

Steps for Incorporation of Limited Liability Partnership (LLP)

To apply for Director Identification Number (DIN)

Following document required to attach with Form

- Identity Proof (PAN card)
- Address proof
- Copy of verification by the applicant as per DIR-4 (Affidavit) **enclosed herewith**
- Photo
- Occupation
(o Self-employed =
o Professional o Homemaker o Student o Serviceman)

- Education Details
- Contact No. (Mobile & Landline no. both)
- Mother name
- Digital Signature (DSC) of Applicant

Apply for Digital Signature Certificate (DSC)

1. Self attested copy of PAN CARD
2. Copy of Address proof (Except Ration card & Adhar card)

After getting DIN no and DSC of Promoters shall require completing following process.

1. Application for name availability

After drafting main object of the proposed LLP need to file application form with Registrar of Companies for name availability. Applicant need to give 6 proposed names in preference/priority along with meaning and significance of each word.

2. Drafting LLP Agreement

Pay stamp duty as per respective State Stamp Act.

Attachments-

1. *LLP agreement
2. *Subscriber pages
3. *Consent of All Partner & Designated Partners
4. *Proof of residential address & NOC from the owners
5. Power of Attorney

(On 100/- stamp paper & Notarize)

Form DIR-4

Verification of applicant for application for DIN

[Pursuant to section 153 and rule 9(3)(a)(iv) of Companies (Appointment and Qualification of Directors) Rules, 2014]

I,, Son*/ Daughter* of, born on, resident of hereby confirm and verify that the particulars given in the Form DIR-3 are true and also are in agreement with the documents being attached to the Form DIR-3.

I hereby confirm and declare that

- 1. The photograph and documents being attached to the Form DIR-3 belong to me. I further confirm that all required documents have been duly certified by the respective government authority and are being attached to the Form DIR-3, and
- 2. I am not restrained, disqualified, removed of, for being appointed as director of a company under the provisions of the Companies Act, 2013 including sections 164 and 169, and
- 3. I have not been declared as proclaimed offender by any Economic Offence Court or Judicial Magistrate Court or High Court or any other Court, and
- 4. I have not been already allotted a Director Identification Number (DIN) under section 154 of the Companies Act, 2013, and
- 5. I shall be liable under section 448 of the Act and under the relevant provisions of the Indian Penal Code, 1860 and any other law as applicable, if any statement in this application is found to be false or any material fact is found to have been omitted.

*Note: strike out whichever is not applicable.

Signature:

(Name)

