.
7		Enter the details of section violated. Also provide details of the section under which default is punishable along with the details of applicable penalty.
8		Enter the details as to how the default has been made good indicating the date on which the default has been made good, wherever applicable.
Attachments		• Copy of detailed application (Mandatory) • Copy of show cause notice received (Mandatory in case show cause notice has been received) • Copy of authority to make the application on behalf of the LLP (Mandatory in case applicant is 'LLP' or 'FLLP') • Copy of authority to make the application on behalf of other persons (Mandatory in case of Other applicants where the form is being signed by professional) • Copy of latest statement of asset and liabilities (Mandatory in case 'Yes' is selected in field 9 'Copy of the latest statement of assets and liabilities attached') • Any other information can be provided as an optional attachment
Digital Signature		In case category of applicant is LLP, the eForm should be digitally signed by DP or partner. OR In case category of applicant is FLLP, the eForm should be digitally signed by the authorised representative. OR

S No.	Detailed Instruction
	In case category of applicant is Others, the eForm should be digitally signed by DP or Partner or authorised representative or by chartered accountant or cost accountant or company secretary (in whole-time practice).
Designation	Enter the DPIN in case the person digitally signing the eForm is a DP or partner or authorized representative or others. Enter income-tax PAN in case the person signing the eForm is authorized representative or partner or others In case the person signing the eForm is a chartered accountant or cost accountant or company secretary (in whole-time practice); 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 Instruction Kit

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.

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