

## 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</li> <li>Index II (If self owned)</li> <li>Property Tax paid receipt</li> <li>Light bill</li> <li>Shop Act Licence</li> <li>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

Mobile no- 8788183917

Mail ID- jalbcf@gmail.com