

Form 29

INSTRUCTIONS FOR FILLING OF EFORM -29

(Notice of (A) alteration in the certificate of incorporation or registration; (B) alteration in names and addresses of any of the persons authorised to accept service on behalf of a foreign limited liability partnership (FLLP) (C) alteration in the principal place of business in India of FLLP (D) cessation to have a place of business in India)

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 and rules made there under with respect to the matter dealt in this eForm.
1		Enter the Foreign Limited Liability Partnership Identification Number (FLLPIN).
2, 3		Click the "Pre-fill" button System will automatically display the name, address of place of business in India and e-mail ID of the LLP. In case there is any change in the email ID, enter the new valid email ID. Select the purpose for which this eForm is being filled. Form can be filed for multiple purposes only where there is no delay in filing for any purpose(s). In case the form is not filed within due date for any purpose, then separate eForm is to be filed for every such purpose.
Part A, Part B, Part C and Part D are applicable only if Part A, Part B, Part C and Part D respectively have been selected in field 3 for type of notice.		
3(B)	I.	<p>Details for the person resident in India authorised to accept service on behalf of the FLLP: Please note that in case of modification to particulars of a person already authorised to accept service, DPIN cannot be entered. For modification to particulars of a person having DPIN, eForm DIN-4 needs to be filed on the MCA21 portal.</p> <p><u>In case of addition of a person:</u> Enter the Designated partner identification number (DPIN) or Income tax PAN of the person authorised. In case of DPIN, click on Pre-Fill button. System will automatically display the name, father's name, nationality, date of birth, permanent and present residential address based on the DPIN. Enter the other relevant details. If Income tax PAN is entered, enter the particulars of the authorised person.</p> <p><u>In case modification of particulars of a person</u> Enter Income tax permanent account number and click 'Pre-fill' button. Name and address will automatically be displayed.</p> <p><u>In case of deletion of a person</u> Enter DPIN or Income tax permanent account number and click 'Pre-fill' button. Name and address will automatically be displayed.</p> <p>In case Income tax PAN is entered, it shall be mandatory to click on 'Verify income-tax PAN' button. Authorised person's name (first, middle and last name), father's name (first, middle and last name) and date of birth should be as per the Income-tax PAN details.</p>
Attachments		<ul style="list-style-type: none"> • Copy of the decision or other document through which alteration has been made (Mandatory) • Copy of approval of Reserve Bank of India for cessation of place of establishment of office in India of the foreign limited liability partnership (Mandatory in case of notice is for cessation to have place of business in India)

	<ul style="list-style-type: none"> • Power of attorney in favour of authorised representative (Mandatory in case of addition of a person authorised to accept service on behalf of FLLP) • Details of LLP and/ or company in which authorised representative is partner/ director (Mandatory in case number of LLP(s) or company(s) in which the authorised representative is a partner or director is greater than zero). • Any other information can be provided as an optional attachment.
Digital Signature	The eForm should be digitally signed by authorised representative of the FLLP.
	Enter the Designated Partner Identification Number (DPIN) or Income-tax PAN of authorised representative.

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.