

NEW LLP PORTAL – GUIDELINES FOR VERIFICATION AND UPDATION OF DESIGNATED PARTNERS' / PARTNERS' DETAILS

Important Note: No eForm filing will be allowed to the LLP without verifying and updating the designated partners' and partners' details on the new LLP portal.

- o LLPs incorporated under the earlier LLP system (i.e. prior to 11th June 2012) are mandatorily required to verify the details of their Designated Partners and Partners.
- o This facility will only be available to the designated partner (DP) of the LLP.
- o User shall use the link 'Migrated LLP Partners details' available after logging in the new LLP Portal.
- o User will be displayed the details of partners and designated partners in respect of the LLP. **In case no details are displayed, the DP will need to register separately as a Business user using his/ her DPIN and digital signatures. Thereafter, the details will be displayed based on the new business user ID.**
- o User will update the details in case there is any change required in the displayed details.
- o **In case of Designated Partners**, only certain details are allowed to be updated like monetary value of contribution, Percentage (%) of profit sharing, residential status, number of companies / LLPs in which the person is a director or designated partner. Adding or deleting a DP is not allowed through the screen.
- o **In case of Partners**, all details of the partners are allowed to be updated. In case details of any partners are not there or any partner is incorrectly shown, user will update the same by adding of partner/ deletion of partner.
- o User will save the details after updating the same. User can update and save the details multiple times before final submission.
- o Once all the details are updated/ verified, the DP needs to affix his/ her digital signature and finally 'Submit' the details.
- o **Once the details are finally submitted, no further changes/ updation shall be allowed. Ensure that all the details have been verified before affixing digital signature and final submission.**