

Form 23

INSTRUCTIONS FOR FILLING OF EFORM – 23

(Application for direction to Limited Liability Partnership (LLP) to change its name to the Registrar)

S. No.	Detailed Instructions
	Note: <ul style="list-style-type: none">• Instructions are not provided for the fields which are self explanatory.• 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.• This eForm can be filed within 24 months from the date of incorporation of the LLP against which complaint is being filed.
	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 relevant category of applicant i.e. Limited Liability Partnership (LLP) or Company or any other entity.
2	In case of LLP, enter the 'Limited Liability Partnership Identification Number' (LLPIN). In case of company, enter the 'Corporate Identity Number' (CIN). In case of any other entity, enter its registration number.
3,4	Click the 'Pre-fill' button. In case of LLP or company, system will automatically display the name, address and e-mail ID of the LLP or Company. In case there is any change in the email ID, enter the new valid email ID. In case of any other entity, the details shall need to be entered.
5	Enter the details of the LLP against whom complaint is filed. Enter LLPIN and click on Pre-Fill button. System will automatically display the name, address of registered office and e-mail ID of the LLP.
Attachments	<ul style="list-style-type: none">• Copy of the authority to make application on behalf of LLP or company or other entity is a mandatory attachment.• Copy of incorporation/ registration certificate of LLP or the company or registration certificate of other entity is mandatorily required to be attached.• Any other information can be provided as an optional attachment.
Digital signature	The eForm should be digitally signed by: In case filing by LLP, designated partner (DP) of the LLP. In case filing by a company, director or managing director or manager or secretary of company. In case of any other entity, applicant.
Designation	Select the designation of the person digitally signing the eForm. Enter the DPIN or DIN in case the person digitally signing the eForm is designated partner or director or managing director. Enter income-tax PAN in case the person signing the eForm is a manager. Enter membership number or income-tax PAN in case the person digitally signing the eForm is a secretary.

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> <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.