



## CHECKLIST FOR LLP FORMATION

### Minimum Requirements for LLP

- 1 Minimum 2 Designated Partners (DP)
- 2 Atleast 1 of the DP shall be Indian resident
- 3 If a body corporate is DP then it has to nominate a natural person
- 4 Director Identification No.(DIN) has to be obtained by 2 partners
- 5 Digital Signature Certificate of any one of the DP

Following are the documents required

Sr. No.	Particulars	Documents required
1	DIN	<ul style="list-style-type: none"><li>▪ Pan card</li><li>▪ Current Address proof</li><li>▪ Date of Birth</li><li>▪ 2 Passport size photograph</li><li>▪ All documents self attested copies are required</li><li>▪ Signed Annexure required (Format shall be provided by us)</li></ul>
2	Digital Signature Certificate (DSC)	<ul style="list-style-type: none"><li>▪ DSC form duly signed by Director (DSC Form will be provided by us)</li><li>▪ 1 colored photograph required and a signature across the photo is required</li><li>▪ Copy of Passport / address proof required</li><li>▪ Copy of Pan (Permanent Account Number)</li></ul>
3	Proposed name of the LLP	<ul style="list-style-type: none"><li>▪ Give atleast 4 options in the order of preference</li><li>▪ Give significance of the name proposed</li></ul>
4	Registered office address	<ul style="list-style-type: none"><li>▪ Address proof Index II (If self owned) Property Tax paid receipt Light bill Shop Act Licence Rent Agreement (If rented)</li></ul>
5	Nearest Police station of the registered office	<ul style="list-style-type: none"><li>▪ Full address</li></ul>
6	Capital Contribution	<ul style="list-style-type: none"><li>▪ Breakup of the capital contribution is required .</li></ul>
7	Profit sharing ratio	<ul style="list-style-type: none"><li>▪ Profit sharing ratio among the partners shall be specified</li></ul>

Sr. No.	Particulars	Documents required
8	Consent letters	<ul style="list-style-type: none"> <li>▪ Consent letters duly signed by the both the Directors <b>(format shall be provided by us)</b></li> </ul>
9	Subscription sheet	<ul style="list-style-type: none"> <li>▪ Duly signed by the members of the Company <b>(format shall be provided by us)</b></li> </ul>
10	Specific clauses for LLP Agreement in respect of partners	<ul style="list-style-type: none"> <li>▪ Details of any specific clauses to be inserted in respect of rights/duties of the partners <b>A draft LLP agreement shall be provided by us</b></li> </ul>

We Provide Best Services At Right Places In Right Time

For any further assistance contact us