

Procedures for conversion of partnership firm into LLP

Sl.No	Procedures	Timeline
1	Obtain DIN for partners(DIN 1)	1 Day
2	Obtain Digital Signature for any one partner	1 Day
3	Name Availability (Form 1)	1 Day
4	Application for Conversion of Partnership firm into LLP (Form 17)	After the approval of LLP office
5	Details of Partners and Registered Office (Form 2)	After the approval of LLP office
6	LLP Agreement (Form 3)	Within 30 days from the date of registration
7	Consent of Partners (Form 4)	After the approval of LLP office
8	Certificate of LLP to submit with Registrar of Firms for intimating Conversion (Form 14)	-

Mandatory Attachments for Forms:

I. For obtaining DIN and Digital Signature

- A. Identity Proof(PAN CARD)
- B. Resident Proof(Pass Port, Driving License, Ration card, latest Telephone Bill)
- C. Email Id and Phone number
- D. Photo in JPEG

DETAILS REQUIRED FOR FORM 17

- A).Address of the Firm with phone no,fax no and Mail ID
- B).Date of Registration of Firm
- C).Date, Month and year of Partnership Agreement of the Firm
- D).Total No of Partners in the Firm as on date of application

E). Name , address of the partners and the amount of capital

F). The proposed name of Limited Liability Partnership (LLP) which is approved in form 1.

Note: on conversion of Firm only addition of the word "LLP" in existing name of the Firm as last word " is allowed.

G). The address of the proposed name of LLP with phone no., fax no. And present email id

H). The total no. Of partners in the proposed Limited Liability Partnership (LLP

I). Copies of Consent Letter given by partners for conversion

J). Filing status of Income tax Return and the last filed return date

K).Prosecution pending in court or any authority and the particulars.

L).Consent of all the Creditors of the Firm

M).Statement of Accounts by Chartered Accountant

Form 2

List of Subscribers

Form 3

LLP Agreement

Form 4

Consent of the partners to become Designated Partner of LLP

Form 14 under Partnership Act,1932

Copy of Certificate of Incorporation of LLP

Copy of incorporation document submitted in Form 2 (with the Registrar of Firms.